

**Present**

Steve McCracken, Ian MacLeod, Craig Caminos, Tim Davis, Derek Middleton, Ben Creevey, Heidi Parlane, Jessica Washer

**In Attendance**

Caroline Butland (Minute Secretary), DP Graeme Williams

**1. Karakia – All**

**2. Opening from the Principal**

**3. Confirmation of Chair and Deputy Chair**

Steve called for nominations for the positions of Chair and Deputy Chair

Ian MacLeod was nominated to the position of Chair by Ben Creevey, seconded by Craig Caminos

No other nominations, Ian accepted the position

Ian MacLeod nominated Craig Caminos to the position of Deputy Chair, seconded by Steve McCracken

No other nominations, Craig accepted the position

Ian introduced the meeting with an overview of the agenda

**4. Apologies** Charlotte Jones, BJ Wilson, Marina Vaha

**Conflict of Interest** Nil

**5. Previous minutes**

On page 2, replace 'guinea pigs' with 'the first cohort for not doing L1'.

Approved

**Moved:** Ian MacLeod  
**Seconded:** Heidi Parlane  
**Carried**

Matters arising that are not in Review of Actions:

- H&S Review and Audit – this is booked for 15 May. The Board was advised that risks are in hand. Changes have been made to EOTC risk analysis and measures have been put in place in Technology areas following insurance risk review last year. The Board accept the delay to the audit but Steve will ask Ginny if there's another provider who can complete the audit to that level prior to 15 May. **Action - Steve**

**6. Decisions / Resolutions:**

**Principal's Report**

- We have had a few learners 'de-enrol' and our roll sits at 1668 - budget for 1720. We are fully staffed, albeit with some interim solutions.
- The Covid team are working on what to do should we get a case.
- SLT portfolios - the DP's should complete the transition of portfolios by the end of Week 4, Term 1.

- Learners are all back together for the first time in 6 months and all's going well so far.
- Draft results from NZQA
  - Level 2 pass rate 82%
  - Level 3 pass rate 74.3 %
  - Approximately 21 Level 3 learners left our school during Covid
  - 14 remained but didn't get Level 3. They were only wanting to get Level 2 for their chosen pathway
- We are moving from Office to Google at the end of the week
- FarNet is an opportunity for us to offer subjects that we cannot offer with our current staffing levels. Moving forward we need to promote it and let learners know this option
- In order to show progression, on how often learners are not able to get their first choice of subject we need to report on it now to get baseline data. Board could possibly choose to fund certain subjects in the future. Steve to ask Graeme for anecdotal information to use moving forward **Action - Steve**
- Personnel Committee to be in on AP interviews - Board members will be back up if Ian or Heidi are unavailable

### **Delegated Authorities**

Add as line 8: Multi year contracts over \$50k require approval from the Finance Chair.  
With this amendment, the Board approve the Delegated Authorities

**Moved:** Ian MacLeod  
**Seconded:** Derek Middleton  
**Carried**

### **Approve 2022 Workplan**

Ian shared the workplan which was very well received. Heads of Learning (HoL's) will be attending meetings to present. What the Board like to hear from the HoL's:

- their goals/plans for the year
- how it links to our strategy
- what are you doing to lift learner achievement?
- awareness of and strategy for differentiation
- a faculty report shared in the board pack for prior reading then a 5 minute presentation at the meeting
- Steve to do a framework and share it on Slack
- future facilities required

### **ACTION - Steve**

Add: Alumni in April  
Pod presentation in May

Property committee can be enhanced as required/when things develop or we can set up a redevelopment committee

With the above additions, the Board approved the Workplan

**Moved:** Ian MacLeod  
**Seconded:** Ben Creevey  
**Carried**

### **Analysis of Variance**

Update:

Scholarship increases to 10 scholarships

Facility hireage net profit increases by \$30k

With the above additions, the Board approved the Analysis of Variance

**Moved:** Ian MacLeod  
**Seconded:** Heidi Parlane  
**Carried**

### **BoT Self Review Survey**

Policy committee to update the Board Manual **ACTION - Policy committee**

Caroline to email induction documents to Heidi **ACTION - Caroline**

Ian and Heidi to look at Board PD Framework **ACTION - Personnel committee**

The Board will feedback to the school community after strategy meetings **ACTION - Ian**

Suggestion for COL Boards to meet and for a Kahui Ako update to the community **ACTION - Steve**

### **7, BOT Workplan**

Discussed above prior to approval

### **8. Information / Risk**

Finance – update taken as read

Property and H&S - report taken as read

Moved into Committee at 8.15 pm for the Discipline and Personnel updates.

Out at 8.41 pm.

Motion: *“That under section 47 (1) (d) of the Local Government Official Information and Meetings Act that the public be excluded from the following part of the meeting. The Board wishes to discuss the matter in private as it involves the privacy of students/staff.”*

The Board thanked Caroline for her work and presented her with a card and gifts.

### **9. Closing**

Next meeting Wednesday 16 March 2022

Ian reminded members that if they are unable to attend the meetings, please ensure that you have read the info in the board pack.

If there's any PD you want/need, there is a wide range of courses/modules available from NZSTA. The Personnel Committee may recommend some PD depending on the committee you're on.

Heidi requested that we only use secular karakia. A school whakatauki/karakia which is secular is in progress

### **10. Karakia Derek**

Meeting Closed at 8.51 pm

Ian MacLeod, Chair \_\_\_\_\_

### **Next Business meeting**

Wednesday 16 March 2022 at 6.30 pm