**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 24 FEBRUARY 2020**

At 5.30pm in the Conference Room

 Ms Pot welcomed everyone to the first meeting of 2020, then declared the meeting for February open at 5.30pm.

 **ELECTION OF CHAIRPERSON**

Mr Mason called for nominations for the Board of Trustees’ chairperson. Ms Pot was elected to the position unopposed.

 ***IT WAS MOVED*** *(R Mason)* ***SECONDED*** *(A Steele)* ***THAT MARJET POT WILL BE THE CHAIRPERSON FOR MRGS BOARD OF TRUSTEES FOR THE YEAR 2020 (CARRIED)***

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 R MASON

 L KINGI-BON

 S RATANA

 A STEELE

 A RUSSELL

 J HAGGIE (Staff Trustee)

 M MIAH (Student Trustee)

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

K COLLINS (Associate Principal)

 **Apologies**: S VOORWINDEN, N PATEL

 (iii) *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*** *(A Steele)* ***THAT THE STATEMENT OF OPERATIONS FOR THE PERIOD ENDING DECEMBER 2019 BE APPROVED (CARRIED)***

3 **STUDENT TRUSTEE REPORT**

 Mizanur gave a verbal report.

4 **STRATEGIC DISCUSSIONS**

(i)  *Committees:*

*Disciplinary Committee*

All Board members are to be available for the disciplinary committee. Chairing to be shared between Rob Mason, Marjet Pot and Anthony Russell until we have permanent chair for this committee.

 *Personnel Committee*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(A Steele)* ***THAT G WATSON, M POT, S RATANA, L KINGI-BON, J HAGGIE, A RUSSELL AND S VOORWINDEN WILL FORM THE PERSONNEL COMMITTEE FOR 2020 WITH MS POT AS CHAIRPERSON (CARRIED)***

 ***THE DELEGATIONS WILL BE …***

 a) The Sub-Committee is delegated full authority to investigate complaints or any employment issues that are referred to it by the Principal. The Sub-Committee has full authority to investigate each and every complaint and/or employment issue as it sees fit.

 b) The Sub-Committee is delegated full authority to suspend and/or transfer any staff member to alternative duties following receipt of a complaint and at any time during the course of an investigation.

 c) The Sub-Committee is delegated full authority to determine the outcome of any investigation including any disciplinary decision it sees fit on behalf of the entire Board of Trustees. The Sub-Committee should report back to the Board of Trustees with any findings made/outcomes reached following the completion of an investigation at the next Board meeting.

 *Property Committee*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(A Russell)* ***THAT G WATSON, A STEELE, R MASON, N PATEL AND S VOORWINDEN WILL FORM THE PROPETY COMMITTEE WITH MR STEELE AS CHARIPERSON (CARRIED)***

 *Delegations to Principal*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(L Kingi-Bon)* ***THAT THE BOARD DELEGATE TO THE PRINCIPAL THE FOLLOWING: (CARRIED)***

 a) Employment of:

 • Non-teaching staff excluding Business Manager

 • Teaching staff up to and including the level of HOD

 • Staff required for relieving and fixed term positions

 b) Performance Management, disciplinary actions (excluding dismissal) of non-teaching staff.

 c) Competency procedures in relation to teaching staff in accordance with the Secondary Teachers’ Collective Employment Agreement (STCA”) through to the completion of the evaluation report as set out in clause 3.3.5 (d) of the STCA. The report and any recommendation will then be provided to the Board for any decision as set out in clause 3.3.5(e) of the STCA.

 d) Undertaking any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.

 e) Grant and/or require the following in relation to leave:

 • Medical certificate for an absence on sick leave in excess of five days.

 • Discretionary leave not exceeding 1 term

 f) Signing of declarations on behalf of the Board in relation to information required by the

 MoE.

 g) Suspend or transfer to other duties any teacher during any inquiry or following receipt or knowledge of a complaint if satisfied that the welfare and interests of any students attending the school or of any employee at the school so requires.

 h) Suspend any support staff with or without pay during any inquiry or following receipt or knowledge or notification of a complaint, where the matter/s being investigated are deemed to be sufficiently serious.

 (i) Engagement of third party contractors for contracts that of minor strategic importance or

 risk, up to a maximum value of $250,000 per annum PROVIDED THAT if the various contracts or third party contractors are connected then those contracts shall be considered as one contract for the purposes of this paragraph. For clarity, in considering whether a contract is of "minor strategic importance or risk", consideration must also be given to the financial, risk and reputational implications in the event the contract in question is breached or the third party fails to perform. If there is doubt about whether a contract or arrangement is of "minor strategic importance or risk", the matter should be referred to the Board of Trustees’ Chairperson.

 j) Appoint an Associate Principal or Deputy Principal to act as Principal in the absence of the Principal for short periods of time.

 k) Appoint a Deputy Principal to undertake student disciplinary hearings.

(i) *Trusts:*

 Mt Roskill Early Childhood Centre Trust – Ms Pot, Ms Ratana and Mrs Kingi-Bon to be revisited at the next board meeting.

 Mt Roskill Sports and Recreation Trust – Mr A Steele.

 (iii) *Governance Manual:*

Ms Pot spoke to the governance manual about the members’ commitment to the board.

 (iv) *Policy Review*

 Mrs Kingi-Bon, Mr Haggie and Mr Mason to be on the policy review committee with Mr Mason chairing this committee.

5 **ADMINISTRATION**

(i) *Correspondence:*

Discussed in-committee.

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Haggie)* ***THAT MINUTES OF THE BOARD OF TRUSTEES NOVEMBER MEETING HELD ON MONDAY 2 DECEMBER 2019 BE ACCEPTED AS TRUE AND ACCURATE RECORDS OF THE PROCEEDINGS (CARRIED)***

***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:** (7.00pm) **MOVED** (M Pot) **SECONDED** (S Ratana)

 **Out of Committee:** (8.20pm) **MOVED** (M Pot) **SECONDED** (S Ratana)

6 In committee discussions reported out of committee:

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(G Watson)* ***THAT THE BOARD INVITE KAREN COLLINS TO BE PART OF THE IN-COMMITTEE MEETING TO ASSIST WITH DISCUSSIONS (CARRIED)***

 **Vouchers**

 ***November &*** *December 2019:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Haggie)* ***THAT THE BOARD APPROVE THE MONTHLY***

 ***PAYMENTS FOR NOVEMBER AMOUNTING TO $485,955.53 AND DECEMBER 2019 AMOUNTING TO***

 ***$483,183.93 (CARRIED)***

 **DATE OF THE NEXT MONTHLY MEETING: MONDAY 30 MARCH 2020**