

**BOARD OF TRUSTEES MEETING
WAITAKI BOY'S HIGH SCHOOL
Thursday 8th August 7.00pm in the boardroom**

Present:

Andrea Ludemann (Chair), Silou Temoana, Cornel van Basten, Cleave Hay, Greg Wilson, Darryl Paterson, Yvonne Boswell (minutes), Katrina Miller, Mat O'Sullivan

Apologies:

None

Confirmation of Agenda

Nothing to add to the agenda.

Declarations of Interest

None

Karakia

Andrea read a quote from Dr Seuss 'The Lorax'.

Chairs scan:

Busy month, a lot of new information. But has really highlighted policy and procedures and the need to review.

Have been to staff meeting to talk about upcoming consultations.

Student rep – Lyn Bond will be returning officer. Nominations open on 12th August.

Have been to SLT meeting to discuss jobs.

Governance overview

Policy and Procedure

Cleave spoke about Policy and Procedure.

Talk about what is a policy (statement of intent). What is the desired outcome? Widen from there.

Delegations – governance or operational (or mix). What are the limitations? Then associated procedures and legislation. Monitor and review.

Operational policies delegated to Rector, to bring about the outcome, through procedures.

Board policy review – evidence that the outcome is being met.

Policy – Board document. Procedures – Rector and the school.

Brief review of Models of Governance.

Discussion about review cycle and putting in place of policies, using NZSTA or exemplars.

Andrea talked about getting more in depth into policies in the next working group.

Board Framework:

- *Meeting types / purpose*

Formal board meetings then the interim meetings in between the formal meetings are working group. The purpose of keeping minutes in the working group to keep a record to bring to the meeting and keep with the board papers as a record.

Cleave suggested instead of having multiple committees use the working group to cover the other NAGS such as finance, property, hostel, health and safety etc... committee meetings. Rather than having multiple committee meetings a month.

Decision to trial the working group as a whole committee (as above) and to keep self-reviewing it.

Next working group to be looking at Hostel.

- *Code of Conduct*

The idea floated that we have one Code of Conduct for all entities.

Cornel mentioned that Board talking as one voice was not mentioned, and how do we ensure individual trustees are not acting independently. To change to ensure own behaviour not others.

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| 1. Motion that we adopt the Code of Conduct as a board | |
| 2. Motion that the code of conduct adopted by the board will be presented to the school community for consultation and formal approval. | Katrina / Silou Carried |

- *Delegations*

Looking at delegation of Deputy and Vice Chair – suggestion to have a rotation in the case of vice chair to help in planning, then anyone is equipped to help with planning a meeting. Board agreed that this was a good way to go. For the next month Mat will be rolling Vice Chair.

- *RAMS*

Wanaka trapshooting RAMS – taken as read. Option with RAMS – do the overnight RAMS come to a meeting or do we delegate to a Board member to be able to sign these off. Option to take to a Board meeting.

Motion: That the Wanaka RAMS approved and trip signed off	Greg / Mat Carried
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- *NZSTA – MoE Courses*

Some more courses coming up by NZSTA. Brief discussion on what was coming up and who was going to what.

Correspondence

Motion that under Section 48 of the local Government Official Information and Meetings Act 1987 (LGOIMA) the board excludes the public to address a parental complaint. Public are excluded in order to protect the identities of the parties involved.

Meeting moved to In-Committee 8.11pm

Meeting moved out of In-Committee 8.34pm

Other Correspondence:

Basketball Tour – Overseas tour proposed. Has highlighted a lack of policy for overseas trips. Andrea has sent a Group Travel Overseas Policy to have a look at as a starting point. Suggestion we take the Policy to the working group to confirm the policy.

Board has agreed to support the trip and will respond to Ian in kind and we will create the paperwork, for both Basketball and Cricket tours

Confirmation of minutes of Governance meeting 2nd July 2019:

Minutes taken as read and true and correct record

Greg/ Cornel Carried

Matters Arising

Electronic Board papers – Board Pro – A web-based application. Discussion around this. Decision to go through the trial and see how it goes

Short discussion that good practice to let Board Chair know before the meeting of any matters. arising or issues with the minutes.

Reports

- **Rector**

Taken as Read: Darryl highlighted main points.

Roll drop due to time of year

ERO report – a good improvement from the draft report

Academic tracking overview – a lot of work between then and now and vast improvements because of where they are in their courses. Brief discussion on participation v roll based - now all schools are roll based, explanation given by Darryl.

More boys getting rewarded for doing well, reflecting the culture of the school.

Property: New boiler next year, science block being knocked down.

Colin Pine has accepted the position of Health and Safety officer.

Attendance rate still a concern, Roger will speak specifically to that in the September Board meeting.

Still trying to get more boys internationally.

Has been no suspension but if there is one in the next month Cleave suggested that Board meet earlier to discuss procedures around that.

- **Finance**

Finance documents taken as read. Graham spoke to his report.

- Broad report is that we will be at or under budget.
- School has no reserves, due to the hostel as any reserves are over there.
- Hostel will be over planned budget due to lower numbers and having to insulate the houses and bring them up to code.

- Board needs to come up with a budget by December – Rector and Graham develop draft, then bring it to the Board for discussion and approval.
- Graham currently applying to the JW Christie Trust for 8 projectors

Move that the Board Chair become a signatory on the school accounts	Greg / Katrina Carried
Motion that the Board Chair is the master authority for Inland Revenue	Silou / Cornel Carried
Motion for Graham to have authority to issue a request for proposal for new photocopier lease contract	Katrina / Mat Carried
Motion to delegate to the Rector to approve applications for funding that will. Be ratified at the following Board meeting	Katrina / Cornell Carried

Discussion on Visa policy and the area of risk – something the board needs to look at.

Discussion on the admin of the William Hogg scholarship and bringing them back for Graham to do rather than Berry and Co. Because of cost that Berry and Co are charging. Proposed MoU from WGHS for this.

Discussion over the MoU. Andrea to forward copy of MoU to Graham to make some amendments and send back.

Community Consultation and Vision

Business Hive – would need to pay for the venue at \$35+GST per hour

How to present to the community the vision. Looking at less formal, capturing a cross section of community.

Suggestion to do a survey for consultation –survey monkey

Visit the Parent hub (pasifika parents), and use parent interviews

Note action plan below – will go from there.

Meeting Evaluation

Did we add value? – yes identified holes in areas to action quickly.

What worked well?– outline of process of policy and procedure. Timed agenda.

Did we achieve expected outcomes? – Yes

Yes we worked well as a team, everyone looking forward to it, and getting stuck in.

What can we improve? When we sort what is working group what is main meeting will be easier. Putting in a timeline for action points with ERO / Outcomes plan

Formal meeting more structured, working group more flow of a discussion.

Putting motion in the agenda from the working group.

Action Points

Who	What
Yvonne	Scan governance article and send out
Andrea	Check current policy on RAMS
Yvonne	Make changes to Code of Conduct as discussed
Cornel and Yvonne	Get 30 day trial going for the Board App
Andrea	To draw up register and bring to next meeting
Everyone	Answer these questions like you were answering the survey What do you want for your sons? What do you need from the school to achieve this? What values should the school focus on? By Wed 14th August – then we will create the survey from that

Next Formal Meeting date: 12th September 7.00pm

Working group meeting: 22nd August – Highlight of policy and Hostel

Meeting closed: 10.10pm