



Minutes of the Board of Trustees meeting held in the  
staffroom on 11 November 2019– minutes recorded by Rebecca Baynes

Meeting opened at 6.00pm

**1. Administration**

1.1 Present: Sally-Ann Fitzhardinge, Liza Rossie, Simon Collins and Judy Cooke

1.2 Apologies: Terry White

1.3 Visitors: None

1.4 Speaking rights: Rebecca Baynes for Finances 2.1 & 2.3

***Motion: That Rebecca Baynes be given speaking rights as advised in Agenda Item 1.4.***

***Moved: Sally-Ann Fitzhardinge***

1.5 Declaration of Conflict of Interest: None

1.6 Confirmation of the minutes from the meeting held on 23<sup>rd</sup> September 2019

***Motion: The Minutes of the Board of Trustees Meeting held on 23 September 2019 be confirmed as true and correct.***

***Moved: Sally-Ann Fitzhardinge***

***Seconded: Simon Collins***

1.7 Correspondence In –

- Letter from Rachel Kelly – In Committee

1.8 Action items from last meeting

Building Committee – Have moved the senior students into the new building. Committee on hold at present.

Re-engaging contact with Rapaki Marae – Action item for next meeting

**2. Decisions**

2.1 Reviewing PTA request to sell alcohol at the Banks Peninsula Fete next year as a fundraising initiative for the school.

***Motion: That the Bot has no objection to the school P.T.A being associated with the sale of alcohol at the Banks Peninsula Fete 2020 with the provision of a risk analysis/management plan provided and also to provide the BOT with the details of the liquor licence.***

***Moved: Sally-Ann Fitzhardinge***

***Seconded: Simon Collins***

2.2 Review Budget and Finance Expenditure Report

***Motion: The monthly Finance Report for 31<sup>st</sup> October 2019 is received as attached and payments within are approved by the Board.***

**Moved: Sally-Ann Fitzhardinge**

**Seconded: Simon Collins**

2.3 Draft School Charter and Annual Plan 2020 – new additions to be added and to be re-presented to the BOT at the next meeting.

2.4 Provisional Staffing and Draft Budget – In committee

**Motion: That the meeting move into Public Excluded session at 7.01pm under Section 48(1) of the Local Government and Official Information and Meetings Act 1987, for reasons of legal and professional privilege and to protect the privacy of natural persons.**

**Moved: Sally-Ann Fitzhardinge**

**Motion: That the meeting resume in Public Session at 7.25pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.**

**Moved: Sally-Ann Fitzhardinge**

2.5 Policy and Procedure Review

- EOTC
- Sun Protection

The BoT has reviewed the above policy/procedures and given feedback. The amendments will be added and presented at the next meeting.

2.6 Approve the Year 8 Wellington Camp Risk Management Planning.

**Motion: The BoT is satisfied with the level of Risk Management/Planning with the amendments as minuted.**

**Moved: Simon Collins**

**Seconded: Sally-Ann Fitzhardinge**

### **3. Discussions/Reports/Presentations**

3.1 Building development progress – New classrooms are open. Many issues have developed. Meeting with PCG including the MOE Tuesday 12 November to discuss the issues.

### **4. Identify Agenda Items for the next meeting 16 December 2019**

- Student Progress and Analysis Variance
- Confirm Annual Plan 2020
- Formal Principal Appraisal Review
- International Students Attestation
- Assurance on length of the school year 2019 and 2020

### **5. Administration**

5.1 Correspondence Out - None

### **6. Meeting Closure**

6.1 Resolution for extension of time not normally exceeding 30 minutes – No

6.2 Meeting Closed: 7.46pm

Next meeting:

Action	Person	Completion Date
Re engaging contact with Marae	Simon Collins	16 December 2019
Contact PTA regarding the sale of liquor at the Banks Peninsula Fete.	Sally-Ann Fitzhardinge	16 December 2019

Write to Rachel Kelly regarding the BoT decision and her staffing request.	Sally-Ann Fitzhardinge	16 December 2019
EOTC/Sun Protection Policy amendments be added	Judy Cooke	16 December 2019
Board Talk	Sally-Ann Fitzhardinge	16 December 2019

Public Excluded: Yes