



Board of Trustees Meeting Minutes

Wednesday 30 January 2019

Meeting Started: 6 pm | Meeting Closed: 8:20 pm

Present:	Chris Banks, Louisa Barham, Joe Hassell, Rhys Ellison, Makere Ranga, Lisa Thomson, Cindy Tedeschi, Tara Wrigley, Charlie Irvin (Student Trustee), Melanie Brydon,
Apologies:	Pete Maloney (Staff Trustee)
Chair:	2018 Chris Banks Interim Chair: Louisa Barham 2019 Lisa Thomson
Minute Secretary:	H Rossi
Opening Karakia:	All Whakawhanaungatanga
Conflicts of Interest:	None

	Moved	Seconded	Motion Carried/ Agreed To
Election of Officers - Chairman, Vice Chairman			
Interim Chair: Louisa Barham			
Nominations: TW nominates CB, Seconded JH Nominations: CT nominates LT, Seconded MR Voting by Ballot Results: Chairman: Lisa Thomson Vice Chairman: Chris Banks			
Interim Chair Asks Committee to approve voting results and vacated the chair for the new Chairman.	LT	RE	YES
	Moved	Seconded	Motion Carried/ Agreed To
1. Administration			
Apologies: Accept apologies of PM	LT	MR	YES
BOT Secretary: Hinemoa Rossi Executive Officer	LT	CB	YES
Confirmation of previous minutes			



Motion: It is moved that the meeting minutes of the Board of Trustees meeting held 28 November 2018 be accepted as true and correct.	LT	CB	YES
Matters arising from previous minutes Summary - No Matters			
Motion:			
Other Matters for General Business BOT Meeting Schedule and Times (CT)			
Correspondence - Inward/Outward Summary Sheet Where applicable BOT Secretary to scan to BOT Drive for members access and information.			
Motion: Approve Correspondence	LT	CB	YES
2. Monitoring			
Finance Report Finance Report PDF			
Motion: It is moved that the BOT ratify the decision of the Finance Committee and approves the minutes of the Finance Committee meeting held 29 January 2019. - Notes: LB recommends CC usage is signed off by BOT Chair.	LT	CT	YES
Property Report School House upgrade CB advised the School House R&M to be aligned within the overall School Maintenance Plan but ensure SH R&M and School \$&M income/expenses be kept itemised and separate. LB thanked CB for his work with the project management of the School House critical maintenance programme. LT asked CB to continue with this project to completion. CB agreed.			
Motion: It is moved that the Property Report minutes be approved.	MB	LT	YES
Principal's Report LB presented her report.			
Motion: The board support the 2:30pm finish to the School day in 2019.	CB	CT	YES



<ul style="list-style-type: none"> ● Motion <i>“To co-opt the Deputy Principal, Quenten Browne to the Board Property committee”</i> . 	LB	LT	YES
<ul style="list-style-type: none"> ● Motion <i>“To co-opt the Executive Officer, Hlnemoa Rossi to the Board Property and Finance committee”</i> . 	LB	MR	YES
Personnel and Policy			
<ul style="list-style-type: none"> ● Motion <i>“ to use the NZSTA policy framework to review and update our Board policies”</i>. 	LB	LT	YES
<ul style="list-style-type: none"> ● Motion <i>“To co-opt the Deputy Principal, Aroha Hohepa to the Board Policy committee”</i> . 	LB	CT	YES
Motion: It is moved that the Principal’s Report be accepted.	CB	LT	YES
Student Report			
<p>CI spoke with GM, part of 2018 Student Leadership team about 2019 leadership roles. LB advised she will meet with senior students as a matter of process.</p>			
Board Work Plan/ To Do List Review			
To be updated			
3. General Business			
Principal Delegations			
2019 Board and Principal Delegations were discussed and agreed.			
Motion: To accept Board & Principal Delegations	LT	MB	YES
Meet & Greet - BOT/ALL STAFF only (LT)			
<p>LT discussed with the Board to provide an opportunity to thank the staff especially AH/QB for all their hard work in the latter part of last year and throughout the January month. A morning tea shout from the Board was proposed and agreed upon.</p>			
Governance Policies			
<p>LB advised she would arrange inductions for new board re policies along with separate inductions for Staff and Parent Trustees. LB advised she has experience in this process.</p>			
Motion:	TW	CB	YES
BOT Elections			
<p>BOT Secretary to send information to board members e.g. link to aspiring trustees information.</p>			



<u>IN-COMMITTEE - 30 JAN 2019</u>			
Confidential			
Motion: Move to In Committee	LT	CB	YES
Motion: Move out of In Committee	LT		
Comments on meeting procedures and outcomes			
Well-organised with a clear agenda. Good discussions, administration and role identifications.			
Motion/Actions:			
Prep for next meeting, identify agenda items			
25 FEB 2019 FINANCE 27 FEB 2019 BOT Meeting			
Motion/Actions:			
Meeting Closed: 8:20 pm			
3. Confirmation			
Chairperson signature: 			
Date: 27/02/2019			