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**MINUTES OF THE BOARD OF TRUSTEES MEETING  
HELD IN THE BOARD MEETING ROOM - TUESDAY 12 SEPTEMBER 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)  
Attending: B Wallace (Deputy Principal), R McDonald (Minutes)
- 1.2** Apologies: Alicia Harrison (Assistant Principal), R Crean (Parent Rep)
- 1.3** Speakers Rachel Jackson - Relationship and Sexuality Education Programme 6.15 - 6.25pm  
Janine Chrystall - Relationship and Sexuality Education Programme 6.25 - 6.35pm  
Reirani Taurima- Relationship and Sexuality Education Programme 6.35 - 6.45pm
- Agreement that Donald will write to all three speakers, acknowledging comments and welcoming feedback in the consultation process.
- 1.4** Department report - Postponed until next meeting - 24 October 2023.

**2. IN-COMMITTEE BUSINESS**

- 2.1** In-committee minutes dated 1 August 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 but that Brendon Wallace remain.

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 or 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*

The meeting moved in-committee at 6.55 pm and out of in-committee at 7.45pm.

**3. STRATEGIC DISCUSSION**

- 3.1** Insurance - cover renewal as per schedule.
- 3.2** Donation scheme - Move that the scheme be adopted for the coming year.  
*Moved: D Kidd* *Seconded G Dick* *Carried*
- 3.3** Board Scholarship - Four board members to interview candidates, (Mark, Tracey, Donald, Andrea). Aim to get applications in by the end of week 1 and shortlist and interview week 2 & 3.
- 3.4** International student commitment - In the Principal's report, discussion to be deferred to the next meeting.
- 3.5** Assistant Principal positions - Advertised in the Education Gazette today. Mark, Donald, Andrea and Grant to interview. Shortlisting in week 2 to interview in week 3.

#### 4. MONITORING

- 4.1 **Action List from the last meeting** - As previously circulated.
- 4.2 **Financial report** As presented. Budget meeting next Wednesday.  
*Moved: D Kidd* *Seconded: P Hammond* *Carried*
- 4.3 **Principal's Report** As presented.  
*Moved: D Kidd* *Seconded: G Dick* *Carried*
- 4.4 **Staff Representative's report** As presented. A reminder about the school production, Little Shop of Horrors is running Tue, Wed, Thur at 7pm.
- 4.5 **Student Representative's report**
- Happy Te Maori week - Honouring the students who sang in assembly and spoke over loud speaker. The students involved have been very excited. Hearing it made a difference.
  - Production - lots of different roles and people involved which is great.
  - Tournament week was very exciting with the opportunity for students to get involved and feel confident.
  - The School Council have coordinated purple ribbons from the office for a donation to mark Royal Lymphoma Day.
  - ChromeBooks - Mr Gray has confirmed that 2 will be ready tomorrow and a further 4 just in case as replacements.
  - Ruby notes that she has enjoyed being involved in the school council and their involvement with the school jackets.
  - Another highlight was being involved in the donation to the farming communities affected by Cyclone Gabriele.
  - Ruby thanks the Board for her time as student representative on the Board.
  - Donald thanked Ruby for her time on the Board and Grant praised Ruby for her maturity and honesty.
- 4.7 **Property & Health and Safety Report/Minutes** - As previously circulated. Carpet flooring on its way and the new boiler is going in when the boiler is turned off. Important to watch expenses associated with the new boiler.
- 4.7 **NCEA Graphs** - Grant will produce these every meeting as the Board felt they were a good illustration of progress..
- 4.8 **EOTC - Risk analysis Forms** - As presented plus another one from Rebecca Smith, Youthworker..  
*Moved: P Hammond* *Seconded: R Crean* *Carried*
- 4.8 **Policy reviews: Refer to SchoolDocs**
- Public Attending Board Meetings - Motion to adopt as policy.  
*Moved: T Adendorff* *Seconded: R Crean* *Carried*

#### 5. MEETING ADMINISTRATION

- 5.1 Minutes dated 1 August 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 - None
- 5.3 Correspondence previously circulated and taken as read.  
*Moved: G Dick* *Seconded: R Crean* *Carried*

#### 6. NEXT MEETING

- 28 November 2023.  
Meeting closed 8.37 pm

Signed as a true and correct record.



..... Presiding Member