**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 26 AUGUST 2019**

At 5.30pm in the Conference Room

Ms Pot welcomed everyone, led the introduction, and then declared the meeting open at 5.30pm.

**PRESENTATION**

Mr Watson introduced Mrs Wendy Reid the Director of International Students. Mrs Reid gave an overview of the structure and work of the department noting that over the last five years it has grown considerably and now has five staff catering for about 140 international students. Mrs Reid said that she has made all the necessary changes to the Code of Practise and in accordance with the NZQA requirements.

Mr Watson thanked Wendy for an informative presentation.

1 **PRESENT** M POT (Chairperson)

G WATSON (Principal)

R MASON

A STEELE

A RUSSELL

S VOORWINDEN

N PATEL

S RATANA

J HAGGIE (Staff Trustee)

**In Attendance**: T FOX (Minute Secretary)

B WONG (Business Manager) (Public part of meeting)

W REID (for her presentation)

**Apologies**: L KINGI-BON

(i) *Conflict Of Interest:*

Conflict of interest register circulated.

2 **MONITORING**

(i) *Principal’s Report:*

The Principal’s report was received.

(ii) *Finance:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Haggie)* ***THAT THE STATEMENT OF OPERATIONS FOR THE PERIOD ENDING JULY 2019 BE APPROVED (CARRIED)***

3 **STUDENT TRUSTEE REPORT**

There was no report as Mele was absent. Ms Pot thanked Mele for her contribution to the board and wished her all the best for the future.

4 **STRATEGIC DISCUSSIONS**

(i) *Policy Review:*

5 **ADMINISTRATION**

(i) *Correspondence:*

Discussed in-committee.

(ii)*Minutes:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(S Voorwinden)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON MONDAY 24 JUNE 2019 BE ACCEPTED AS TRUE AND ACCURATE RECORDS OF THE PROCEEDINGS (CARRIED)***

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(A Steele)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON MONDAY 22 JULY 2019 BE ACCEPTED AS TRUE AND ACCURATE RECORDS OF THE PROCEEDINGS (CARRIED)***

(iii) *Evaluation of Meeting:*

Ms Pot asked the board on their thoughts on how the meeting went for them and they had been given further information to assist them in their role as Trustees. The board expressed the view that the meeting had gone well.

***It was resolved***

**THAT IN TERMS OF SECTION 47 OF LOCAL GOVERNMENT OFFICIAL INFORMATION ACT 1989 THE PUBLIC BE EXCLUDED FROM THIS PART OF THE MEETING FOR THE REASON THAT DISCUSSION OF THIS MATTER IN PUBLIC WOULD INFRINGE THE PRIVACY OF A NATURAL PERSON UNDER SECTION 9(2)(a) OF THE OFFICIAL INFORMATION ACT 1982.**

**Into Committee:** (7.25pm) **MOVED** (M Pot) **SECONDED** (R Mason)

**Out of Committee:** (7.55pm) **MOVED** (M Pot) **SECONDED** (R Mason)

6 In-committee discussions reported out of committee.

*Janice Whitaker-Hall: request for one year’s leave*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(A Russell)* ***THAT THE BOARD OF TRUSTEES GRANT JANICE WHITAKER-HALL ONE YEAR’S LEAVE TAKING EFFECT FROM JANUARY 2020 (CARRIED)***

*Alistair McAlpine and Diane Tokley: Sabbatical Leave for 2020*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(R Mason)* ***THAT THE BOARD GRANT LEAVE FOR ALISTAIR***

***MCALPINE AND DIANE TOKLEY FOR TERM 2 2020 TO TAKE UP THEIR SABBATICALS***

***(CARRIED)***

*Renay Kippen & Ally McIntyre: resignations*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(R Mason)* ***THAT THE BOARD OF TRUSTEES ACCEPT RENAY KIPPEN’S RESIGNATION TAKING EFFECT FROM THE 13 SEPTEMBER AND ALLY MCINTYRE’S RESIGNATION TAKING EFFECT FROM THE END OF TERM 3 2019 (CARRIED)***

**Vouchers**

*June 2019*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(N Patel)* ***THAT THE BOARD APPROVE THE MONTHLY***

***PAYMENTS FOR JUNE 2019 AMOUNTING TO $459,365.05 (CARRIED)***

*July 2019*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(S Voorwinden)* ***THAT THE BOARD APPROVE THE MONTHLY***

***PAYMENTS FOR MAY 2019 AMOUNTING TO $430,832.71 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 23 SEPTEMBER 2019**