**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 21 SEPTEMBER 2020**

**At 5.30pm via ZOOM**

Ms Pot welcomed everyone, asked everyone to introduce themselves then declared the meeting for September open at 5.30pm.

**PRESENTATION**

Mr Watson introduced Ms Nicola Haddock, HOD Music Department. Ms Haddock said that this is her second year as HOD Music and all three teachers were new to the department in 2019. She gave an overview of the teaching and learning in the department and outlined plans to continue to lift students’ engagement and achievement.

Mr Watson thanked Ms Haddock for an interesting and informative presentation.

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 A RUSSELL

 N PATEL

 L KINGI-BON

 S RATANA

 A STEELE

 J HAGGIE (Staff Trustee)

 M MIAH (Student Trustee)

 S BAGWE (Student Trustees)

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

K COLLINS (Associate Principal)

 K GAUDIN (Business Manager)

 **Apologies**: R MASON

 (iii) *Conflict Of Interest:*

 There was none.

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 AUGUST 2020 BE APPROVED (CARRIED)***

3 **STUDENT TRUSTEE REPORT**

 There was no report as Sonam is new to the role.

4 **STRATEGIC DISCUSSIONS**

(i) *Policy:*

 Ms Pot reported that the policy committee met after the first lockdown and needs another meeting

 and will send out an invitation for another one.

5 **ADMINISTRATION**

(i) *Correspondence:*

Discussed in-committee.

(ii) Ms Pot thanked Mizanur for his contribution to the board and wish him well for the future. Mizanur thanked the board saying that he has learnt a lot and really enjoyed being part of the board.

 (iii)*Minutes:*

 ***IT WAS MOVED*** *(L Kingi-Bon)* ***SECONDED*** *(N Patel)* ***THAT MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON MONDAY 24 JULY 2020 INCLUDING THE AMENDMENT TO THE IN-COMMITTE PART OF THE MINUTES 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** (J Haggie)

 **Out of Committee:** (7.30pm) **MOVED** (M Pot) **SECONDED** (J Haggie)

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)***

 *Request for refreshment leave: Vicky Bogle*

 ***IT WAS MOVED*** *(Greg Watson)* ***SECONDED*** *(J Haggie)* ***THAT THE BOARD GRANT VICKY BOGLE A YEAR’S REFRESHMENT LEAVE FOR 2021 SCHOOL YEAR (CARRIED)***

*Request to work-part-time – David Hithersay*

***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *(N Patel)* ***THAT THE BOARD APPROVE DAVID HITHERSAY’S REQUEST TO WORK PART-TIME FOR 2021 SCHOOL YEAR (CARRIED)***

*Resignation letters – Janice Whitaker-Hall, Shelagh Cave, Naomi Dekker & Sarah Rankin*

***IT WAS MOVED*** *(G Watson)* ***SECONDED*** *( J Haggie)* ***THAT THE BOARD ACCEPT THE RESIGNATIONS FROM JANICE WHITAKER-HALL, SHELAGH CAVE, NAOMI DEKKER AND SARAH RANKIN TAKING EFFECT FROM THE END OF 2020 SCHOOL YEAR (CARRIED)***

**Vouchers**

 ***July & August Vouchers****:*

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

 ***PAYMENTS FOR JULY AMOUNTING TO $343,278.13 AND AUGUST AMOUNTING TO***

 ***$357,680.55 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: TUESDAY 27 OCTOBER 2020**