**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 24 JUNE 2019**

At 5.30pm in the Conference Room

 Ms Pot welcomed everyone to the last meeting for the current board, then declared the meeting open at 5.30pm.

 **PRESENTATION**

Mrs Tupaea introduced Rowan Johanson, Deputy Principal saying that Mr Johanson is leading the LCT Review. Mr Johanson outlined the feedback from staff regarding the consultation process to review the way in which the school approaches the teaching of learning capabilities and the use of form time comparing the feedback against the agreed success criteria for the LCT Review. The outcome will allow form teachers to be able to be more effective at supporting students pastorally and as mentors.

 Mr Johanson tabled the following recommendations for 2020.

 🞍 Learning Capabilities to be taught through all subjects

 🞍 Horizontal form groupings

 🞍 Peer support aligned with form time to improve connections across year levels

 🞍 Form time to be after Period 2 and reduced to 25 minutes.

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(L Vickery)* ***THAT THE BOARD OF TRUSTEES APPROVE THE***

 ***ABOVE RECOMMENDATIONS FOR 2020 (CARRIED)***

 Ms Pot congratulated Mr Johanson for an informative presentation.

1 **PRESENT** M POT (Chairperson)

 J TUPAEA (Acting Principal)

 J BINGHAM

 R MASON

 G POWER

 N PATEL

 S VOORWINDEN

 L VICKERY (Staff Trustee)

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

B WONG (Business Manager)

 **Apologies**: M KAUFUSI, G WATSON, G POWER

 (i) *Conflict Of Interest:*

 Conflict of interest register circulated.

2 **MONITORING**

(i) *Business Manager’s Report:*

 The Business Manager’s report was received.

 (ii) *Finance:*

 The Business Manager spoke to the finance report.

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(R Mason)* ***THAT THE STATEMENT OF OPERATIONS FOR THE PERIOD ENDING MAY 2019 BE APPROVED (CARRIED)***

 The Board requested that the International Student revenue and expenses in the Statement of Operations be phased across the year to give a more realistic view of the months finances.

(iii) *Principal’s Report:*

 The Principal’s report was received.

 Mrs Tupaea spoke about new courses for 2020 and asked that the board approve 13EAP (English for Academic Purposes). A discussion ensued.

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(L Vickery)* ***THAT THE BOARD OF TRUSTEES APPROVE THE 13EAP COURSE FOR 2020 (CARRIED)***

3 **STUDENT TRUSTEE REPORT**

 Mrs Tupaea spoke about the Student Report due to Mele being absent.

4 **STRATEGIC DISCUSSIONS**

(i) *Policy Review:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Bingham)* ***THAT THE BOARD OF TRUSTEES APPROVE THE INDUCTION, CONCERNS AND COMPLAINTS POLICIES (CARRIED)***

5 **ADMINISTRATION**

(i) *Correspondence:*

Discussed in-committee.

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(D McKenzie)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON MONDAY 27 MAY 2019 BE ACCEPTED AS TRUE AND ACCURATE RECORDS OF THE PROCEEDINGS (CARRIED)***

(iii) *Evaluation of Meeting:*

 Ms Pot thanked Judith Bingham and Don McKenzie for their contributions and support during their time on the board as well as the whole board as this was the last meeting for the current board. Mrs Tupaea was also thanked for an outstanding job as Acting Principal.

***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:** (6.45pm) **MOVED** (M Pot) **SECONDED** (J Bingham)

 **Out of Committee:** (7.35pm) **MOVED** (M Pot) **SECONDED** (J Bingham)

6 In-committee discussions reported out of committee.

 *Melissa Kelly: request for maternity leave*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(L Vickery)* ***THAT THE BOARD OF TRUSTEES GRANT MELISSA***

 ***KELLY MATERNITY LEAVE FOR NINE MONTHS FROM 14 OCTOBER 2019 TO 20 JULY 2020 (CARRIED)***

*Janine Tupaea & Fionna Urlich: resignations*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(R Mason)* ***THAT THE BOARD OF TRUSTEES ACCEPT JANINE TUPAEA’S RESIGNATION TAKING EFFECT FROM THE END OF TERM 3 2019 AND FIONNA URLICH FROM 21 JUNE 2019 (CARRIED)***

**Vouchers**

*April 2019*

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

 ***PAYMENTS FOR APRIL 2019 AMOUNTING TO $360,970.34 (CARRIED)***

*May 2019*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(R Mason)* ***THAT THE BOARD APPROVE THE MONTHLY***

 ***PAYMENTS FOR MAY 2019 AMOUNTING TO $653,064.92 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 22 JULY 2019**