
MINUTES



BOARD OF TRUSTEES MEETING

29 June 2023

Meeting held in the Board Room
Commenced: 5:25 pm

Present: Rachel Robinson (Presiding Member), Isaac Carnegie (by Teams), Glen Heke, Jodie Colvin, Zachary Leighton (Student Member), Hannah Banks (Acting Principal), Kathy Sherwood (Board Secretary)

Apologies: Diane Strong, Ross Gerritsen (Staff Member), Daniel Wilson (Principal)

1. PRESENTATIONS TO THE BOARD

- Nil

2. WELCOME

Board members were welcomed by presiding member, Rachel Robinson.

3. OPEN SECTION

Declaration of Interest

One new conflict of interest has been received and noted.

Amendments to Contact Details

No changes to contact details were notified.

4. WORKPLAN

Strategic Planning Meeting

- Gabrielle Wall has agreed in principle to leading this meeting and associated processes including community consultation.
- The new MOE format has not yet been received.

Audited Accounts

- These are still with the auditor. The Ministry is aware of delays so this is not cause for concern.

Health Curriculum Consultation

- This has been conducted with parents of Years 9 & 10 students.

Board Handbook

- The review has been completed and we are awaiting final processes by admin staff.

Trustee Mid-Term Elections

- NZSTA anticipates that notification should be received in August with a view to holding elections in November.

Sustainability Report

- This is currently being written and will be ready for the August meeting.
- Gavin Millar is the senior leader with responsibility in this area.
- Matt Robinson leads the Tautīnei group and has offered to present the report at the next meeting along with student representatives from the group.
- Board members endorsed this process.

5. PREVIOUS MINUTES

Resolution:

That the previous minutes of 24 May 2023 be accepted as a true and correct record

Moved: Rachel Robinson

Seconded: Jodie Colvin

Carried: Unanimous

MATTERS ARISING

- The proposed semi-formal meeting of board members and HOLAs was discussed. As it is now so late in the year, there were mixed feelings about its relevance.
- The Acting Principal is to discuss this with HOLAs and bring a proposal for a suitable time and format to the next board meeting.

6. CORRESPONDENCE:

Inwards

Outwards

Nothing of particular note

Resolution:

That the inwards correspondence be received and outwards endorsed

Moved: Rachel Robinson

Seconded: Hannah Banks

Carried: Unanimous

7. FINANCE & PROPERTY REPORT

Finance Updates

- Finance measures remain ahead of budget, largely driven by the return of international students and favourable interest rates.
- Expenditure is only slightly ahead of YTD budget.

Property Projects

- Timing and logistics of major projects are still being worked through.

Resolution:

That the minutes of the Finance and Property meeting of 19 June 2023 be accepted as a true and correct record

Moved: Jodie Colvin
Seconded: Hannah Banks
Carried: Unanimous

Resolution:

That the Finance Report for May 2023 be accepted and approved:

Moved: Rachel Robinson
Seconded: Glen Heke
Carried: Unanimous

Resolution:

That the Board expenses for May 2023 be approved

Moved: Rachel Robinson
Seconded: Zachary Leighton
Carried: Unanimous

Grant Applications

Resolution

It is resolved that a request be made to Mainland Foundation for funding of up to \$10,213.04 (including GST) to be used for transport and accommodation to enable choir students to attend the South Island Cadenza in Timaru from 10 – 13 August 2023.

Moved: Rachel Robinson
Seconded: Zachary Leighton
Carried: Unanimous

CAPEX Request

Resolution

The Board of Trustees approves the additional CAPEX request for purchase of a John Deere 2038R diesel 4WD tractor at a cost of \$42,656.45.

Moved: Rachel Robinson
Seconded: Jodie Colvin
Carried: Unanimous

8. PRINCIPAL'S MANAGEMENT REPORT

Presented by Acting Principal, Hannah Banks.

General

- There have been many positive achievements recently including the Dance Showcase and Kāhui-Ako Matariki celebrations held earlier this week.

Industrial Action

- The PPTA is likely to soon enter an arbitration process.
- It is hoped that the outcome of this and a possible resolution will be known by about Week 3 of Term 3.

NCEA Change

- There is significant change happening over the next 3 – 4 years.
- A huge NCEA review is occurring with 7 underpinning guidelines. It will ensure that Māori will have equal status and chance of success as non-Māori, will be simplified and clarified, and have fewer standards. Both literacy and numeracy will be strengthened at Level 1.
- Level 1 changes will be implemented in 2024.
- Key features of the changed Level 1 will be a reduced subject list available in order to keep learning broad, and only four standards available in each subject, two of which will be internal and two external. This should lift the validity of the qualification for international comparison.
- Existing pathways for achieving Level 1 Literacy and Numeracy will continue over the next two years as the new co-requisites are phased in. The latter are external assessments which can be sat once a student is deemed ready any time from Year 10 onwards and can be repeated as many times as necessary.
- Students will require 60 Level 1 credits in addition to the Literacy and Numeracy co-requisites.

Curriculum Developments

- A Year 1-13 curriculum refresh (Te Mataiaho) is underway with a view to reducing historical inequity.
- The first change has been the introduction of Aotearoa NZ Histories and is soon to be followed by changes in English and Mathematics.
- Changes to all 8 curriculum areas will follow gradually.
- There will be a focus on essential underlying pedagogy which aligns very closely to the Nayland College Teacher Profile. Responsive practice and reflective processes are mandatory.
- There will be new courses in all Level 1 subjects.
- Modules for all core subjects will be introduced at Year 10 in 2024 to enable students to follow personal interest.

Health and Safety

- The current SchoolDocs policy review is on EOTC and closes 30 June 2023.
- An internal review of underlying procedures is currently being conducted.
- The board expressed confidence in management to deal with this appropriately.

NZSTA Learning and Online Courses

- A link was provided in the agenda documents.

- Members are encouraged to visit this site and complete any relevant online courses. Face-to-face opportunities are preferred by some but not currently available.

School Ball

- This was a very successful event with the venue at capacity.
- Social media posts signalled that some students were disappointed at missing out on tickets. However, students were made aware of deadlines and expectations well ahead of time. The Acting Principal personally contacted parents of these students.

Request for Information

- Some teachers have indicated to students that standards will be withdrawn from courses due to the class time missed through industrial action and other absences.
- It was asked that leadership communicate to parents the impact this is likely to have on student achievement.
- Some ways in which this is being mitigated include careful tracking of student achievement, individual student interviews and contacting parents personally if there is a concern.

Strategic Plan Monitoring and Assurances

- Continuing as expected.

Resolution:

That the Principal's Report for June 2023 be adopted

Moved: Hannah Banks
 Seconded: Rachel Robinson
 Carried: Unanimous

9. GOVERNANCE GENERAL MATTERS

Policies for review in Term 2 are:

- Education Outside the Classroom (Board review)
- EOTC Planning and Review
- EOTC Risk Management
- EOTC Co-ordinator
- EOTC External Providers
- EOTC Staff Competence
- EOTC Event Categories
- EOTC Communicating with Parents

This review closes 30 June.

Please refer to the Health & Safety section of the Principal's Report for further detail.

Please view the updates to Legislation and Administration Policy (in Upcoming Changes from the start of Term 3) on the SchoolDocs website.

10. PUBLIC EXCLUDED SECTION

Public Excluded Section commenced at 6:03 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: Rachel Robinson

Seconded: Jodie Colvin

Carried: Unanimous

Moved out of Public Excluded Section at 6:16 pm

11. GENERAL BUSINESS

New Code of Conduct effective from 21 June

- A link to this document was provided in the agenda and hard copies were tabled at the meeting.

Minimising Physical Restraint

- The online module is to be completed by all staff by February 2024.
- Learning Assistants have already completed the training.
- Completion can be tracked so that no staff miss out.

12. ITEMS FOR NEXT MEETING

Action	Person Responsible	Due Date
Communication to parents about impact of course modifications due to industrial action	Acting Principal	July 2023
Set date and engage facilitator for Strategic Planning Meeting once the appropriate template is received from the Ministry	Principal	When possible
Plan for meeting between board members and HOLAs to be updated	Acting Principal	When possible
Set date for mid-term elections	Principal	When Ministry process has been updated

13. MEETING CLOSED

Meeting closed: 6:19 pm

Signed:



Rachel Robinson (Presiding Member) *RR*

23-8-2023
Dated

2023 Board meetings: Wednesday in the Board Room at 5.30pm (*unless indicated otherwise*):

8 Feb	1 Mar	29 Mar	24 May	29 Jun	23 Aug	20 Sep	25 Oct	22 Nov
-------	-------	--------	--------	--------	--------	--------	--------	--------