**MOUNT ROSKILL GRAMMAR SCHOOL**



**MINUTES BOARD OF TRUSTEES MEETING**

**MONDAY 25 JANUARY 2021**

At 5.30pm in the Conference Room

 Ms Pot welcomed everyone to the first meeting of 2021, then declared the meeting for January 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 2021 (CARRIED)***

1 **PRESENT** M POT (Chairperson)

 G WATSON (Principal)

 R MASON

 L KINGI-BON

 S RATANA

 A STEELE

 A RUSSELL

 N PATEL

 S BAGWE (Student Trustee)

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

K GAUDIN (Business Manager)

 (iii) *Conflict Of Interest:*

 Conflict of interest register circulated.

2 **STRATEGIC DISCUSSIONS**

(i)  *Committees:*

*Disciplinary Committee*

All Board members are to be available for the disciplinary committee.

 *Finance Committee*

 All Board members are to be part of the finance committee.

 *Personnel Committee*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(A Steele)* ***THAT MR GREG WATSON, MS MARJET POT, MS SUSAN RATANA, AND MR ANTHONY RUSSELL WILL FORM THE PERSONNEL COMMITTEE FOR 2021 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 MR GREG WATSON, MR ANDREW STEELE, MR ROB MASON, MR NIRAV PATEL AND MS MARJET POT WILL FORM THE PROPETY COMMITTEE (CARRIED)***

 *Delegations to Principal*

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(S Ratana)* ***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 Marjet Pot, Mr Anthony Russell and Mrs Lisa Kingi-Bon.

 Mt Roskill Sports and Recreation Trust – Mr Andrew Steele.

 Ms Gaudin said that the school’s Enterprise and Charitable Trusts have only got Mr Watson and Ms Pot as trustees and both are insufficient as per the Trust deeds. Our auditors required us to combine the Enterprise foundation into the school annual accounts due to the lack of independent trustees. The Management letter from the auditors in 2019 has now questioned why the trust was being consolidated. It was agreed that Ms Gaudin will forward Mr Steele the documents to review and bring its finding to the next board meeting.

 (iv) *Policy Review:*

 All Board members are to be part of the policy review.

***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:** (5.50pm) **MOVED** (M Pot) **SECONDED** (L Kingi-Bon)

 **Out of Committee:** (8.10pm) **MOVED** (M Pot) **SECONDED** (L Kingi-Bon)

 ***IT WAS MOVED*** *(M Pot)* ***SECONDED*** *(G Watson)* ***THAT THE BOARD INVITE KARYN GAUDIN TO BE***

 ***PART OF THE IN-COMMITTEE MEETING TO ASSIST WITH DISCUSSIONS (CARRIED)***

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