

Minutes of the Rodney College Board of Trustees July meeting held 2nd August 2018 in the Rodney College Staff Room. Meeting Opened at 6.35pm.

Attendance: Jason Warahi, (Chairperson), Richard Pride, Irene Symes, (Principal), Clare Hayward, Gay Pride, James Logue, (Student Rep).

Absent Anne Waight.

MINUTES OF THE PREVIOUS MEETING:

Minutes of the June meeting held 5th July 2018.

Gay/Clare
Carried
001/02 Aug 2018

MATTERS ARISING:

Grant Application Results – NZCT application for the Golf Team to travel to Palmerston North received a grant of \$1000. Pub Charity application from the Hockey team to travel to Wanganui received a grant of \$4000.

DECLARATIONS OF INTEREST:

Declaration of Interest – Jason registered his declaration of interest in the Matters for Decision Item: EOTC Documentation for the UNISS Hockey team to Wanganui. Richard reviewed and signed off the EOTC documentation for this event.

CORRESPONDENCE:

Appointment of Auditors: AOG correspondence indicates we will shortly receive a letter of offer to complete our audits for the next three years, from our current auditors, RSM Hayes.

Jason
Carried
002/02 Aug 2018

PRINCIPAL'S REPORT:

School Ball – Irene reported that the 2018 Ball was a great success and enjoyed very much by students, staff and board members who attended. The DJ was excellent and the Stables Restaurant was a good choice of venue. The food provided, canapés followed by plenty of pizza was also well received. Irene congratulated the organising Committee on a job well done, with special mention and thanks given to the Warahi family for their contribution. The report was received.

Irene/Gay
Carried
003/02 Aug 2018

DISCIPLINE REPORT:

The report was discussed, and Irene provided explanation for the increase in numbers in this report. The report was received.

Irene/Gay
Carried
004/02 Aug 018

FINANCE:

Reports for June 2018 were accepted.

Gay/Irene
Carried
005/02 Aug 2018

Approval to Pay:

Following recommendation from the Finance Committee the Payments for June 2018, totalling \$265263.18 were approved for payment.

Gay/Irene
Carried
006/02 Aug 2018

Izard Trust Resignation – Gay reported the resignation was received and accepted from Izard Trustee Vicky Sheriff, at the finance committee meeting held earlier in the evening. A letter of acknowledgement and thanks is to be extended to Vicky following her many years of involvement with the Izard Trust.

New Izard Trustee - Following board discussion Richard said he would consider taking on the vacancy as described under Section 3.11 (C) of the Trust Deed '*One serving or past member of the Governing Body*' and will let the board know his decision in due course.

Izard Accounts – Vicky has managed the Trust's accounts for many years and following the announcement of her resignation the board accepted the offer by Paulene Bond, in her role as Executive Officer at Rodney College to take on the responsibility of managing the accounts for the Trust. Vicky will liaise with the Charities Commission and request an extension of time to file the Trusts 2017 return, and will provide the 2017 financial information to the EO so it can be completed and forwarded to RSM Auditors, who are expecting it before September 2018.

MATTERS FOR DISCUSSION:

Board members discussed suggestions on who should receive the 2018 Board Plate award this year. Members agreed on who the recipient should be, and Irene took a note of this.

MATTERS FOR DECISION:

EOTC Excursions – the following EOTC documents were reviewed, and excursions approved.

- EOTC - Netball Team to Mt Maunganui
- EOTC – Hockey to Wanganui
- EOTC – International Students to Coromandel

Gay/Clare
Carried
007/02 Aug 2018

Appointment of Auditors – board acknowledged AOG re-appointment of RSM Hayes as the schools auditors for the following 3 years. A letter of proposal from RSM Hayes will include a fee offer and is expected to be received the next couple of weeks.

POLICY REVIEW: Nil

PROPERTY:

Verbal update was provided on the following projects currently underway at Rodney College.

Painting – This project is going well with little impact on school life. With more buildings, now being, painted the colour change is becoming more obvious. Carus has raised concerns about the quality of works done by previous contractors at Rodney College. It is believed water based paint has been applied directly over oil based paint that is now peeling off in large sheets during the pre-paint wash of buildings. Carus has indicated this problem may require a 'variation of contract' with them resulting from the extra time it is taking their staff to do the prep work to a satisfactory standard.

D Block – Dialogue continues between architects and school staff on drawings for the D5 Science lab upgrade and Uni-sex toilets in D block. Project processing well.

Heat pumps – Installation commenced in July term break with Heat Pumps being installed in 7 rooms, including the staff room. Stage 2 involves the admin and music blocks. The hall heating project is scheduled along with the roofing project over the Christmas break. The boiler is no longer in use.

Bus Bay Project – was completed over the term break.

Roofing Project – Griffiths is completing MOE paperwork to apply for funding for this project to commence.

HEALTH AND SAFETY:

Updated Accident Register was unavailable for the meeting.

STRATEGIC PLAN:

Irene presented the Term 2 review of the Strategic Plan and was thanked by the board for the hard work that goes into preparing and reviewing the Strategic Plan.

GENERAL BUSINESS:

Election Time Frames

- Student Election - the election timeframe as presented for the Student Election 2018/2019 was accepted, with voting day to be 7th September 2018. Note: This is a correction to the date showing on the schedule included with board papers.
- Parent By Election - the election timeframe as presented for the Parent By Election was accepted, with voting day to be 28th September 2018.

Gay/James
Carried
008/02 Aug 2018

NZSTA Conference 2018 – Jason reported a very large and enjoyable conference took place in Rotorua this year. At the AGM Section of Conference, a remit was voted on to request MOE consider increasing bot meeting fees to \$200 per meeting (Chair) and \$150 per meeting (others). This is intended to better reflect a meeting fee similar to that as paid to other community volunteers involved in local government. If MOE agrees, this will be the first time since the beginning of Tomorrows Schools that the fee has increased. The drive from NZSTA is for the per meeting fee to increase to \$200 (Chair) & \$150 (Others).

Jason also indicated MOE is looking at direct funding module to ensure a SENCO teacher in every school and a change in the way Special Needs funding is currently applied.

SEO Conference – Paulene thanked the board for the opportunity to attend the EO’s conference in Rotorua and reported the exceptional guest speakers and workshops with the theme *Working Smarter* topics were refreshing and interesting to hear. The opportunity to with network with other people who do this role in schools, and to catch up with our conference sponsors each year is always very enjoyable.

During the SEO AGM, held at Conference each year, a remit was passed to change the name of the School Executive Officers Association, it is now known as the School Business Managers Association. Among the objectives of SBMA is to continue to strengthen consultation with MOE on a number of projects involving the work of the school business manager in schools, including a drive for MOE to direct fund the salary for a business manager/executive officer in every school, regardless of its roll size and location.

PTA Workshop – Irene advised PTA is sponsoring a workshop focusing on “Teen Turbulence” that is to be held in the school Library at 7.30pm Friday 17th August 2018. All are welcome.

Meeting closed 7.45pm

DATE OF NEXT MEETING: Thursday 30th August 2018.

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Jason Warahi
Chairperson,
Rodney College Board of Trustees