



**MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD IN THE BOARD MEETING ROOM - TUESDAY 24 OCTOBER 2023, 6.00PM**

1. WELCOME AND MEETING PROTOCOL

- 1.1** Present: D Kidd (Presiding Member), G Dick (Principal), P Hammond, T Adendorff, Mark Bryan, (Parent Reps), A Beggs (Staff Rep), R Anderson (Student Rep - left at 6.15pm), R Crean (Parent Rep), Ian Hudson (Student Rep)

Attending: R McDonald (Minutes)

- 1.2** Apologies: Alicia Harrison (Assistant Principal), Brendon Wallace (Deputy Principal)

Donald formally welcomed Ian Hudson as the new student rep and thanked Ruby for her tenure as Student Representative.

- 1.3** Department reports - welcome

- Warren Ruwhiu - Technology - (hard materials, engineering carpentry/joinery and DVC)
Grades about similar to previous years - may have slightly dropped in senior schools - some disengagement. DVC sometimes struggles with low numbers and he is hoping that the new curriculum will engage more students with more academic options.
- Miriam - Food and Nutrition - It's been a great 2 years. Miriam has picked up some existing courses and felt they were not servicing students that well so this year made some major changes which have been great. Lots of sickness last year. This year was much better quality, finishing on time, getting through the curriculum, hopeful results will be good. Rewritten junior programmes. Separated out unit standards for senior students. Terrific numbers in the hospitality course and great engagement. Food and Nutrition, always traditionally been lower because it's more academic. Going forward, numbers are really healthy for next year. Splitting courses has been great - can focus solely on hospitality and focus on vocational standards. Food and nutrition, able to drill down into lots of detail. Separating out has been very successful. Writing workbooks for junior programmes.
- Karen - Textile Technology 2023 year, very similar to previous year - contributed to low attendance - next year, looking interesting and different. Results page (year 12 and year 13 results) are low numbers so can offer individualized courses which aren't reflected in results. Low numbers can personalize courses. Happy with 90 minute lessons. Regretful that won't engage with all year 9 students because of the new format.
- Grant - Mindful that the Year 9s no longer have Tasters but felt that options had been presented well during primary schools, open evenings, parent meetings.
- Karen - Some parents/students may not understand the value of the process and all the learning opportunities.
- Miriam - Thinks the clarity in the separate courses has contributed to the high numbers for next year. Lots of Year 10 interest for next year.
- Karen - Been good to get the lists out so people can understand more about what the courses involve. Working hard to go against the stereotype of the course not being for males.
- Warren - lots more females in Technology now.
- Karen - when not at school, finding a trained reliever who will keep the consistency of the class is difficult and can be tricky. Same for all technology subjects. Often have PLD at the weekend because we can't find suitable cover.

The Board thanked the members of staff for attending.

2. IN-COMMITTEE BUSINESS

- 2.1 In-committee minutes dated 24 October 2023 which were previously circulated, to be signed as a true and correct record.

Moved: G Dick

Seconded: D Kidd

Carried

- 2.2 Was moved that the public be excluded from the following part of the proceedings of this meeting

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act of Section 6 or Section 7 or Section 9 of the Official Information Act 1983, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows; Student & Staff Personnel matters were discussed.

Moved D Kidd

Seconded: P Hammond

Carried

3. STRATEGIC DISCUSSION

- 3.1 **2024 School Calendar** - Grant confirmed an annual shutdown over Christmas holidays is necessary under new regulations. This will be communicated to staff soon. Start date for 2024 is 29 January 2024.

Moved: D Kidd

Seconded: P Hammond

Carried

- 3.2 **PGC** - Principal's Professional Growth Cycle - format has changed but Grant will continue working with Andy Wood.

- 3.3 **Board Scholarship** -.High level of applicants. The successful applicant will be announced at Prizegiving. Agreement to add to application form to ask question if students have already applied/obtained scholarship elsewhere.

- 3.4 **Draft budget** - two changes which have been submitted to Campbell. \$20k for Whanau group.

Three aspects to follow up

- International students - \$58k incoming. Follow up with Sue and ask what the '\$11,660 for other costs' covers.
- Look at long term items expenditure - check what items it's spent on.
- Total expenditure graph - what are the figures reflecting on the axis.

4. MONITORING

- 4.1 **Action List from the last meeting** - None

- 4.2 **Financial report** Graphs as presented. Budget meeting took place.

Moved: D Kidd

Seconded: P Hammond

Carried

- 4.3 **Principal's Report** As presented. Made appointments in Drama, Foods and Maori. Assistant Principal interviews taking place tomorrow. Prizegiving - the Board are invited to meet in the staffroom at 7pm.

Moved: D Kidd

Seconded: G Dick

Carried

- 4.4 **Staff Representative's report** None - End of year dinner - Brendon to coordinate.

- 4.5 **Student Representative's report** Reported on Duke of Edinburgh biking trip round the mountain.

- 4.6 Alternative Education Report - as presented.

- 4.7 **Property & Health and Safety Report/Minutes** - as presented.

Moved: P Hammond

Seconded: R Crean

Carried

- 4.7 **NCEA Graphs** - reviewed graphs.

- 4.8 **EOTC - Risk analysis Forms** - As presented. Fairlie trip - vehicle one has dropped off.

Discussion around options to obtain medical info and police vetting info at the beginning of year.

Moved: P Hammond

Seconded: R Crean

Carried

4.8 Policy reviews: Refer to SchoolDocs

- Health Education - reviewed and approved.
Moved: T Adendorff Seconded: R Crean Carried

5. MEETING ADMINISTRATION

- 5.1 Minutes dated 12 September 2023, which were previously circulated, to be signed as a true and correct record.
Moved: G Dick Seconded: T Adendorff Carried
- 5.2 Matters Arising - Employee Assistance Programme. Board agreed to trial this programme next year.
- 5.3 Correspondence previously circulated and taken as read.
Moved: G Dick Seconded: R Crean Carried

6. IN-COMMITTEE BUSINESS

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Moved D Kidd Seconded: P Hammond Carried

7. NEXT MEETING

- 27 February 2024.

Meeting closed 8.37 pm

Signed as a true and correct record.



..... Presiding Member