

## **MINUTES OF THE BOARD OF TRUSTEES MEETING** **HELD ON 14 NOVEMBER 2016**

**PRESENT:** Chris Allen, Valerie Broomfield, Andrea Boyed, Betty Harrison, Kathrine Hughes, Bruce Macdonald, Stana Pezic, Sr Rosemary Revell, Kate Shoebridge, Kim Spark, Ray Webb

**Apologies -** No apologies for absence were received

**In attendance** Karen Mitchell and Sine O'Sullivan

**1. Andrea Boyed read the opening karakia**

**2.1 Strategic Decisions –**

**Special Topic – Strategic Goals Follow-on from the 5 November planning session**

**Motion - Moved:** That the Board adopt the Strategic Goals as proposed by the subcommittee

Moved/Seconded

*S. Pezic/K. Hughes CARRIED unanimously*

- C. Allen is to send the Board the action plans for the Strategic Goals.

**2.2 Board Work Plan for the coming year**

- The Board Work Plan was tabled by S. Pezic

5:55 pm K. Spark jointed the meeting

- Board members were asked to feedback changes and additions to S. Pezic for fine-tuning the work plan and bringing it back to the Board for approval at the December meeting.

**3. Minutes of the Previous Meeting**

The Minutes of the meeting held on 10 October 2016 have been circulated.

- Amendment to the Minutes -
  - 7. Principal's report, penultimate bullet point to read
    - "S. Pezic suggested that the board sets aside half a day for the meeting to set the 2017 annual goals . . ."
- A schedule of "actions" resulting from meetings is to be compiled and attached to the meeting minutes.

**Motion - Moved:** that, subject to the change set out above, the Minutes are confirmed as a true and accurate record of the meeting

Moved/Seconded

*R. Webb/R. Revell*

*CARRIED unanimously*

#### 4. Matters Arising

- Community Engagement communication - The voting for the resolution on community Engagement information was - 5 For and 3 Against, 1 late vote was received. As per NZSTA advice, electronic voting must be unanimous; therefore the resolution is lost.
- B. Harrison tabled the refined version.

**Motion - Moved:** that the Board agrees that the tabled communication to the college community be sent out with the addition of Board names and the BOT email address.

Moved/Seconded

*B. Harrison/R. Webb CARRIED unanimously*

- Action item for CoL discussion - C. Allen to work with the Board on the plan to manage workload while she is engaged as the CoL leader.
- R. Webb writes an item for the college newsletter after each Board meeting; the BOT email address should be included with R. Webb's item each time. It was decided that the Strategic Goals should be included in the Chair's item for the next newsletter. R. Webb will also check that the updated versions are included in the 2016 College Magazine.

#### 5. Correspondence, taken as read

Action items

- C. Allen is composing a letter to go out to parents of current Year 8 and Year 9 student.
- Management are to update the Board on the "streaming/not streaming" situation.

#### 6. Principal's Report, taken as read

**Motion - Moved** that the Board approve the trip applications, as noted in the principal's report

**Motion - Moved** that the Board accepts the Principal's report

Moved/Seconded

*R. Webb/C. Allen*

*CARRIED unanimously*

#### 7. Student Representative

- No matters to report.
- R. Webb acknowledged K. Shoebridge and moved a vote of thanks for her work as Student Representative.

#### 8. Principal's Performance Appraisal

- R. Webb confirmed that "in committee" meant that any conversations were confidential to the Board and that the paper circulated was to be returned to the secretary at the end of the meeting.
- The documents to be circulated are - the Board Policy, appraisal summary and recommendations. Any questions can be discussed with C. Allen before she leaves the room.

K. Mitchell and S. O'Sullivan were asked to leave the meeting.

6:45 pm the Board moved into committee

7:45 pm the Board moved out of committee

**9. Finance Paper - taken as read**

**Motion - Moved:** that the Board approves \$35k of spending for the wireless upgrade

Moved/Seconded

*B. Macdonald/K. Spark*

*CARRIED unanimously*

**Motion - Moved:** that the Board accepts the Finance Report

*B. Macdonald/S. Pezic*

*CARRIED unanimously*

**14. General Business**

- Board Minutes - R. Webb has circulated an exemplar from NZSTA. This month the normal Minutes will be sent with a shorter version inline with the NZSTA exemplar.
- Cut off time to get board papers out to the Board - It was suggested that this be 4 working days prior to the meeting. Anything that comes in after that time will get held over.

**Ray Webb read the closing karakia**

There, being no further business, the meeting closed at 8:00 pm

Signed  (Chair) Date 9/3/2017  
Ray Webb

The next meeting will be on the 12th of December

Opening prayer: Valerie Bloomfield

Closing prayer: Bruce Macdonald

## Board Actions

Date of meeting	Action point	Responsible
10 October 2016	Work with the Board to devise a plan for management of workload while C. Allen is CoL Leader	C. Allen
14 November 2016	C. Allen to send the Board action plans for the Strategic Goals	C. Allen
14 November 2016	Board members to feedback changes to the Board work plan to S. Pezic for formulating a final plan for approval at the December meeting.	Board members S. Pezic
14 November 2016	Include the amended Strategic Goals in the next college newsletter and check that the Strategic Goals to be published in the 2016 college magazine are the updated version.	R. Webb
14 November 2016	Write to a parent acknowledging receipt of her letter on 10 November and advising that the issue would be discussed at the December Board meeting.	R. Webb
14 November 2016	Compose a letter for the parents of Y8&9 students regarding banding and streaming. Update Board on banding and streaming situation.	C. Allen