
MINUTES



BOARD OF TRUSTEES MEETING

24 August 2022

Meeting held by zoom
Commenced: 5:32 pm

Present: Pat Davidsen (Chair), Lee Corlett, Isaac Carnegie, Astrid Sayer (Student Trustee), Jacqueline de Jong (Staff Trustee), Hannah Banks (Associate Principal), Kathy Sherwood (Board Secretary)

Apology: Daniel Wilson (Principal), Rachel Sanson, Lesa Kalapu, Ross Gerritsen (Newly-elected Staff Trustee)

1. **WELCOME**

The Chair welcomed board members to the meeting and accepted the apologies.

2. **PRESENTATIONS TO THE BOARD**

Learning Area Reports

The Arts Learning Area report was deferred to the September meeting.

3. **WORKPLAN**

Up to date with no further action required.

4. **RENEW CONFLICTS OF INTEREST REGISTER**

No new details have been registered.

5. **PREVIOUS MINUTES**

Resolution:

That the previous minutes of 22 June 2022 be accepted with one minor amendment as a true and correct record

Moved: Lee Corlett
Seconded: Hannah Banks
Carried: Unanimous

MATTERS ARISING

- A disrupted Ko Wai Tatou programme was held this year to support transition of new Year 9 students but without the usual marae visit.

Correspondence:

Resolution:

That the inwards correspondence be received and outwards approved

Moved: Astrid Sayer

Seconded: Lee Corlett

Carried: Unanimous

6. FINANCE & PROPERTY COMMITTEE REPORT

General

- The Finance & Property Committee minutes of 15 August were taken as read.
- A proposal from SolarZero was not accepted at this stage as it was not cost effective. This is likely to be reconsidered in 12-18 months if costings are more fiscally viable.
- Block 3 completion is on track and the building should be ready for the 2023 school year.
- The Auditor's letter and report have been received with minimal recommendations. The Finance Manager is to be formally commended for his work on these.
- Cyber safety was highlighted as an ongoing issue. It was recommended that SLT consider regular training for staff in this regard.

Resolution:

That the Finance and Property Committee minutes for 15 August 2022 be approved:

Moved: Lee Corlett

Seconded: Hannah Banks

Carried: Unanimous

Resolution:

That the Finance Reports for June and July 2022 be accepted and approved:

Moved: Lee Corlett

Seconded: Hannah Banks

Carried: Unanimous

Resolution:

That the Board expenses for June and July 2022 be approved

Moved: Lee Corlett

Seconded: Astrid Sayer

Carried: Unanimous

Grant Applications

No applications have been received.

7. PRINCIPAL'S MANAGEMENT REPORT

Adverse Weather Event

- Based on advice from Civil Defence and Nelson City Council, the difficult decision was made to close the school on Thursday 18 August and Friday 19 August, and to move to online learning for the week of 22 August.
- A significant number of our staff are either directly affected or would have to use the roads that Civil Defence want kept clear, and similarly for students.
- Staff and students are well-practised at moving to online learning after multiple covid lockdowns.
- SLT are meeting each day to review decisions as updated information comes to hand.
- It is hoped that normal school can resume on Monday 29 August.
- Supported study is being offered onsite on Thursday and Friday of this week for senior students who can get to school by walking or biking.
- To help mitigate lost learning time, the Kahui Ako PLD day on 2 September has been postponed and various other options are under consideration.
- The Board endorsed these decisions as the primary objective must be to keep people safe.
- The wellbeing aspect is well covered with the staff phone tree and support being offered and tutor teachers checking on their students. Counselling is also available.
- It is important that those directly affected register with Red Cross or Civil Defence as there is considerable support available.

Strategic Planning Meeting

- 1 September: 6:30pm Workshop with Runanga Matua in Staffroom.
- 29 October: 10:00am Workshop with board and Ngati Koata.

Elections

- It was pleasing to receive 11 nominations for parent representative.
- Only one nomination has so far been received for student representative but deadlines have been extended by one week to compensate for the school being closed due to flooding.

Senior Student Tracking

- Tracking for Year 12 and 13 looks positive, particularly with the inclusion of learning recognition credits to mitigate the effect of covid absences.
- For Year 11 the focus is on ensuring students achieve literacy and numeracy requirements. Staff have been asked to update credit entries so that an accurate picture is available for each student.

Senior Number Predictions

- A reduction in student numbers as a result of the enrolment zone will have impact on staffing for 2023. Staff have been asked to signal intentions for next year and whether they might be interested in a CAPNA to help in planning for this.
- It was asked that the Principal keep staff informed if their position is likely to be impacted. This clarity is important for staff wellbeing.
- Long-term relief or fixed-term positions cannot be guaranteed of the same situation for next year.

Discipline Report

- Student discipline statistics were tabled and did not identify any particular area of concern.
- Some context and explanation would be helpful in addition to raw data.
- It was asked that stand downs, suspensions etc be presented as a percentage of the year group so that meaningful comparison can be made with previous years and trends noted.

Staff Leave

- It was noted that long-term leave is often followed by a resignation. This is unsurprising as the leave gives staff the opportunity to consider or pursue other options.
- Ideally staff should return and feed the benefit of their sabbatical back into the school.
- A conversation with SLT about the reason leave is requested and expectations around it would be useful.

Resolution:

That the Principal's Report for August 2022 be adopted

Moved: Isaac Carnegie
Seconded: Lee Corlett
Carried: Unanimous

8. GOVERNANCE GENERAL MATTERS

Policies for review in Term 3 are:

- Student Wellbeing and Safety
 - Child Protection
 - Sun Protection
- Staff Wellbeing and Safety
 - Harassment

A link to the review page was sent by the SLT PA on Tuesday 2 August. Review is due by Friday 23 September.

9. PUBLIC EXCLUDED SECTION

Public Excluded Section commenced at 6:22 pm

*Motion that the public be excluded from the following parts of the proceedings of this meeting, namely, Public Excluded Section-Staffing to protect the privacy of natural persons under section 48(1) of the Local Government Official Information & Meetings Act 1987.**

Moved: Lee Corlett
Seconded: Astrid Sayer
Carried: Unanimous

Moved out of Public Excluded Section at 6:28 pm

10. GENERAL BUSINESS

2023 Volleyball Trip Proposal

- This trip to the Gold Coast was seen as a valuable opportunity for students at no cost to the school.
- The proposal was endorsed.

Student Trustee

- Astrid Sayer was formally thanked for her extensive and meaningful contribution as Student Trustee for two years.

Final Meeting

- Tonight was the final meeting for a number of trustees who are standing down from service on the board.
- An opportunity to recognise and thank these people is to be planned.

ITEMS FOR NEXT MEETING

Action	Person Responsible	Due Date
Consideration of cyber safety PD for staff	Associate Principal, SLT	September 2022
Letter of thanks to Finance Manager	Secretary, Chair	September 2022


11. MEETING CLOSED

Meeting closed: 6:30 pm

Signed:



Pat Davidsen (Chair)


Dated

2022 Board meetings: Wednesday in the Boardroom at 5.30pm (unless indicated otherwise):

9 Feb	23 Feb	23 Mar	25 May	22 Jun	24 Aug	28 Sep	26 Oct	23 Nov
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