
MINUTES



BOARD OF TRUSTEES MEETING

2 November 2020

Meeting held in the Board Room
Commenced: 5:28 pm

Present: Pat Davidsen (Chair), Daniel Wilson (Principal), Rachel Sanson, Lee Corlett, Vicki Reid, Jacqueline de Jong (Staff Trustee), Victoria Cockerell (Student Trustee), Hayden Rose (Student Trustee), Kathy Sherwood (Board Secretary)

Apology: Nil

1. **WELCOME**

New student trustee, Hayden Rose, was congratulated on his election to this role and welcomed to the Board.

2. **PRESENTATIONS TO THE BOARD**

Nil

3. **WORKPLAN**

- BOT Self Review has been deferred to the start of 2021.
- Principal to check with Business Manager re: timeline of insurance coverage review.

4. **RENEW CONFLICTS OF INTEREST REGISTER**

Hayden Rose signed his Conflict of Interest form. This has been added to the Conflict of Interest Register. Rachel Sanson added that she has been granted a Sir Edmund Hillary Scholarship.

5. **PREVIOUS MINUTES**

Resolution:

That the previous minutes of 23 September 2020 are a true and correct record

Moved: Vicki Reid

Seconded: Lee Corlett

Carried: Unanimous

Matters Arising:

An application for Wave Funding has been submitted for Kapa Haka uniforms.

Correspondence

Outwards: The PPTA Branch Chair was advised of the Board decision regarding the Updated Timetable Policy.

Resolution:

That the inwards correspondence be received and the outwards endorsed

Moved: Vicki Reid
Seconded: Lee Corlett
Carried: Unanimous

6. FINANCE & PROPERTY COMMITTEE REPORT

General

- The financial situation continues to be positive in the wake of the COVID pandemic and subsequent reduction in international student income. This has been achieved largely through reduced spending and compensation received from the Ministry.

Health and Safety

- No matters of concern.

Property

- The Megacom should be in place for the start of the 2021 school year.
- The first UC classrooms will take longer as a 6-week consent process is required before work can start on installation.
- Discussion is ongoing regarding the best option for the Maitai School Satellite.
- Repairs and maintenance of the gymnasium is going ahead.
- Work will begin later this year on refurbishment of some classrooms in Block 1.
- Block 3 renovation is likely to begin in October 2021.
- Youth Nelson funds are being depleted but will benefit from a \$20K COVID grant from the Ministry. A decision will need to be made later in 2021 as to whether we wish to hold that contract as it will start losing money. This facility operates more effectively when offsite.

Resolution:

That the recommendation of the Finance and Property Committee for the following be approved:

The inclusion of a budget for the 2020 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2020 operating and capital purchases budgets.

Moved: Vicki Reid
Seconded: Jacqueline de Jong
Carried: Unanimous

2021 Budget

This was discussed in fine detail at the Finance and Property meeting on 21 October 2020. Key points include:

- The Operational Grant will increase in 2021 due to increased student numbers.
- International income is significantly reduced.
- Fundraising is lower as we are not asking for parent donations.
- Interest rates are very low and therefore not generating significant income.
- There is a budgeted loss of \$245K for 2021. This is liable to change and will be monitored during the year. More austere measures will be implemented if deemed necessary.

2021 Capex

- Significant expenditure will be required to replace desks, chairs and computers.
- Computers returned from lockdown are not sufficiently robust for classroom use.
- The hall stage beams and curtains are a large item but a necessary expense for safety reasons.

Resolution:

That the 2021 Budget and Capex be endorsed

Moved: Vicki Reid
Seconded: Rachel Sanson
Carried: Unanimous

Resolution:

That the Board expenses for September 2020 be approved

Moved: Vicki Reid
Seconded: Lee Corlett
Carried: Unanimous

7. PRINCIPAL'S MANAGEMENT REPORT

General

- Last week's Gala Concert was a highlight and showcased an amazing variety of talent. Thanks to Board members who supported this event.
- Proposed curriculum changes were highlighted in the recent school newsletter.
- Required assurances will be completed by 1 December.
- The recent Community Survey responses have gone to Gabrielle Wall for analysis which will be framed around themes and learning dispositions for junior students. Daniel will make contact to ensure this is completed in a timely fashion.
- Thank you to Board members for their support of the recent DP appointment process.
- A number of teaching positions have been advertised and filled.
- A request has been made by transgender students for a loose-fitting hoodie to be part of the uniform. Parents have been asked to research this and present a proposal. This garment must be of high quality and should be consistent for all teams and groups wearing items with Nayland branding.

Enrolment Scheme

- Over 70 submissions have already been received. Many of these demonstrate that the public do not fully understand that the consultation is only regarding the boundary of the zone.
- The submissions will be collated and sent to the Ministry under themes of "for" and "against" the zone.
- A request is to be drafted to the Secretary for Education asking that siblings of existing students be granted automatic entry.
- Broadgreen Intermediate will be accepting out-of-zone enrolments in 2021.

Resolution:

That the Principal's Report be adopted

Moved: Daniel Wilson
Seconded: Lee Corlett
Carried: Unanimous

8. GOVERNANCE GENERAL MATTERS

Policies for review in Term 4

- Privacy
- Salary Units/Management Allowances
- Classroom Release Time/Timetable (already completed)

The Privacy Act 2020

- SchoolDocs will update. There will be little change for schools but we need to be aware of the principles.
- Responsibilities of the Privacy Officer should be reviewed.

Public Excluded Section

Public Excluded Section commenced at 6:38 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: Daniel Wilson
Carried: Unanimous

Moved out of Public Excluded Section at 6:56 pm

9. GENERAL BUSINESS

Board Member Resignation

Resolution:

That the resignation of Margie Meleisea be accepted with regret and that appreciation of her service and contribution be acknowledged.

Moved: Pat Davidsen
Seconded: Victoria Cockerell
Carried: Unanimous

Filling the vacancy created by Margie's resignation should be considered after the mid-term election results and membership skill set are known.

Draft Achievement Standards for Māori Performing Arts

This has been referred to Chanel Ngaruhe

Pacific Support Fund

Any application is unlikely to be successful as we have too few Pasifika students on the roll.

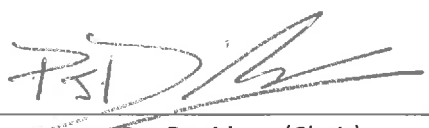
ITEMS FOR NEXT MEETING

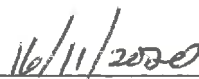
Action	Person Responsible	Due Date
Principal to check with Business Manager regarding the terms of insurance cover and when it is due for review	Principal, Business Manager	November 2020
Community Consultation analysis; date of completion to be ascertained from Gabrielle Wall	Principal	November 2020
Draft letter to Secretary for Education requesting automatic right of entry for siblings of current students	Chair, Principal	November 2020
Enrolment scheme community consultation	Principal, SLT PA	November 2020

10. MEETING CLOSED

Meeting closed: 7:05 pm

Signed:


 Pat Davidsen (Chair)


 Dated

2020 Board meetings: Wednesday in the Boardroom at 5.30pm (unless indicated otherwise):

12 Feb	26 Feb	1 Apr	27 May	24 Jun	26 Aug	23 Sep	2 Nov	25 Nov
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