**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 22 JUNE 2020**

**At 5.30pm**

Ms Pot welcomed everyone then declared the meeting for June open at 5.30pm.

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 S VOORWINDEN

 S RATANA

 A STEELE

 N PATEL

 R MASON

 J HAGGIE (Staff Trustee)

 M MIAH (Student Trustee)

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

K COLLINS (Associate Principal)

 K GAUDIN (Business Manager)

 **Apologies**: L KINGI-BON, A RUSSELL

 (iii) *Conflict Of Interest:*

 Conflict of interest register circulated.

2 **MONITORING**

(i) *Principal’s Report:*

 The Principal’s report was received.

 *New Courses:*

 Two new courses were recommended for approval.

 \* Split Year 10PFA into Year 10 Dance and Year 10 Drama.

 \* Introduce Year 12 Theatre Tech. This is an applied course for students to learn a broad range of backstage production skills and is a collaboration between Technology and Performing Arts.

 A discussion ensued and it was agreed that the board approve the split in Year 10PFA into Year 10 Dance and Year 10 Drama and introduce Year 12 Theatre Tech for 2021 if there are sufficient numbers.

 *ERO Visit:*

The ERO visit has been postponed due to Covid-19. The school will be interviewed about its lockdown experiences and learning this week.

 (ii) *Finance:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(A Steele)* ***THAT THE STATEMENT OF OPERATIONS FOR THE PERIOD ENDING MAY 2020 BE APPROVED (CARRIED)***

3 **STUDENT TRUSTEE REPORT**

 Mizanur gave a verbal report.

4 **STRATEGIC DISCUSSIONS**

(i)  *Policy Review:*

Ms Pot spoke about the importance of reviewing the governance manual and recommended the changes on

 Policy 11 - ‘The Relationship between the board and the Principal policy’ be approved.

 Policy 13 - Delegations to the Principal.

 Policy 14 - The relationship between the Chair and the Principal.

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(S Voorwinden)* ***THAT THE BOARD APPROVE THE CHANGES TO THE ABOVE 11, 13 & 14 POLICIES (CARRIED)***

5 **ADMINISTRATION**

(i) *Correspondence:*

Discussed in-committee.

(ii) *Board School Visit:*

Ms Pot recommended that the school suggest some times for board members to visit the school in Term 3.

 (iii) *Sieni Voorwinden resignation from the board:*

 Ms Pot thanked Sieni for her contribution to the board and wished her well in her new job in Samoa.

(iv) Ms Pot will be away at the next board meeting and asked for someone to chair the meeting.

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(S Ratana)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON MONDAY 22 MAY 2020 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:** (6.00pm) **MOVED** (M Pot) **SECONDED** (S Ratana)

 **Out of Committee:** (6.50pm) **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 AND KARYN GAUDIN TO BE PART OF THE IN-COMMITTEE MEETING TO ASSIST WITH DISCUSSIONS (CARRIED)***

*Resignations: Jenna Land & Warren Scheepers*

***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(M Pot)* ***THAT THE BOARD ACCEPT THE RESIGNATIONS OF***

 ***JENNA LAND TAKING EFFECT 15 JUNE AND WARREN SCHEEPERS END OF TERM 2 (CARRIED)***

 *Request to extend maternity leave: Naomi Dekker*

 ***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(M Pot)* ***THAT THE BOARD ACCEPT THE REQUEST FROM NAOMI DEKKER TO EXTEND HER MATERNITY LEAVE UNTIL THE END OF 2020 SCHOOL YEAR (CARRIED)***

 **Vouchers**

 ***May Vouchers****:*

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

 ***PAYMENTS FOR MAY AMOUNTING TO $346,582.70 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 27 JULY 2020**