**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 1 MARCH 2021 – ZOOM MEETING**

At 5.30pm in the Conference Room

 Ms Pot welcomed everyone and acknowledged the difficulty of being in lockdown again then declared the meeting for February open at 5.30pm.

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 L KINGI-BON

 S RATANA

 A STEELE

 A RUSSELL

 S BAGWE (Student Trustee)

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

K COLLINS (Associate Principal)

 K GAUDIN (Business Manager)

 **Apologies**: R MASON

 (iii) *Conflict Of Interest:*

 There was no conflict of interest declared.

2 **MONITORING**

(i) *Principal’s Report:*

 The Principal’s report was received. Mr Watson will report on the achievement of Maori students and NCEA results at the next meeting. Future reporting to include achievement data for MacLean Centre students.

 (ii) *Finance Report*

 *New Accounting System*

 Ms Gaudin spoke to the finance report saying that the school accounting system has changed to Xero which will make work for the department a lot easier in the form of data storage as well as reducing the amount of paper waste. The staff had two days of on-site training which helped the transition from the old system to the new one.

 *Change in Payroll System*

Ms Gaudin reported that 60 support staff were transferred from our in house payroll system to the Ministry Edpay system on February 1. Details of sick leave, annual leave and long service benefits are yet to be transferred and hoping to have this all completed by the end of March.

 The draft December accounts will be presented to the board at the next meeting.

3 **STUDENT TRUSTEE REPORT**

 Sonam gave a verbal report.

4 **STRATEGIC DISCUSSIONS**

(i)  *Committees:*

 *Disciplinary Committee –* Anthony Russell will chair the Disciplinary Committee.

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 23 NOVEMVER 2020 AND MONDAY 25 JANUARY 2021 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:** (6.30pm) **MOVED** (M Pot) **SECONDED** (S Ratana)

 **Out of Committee:** (7.00pm) **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)***

 Staff *Resignations: Mark England, Briar Chalmers, Rose Hutchinson- Daniel & Tarun Nethula*

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

 ***MARK ENGLAND, BRIAR CHALMERS, ROSE HUTCHINSON-DANIEL AND TARUN NETHULA***

 ***(CARRIED)***

**Vouchers**

 *November, December 2020 & January 2021:*

***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(J Haggie)* ***THAT THE BOARD APPROVE THE 2020 MONTHLY***

 ***PAYMENTS FOR NOVEMBER AMOUNTING TO $388,638.91, DECEMBER AMOUNTING TO***

 ***$384,552.26 AND 2021 JANUARY AMOUNTING TO $542,231.72 (CARRIED)***

**DATE OF THE NEXT MONTHLY MEETING: MONDAY 29 MARCH 2021**