**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 23 NOVEMBER 2020**

**At 5.30pm**

The meeting started with a walk through the selected buildings in the school. Ms Pot welcomed everyone, especially Joe Faga, asked everyone to introduce themselves then declared the meeting for November open at 6.00pm.

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 A RUSSELL

 R MASON

 N PATEL

 S RATANA

 A STEELE

 J HAGGIE (Staff Trustee)

 S BAGWE (Student Trustees) arrived at 6.30pm

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

K COLLINS (Associate Principal)

 K GAUDIN (Business Manager)

 J FAGA

 **Apologies**: L KINGI-BON

 (iii) *Conflict Of Interest:*

 John Haggie as he was requesting leave for a year.

2 **MONITORING**

(i) *Principal’s Report:*

 The Principal’s report was received. The draft Annual Plan was presented. A discussion ensued regarding the 8 projects recommended to form the annual plan. Board members to review the strategic plan against the proposed 8 projects and feedback to Marjet by the end of Sunday as to whether they support them being part of the 2021 Annual Plan. The annual plan will be finalised for the next board meeting.

 (ii) *Finance:*

 Statement of Operations is now part of the finance report.

3 **STUDENT TRUSTEE REPORT**

 Sonam gave a verbal report saying that the students are busy with exams. Year 13 are looking forward to the graduation dinner as the ball was cancelled due to Covid.

4 **STRATEGIC DISCUSSIONS**

(i) *Policy:*

 Date for next meeting will be confirmed at a later date.

5 **ADMINISTRATION**

(i) *Correspondence:*

Discussed in-committee.

(ii)*Minutes:*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(S Ratana)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETINGS HELD ON MONDAY 27 OCTOBER AND BUDGET MEETING HELD ON MONDAY 16 NOVEMBER 2020 BE ACCEPTED AS TRUE AND ACCURATE RECORDS OF THE PROCEEDINGS (CARRIED)***

(iii) *End of Year Dinner*

 The board will go out for dinner to celebrate the end of the year on Monday 14 December.

 (iv) Ms Pot thanked John Haggie for his invaluable contribution to the Board and wished him all the best for his study. John thanked the Board saying that he has learnt a lot and has enjoyed being part of the Board.

***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:** (7.15pm) **MOVED** (M Pot) **SECONDED** (J Haggie)

 **Out of Committee:** (8.20pm) **MOVED** (M Pot) **SECONDED** (J Haggie)

6 In committee discussions reported out of committee:

*Resignation letters – David Garraway & Clinton Buckley*

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

***DAVID GARRAWAY AND CLINTON BUCKLEY TAKING EFFECT FROM THE END OF 2020 SCHOOL YEAR (CARRIED)***

*Resignation from the Board – John Haggie*

***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(M Pot)* ***THAT BOARD ACCEPT JOHN HAGGIE’S RESIGNATION FROM THE BOARD EFFECTIVE FROM 25th JANUARY 2021 (CARRIED)***

*Request for leave – John Haggie*

***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(A Russell)* ***THAT THE BOARD APPROVE JOHN HAGGIE’S REQUEST FOR A YEAR’S LEAVE FOR 2021 SCHOOL YEAR (CARRIED)***

 **Vouchers**

 ***October Vouchers****:*

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

 ***PAYMENTS FOR SEPTEMBER AMOUNTING TO $539,327.71 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 22 FEBRUARY 2021**