

**UNLIMITD PAENGA TAWHITI  
BOARD OF TRUSTEES MEETING  
TUESDAY, 21 JUNE 2011, 3:00 PM AT SCHOOL**

**MINUTES**

1. **BOT Forum 3.00 to 3:45 pm:** opportunity to interact with students, parents and staff re their issues

**Meeting opened 4:10pm**

2. **Welcome**

**Present:** Matthew Ayton (Chairperson), Vicki Buck, Jacinta Buist (Minute Secretary), Jane Ellis, Huriiau Emery-Richardson, Tanja Grzeta, Gerald Stanbridge. Amelia van Aalst (student)

Lee and Denese Kenowe – until Agenda Item 3a

Jared Gallager – until Agenda Item 3c

Derek Thatcher – until Agenda Item 3d

Peter Brailsford - until Agenda Item 3e

Casey O'Brien-Smith- until Agenda Item 4a

Nick Johnstone, Ethan Gullery & David Gordon– until Agenda Items 4

Miriam Denney – until Agenda Item 8

**Apologies:** Nicola Malloch, John Mather, Lynette Spyker

3. **Presentations and discussions**

- a) Lee and Denese Kenowe – the eFront donation (efrontlearning.net)

Software from Greece that is currently loaded on the server. Is in process of testing in demo mode with up to 400 licences currently available. Will be introduced at staff meeting this month by Mel Stopford and rolled out.

- b) Teaching and learning impressions – Kyle Webb

- DEFER to next meeting

- c) Teaching and learning impressions - Jared Gallager

Working with students on graphic design and architecture. Part of recent 48 challenges tables were built. Future areas include building a possible skate park with Halswell; linking into mentoring programme & NCEA. Challenges include lack of workshop space and tools; working off site.

- d) Telephone – Derek Thatcher and John Irving

Currently have one phone line, cell phone coverage is patchy and internet unstable. Health and safety issue. When arriving at Halswell MoE was going to install a phone and internet system however the phone system retrieved from Northern Tower is unable to be used here given slow wifi. There is a meeting 2:00pm, 22 June with UPT, Halswell, Telecom & MoE to discuss options.

- ACTION Derek to inform BoT of outcome immediately after meeting
- ACTION John I to confirm with Tanja Maincom costs and ideas around internal phone calls

- e) Earthquake Preparedness Review – Peter Brailsford

**[Out of order in minutes, discussed at meeting after Agenda Item 4]**

*Earthquake Preparedness Review – one copy tabled and now attached with these minutes*

*Emergency Response Plan – one copy tabled and now attached with these minutes*

- NOTED due to short timeframe these two working draft documents were not pre-circulated so Board have been unable to review.

Discussions around closing school at a certain magnitude; giving parents certainty and expectations; new normal; Ministry expectations; safety of students and staff; inner city memories for students and staff; capacity of staff

- ACTION Check Ministry guidelines around building checks and closing

- ACTION Anticipate with a magnitude 6 and higher that school may be closed the following day
4. **Student Rep Report – Huriua Emery-Richardson**
- a) Leavers momento– Casey O'Brien-Smith  
*Hoody design— tabled and attached with these minutes*  
 Pens have been given in past along with kete. Proposal this year to do hoody instead of pen at a price of up to \$50 each with student fundraising to cover costs. Price should come down with bulk orders.
- b) Student input into school – Nick Johnstone  
 Concern from students on how decisions are made at school; students not feeling they are consulted – eg one-on-one time being reduced for financial reasons; culture in school; shape of classes and courses; lack of survey mechanisms; communication. Interest in establishment of a student board.
- ACTION BoT reps meet with students in community time
  - ACTION Nick to meet with students and feedback to Tanja
- c) School formal – Huriua for Sophie Denman  
 Ball at Hei Hei Community Centre
- d) Project Runway – Miriam Denney for group of students and Braden Faavae  
*Project Runway Proposal to Board – tabled and attached with these minutes*
- AGREED to loan money required to setup, will be paid back out of door sales.
  - AGREED Tanja supports from donated funds and purchases sewing machines
  - AGREED Ask for sewing machines in newsletter
5. **Strategic Decisions**
- a) Strategic Directions 2011-2014
- DEFER to next meeting
6. **Strategic Monitoring**
- a. ICT Sub-Committee  
*ICTReport16Jun2011– circulated with agenda*
- ACTION Derek and Tanja follow up options for ongoing laptops
- Copyright (Infringing File Sharing) Amendment Bill – implications
- ACTION Tanja inform students about implications
  - ACTION Tanja to follow up what other schools are doing
- b. Property update  
*No report*
- c. Finance Sub-Committee  
*FinanceSubCommitteeMeeting17Jun2011 – circulated with agenda*  
*UPTDonationsOverview17Jun2011 – circulated with agenda*  
*2011RevisedBudgetAsAt17Jun2011 – circulated with agenda*
- APPROVE card for Tanja school visa account
  - DEFER to next month other discussions
- d. Health and Safety  
*HealthAndSafetyMeeting24May2011 – circulated with agenda*
- NOTED
- e. NCEA Leavers data (deferred from previous meeting)  
*Background information – circulated with agenda*
- ACTION Tanja follow up with Brent for next meeting
- f. Mentoring – Jane Harrison

- ACTION Tanja follow up with Jane for next meeting

### 7. Director's Report

- Roll
- 2012 enrolments
  - ACTION Tanja follow up about advertising on Halswell Rd
- Christchurch Schools' Network
- Ministers Visit – discussion around key messages
- Trends in International Mathematics and Science Study
  - TIMISS 2010-11 Feedback to schools– tabled and attached with these minutes*
  - NOTED

### 8. Minutes of Meeting – 17 May 2011

*Circulated with agenda*

- AGREED a true and accurate record (Matthew)
- Action points from previous meetings

Meeting Date	No	Item	Who	Status
17 May 2011	4	Update and discussion re future scenarios. The project team works together on future strategies with a shared UPT, D1 & Ngai Tahu emphasis (John\Gerald – Agreed)	Project Team - John	PENDING Meeting with MoE 23 Jun
17 May 2011	5	Sharing at Halswell and the MoU. In principle OK to sign subject to funding from MoE for UPT (Matthew\Agreed)	John & Matthew	PENDING Meeting with MoE 23 Jun
17 May 2011	5	Sharing at Halswell. Vicki, D1 & UPT in conjunction with Halswell explore coffee café\cart options in vicinity	Vicki, Tanja, Bee	COMPLETED Coffee Café opening on Fri beside gym
17 May 2011	6	Emergency Policy & Procedures. Circulate separated policy to Board before next meeting for final approval.	Miriam	DEFER next meeting
17 May 2011	7a	ICT sub-committee. Proceed with website rebuild	John	APPROVED Rebecca Wilson has been offered and has accepted to do the following three sites - \$10,000 school website, \$2,000 learningwhatever.com, \$2,000 educationchanges.
17 May 2011	7b	Property sub-committee. Noted preference is Education @ Halswell on draft signage.	John	COMPLETED

Meeting Date	No	Item	Who	Status
17 May 2011	7b	Property sub-committee. Explore UPT signage on billboard located on Halswell Rd	John	ACTION John & Tanja to follow up
17 May 2011	7d	NCEA leavers data. Brent to check figures	John	DEFER to next meeting ACTION Tanja follow up with Brent
17 May 2011	7c	Voluntary school donation lower to \$150 accompanied by wording Lynette will draft	Lynette	COMPLETED
17 May 2011	8b & 8c	Directors Report, roll. Challenges around special needs NETS students. John to follow up with MoE including a 1.0 Counsellor	John	DEFER to next meeting
17 May 2011	11a	BoT Internal Housekeeping. Delegation and Authorities in Emergency. Matthew to sign and Jacinta to put in delegations file	Matthew & Jacinta	COMPLETED
17 May 2011	11a	BoT Internal Housekeeping. Board Secretary & back capture in place	John & Jacinta	ACTION 85% done, Vicki & Jacinta to meet and finish
17 May 2011	11a	Staff & student rep delegate required. Identify by next highest votes.	Miriam & Huirau	COMPLETED Miriam – Allan Henderson Huirau – Priyanka Dhawan
17 May 2011	11a	Set up sub-committee group emails & add board secretary to these for filing.	Jacinta	COMPLETED
17 May 2011	11b	Facebook. Matthew ask Brent to delete unofficial site.	Matthew	ACTION Matthew follow up with Brent
17 May 2011	11c	Student delegation to meet with John & Tanja about high trust model & going off site.	Huirau	ACTION Huirau & Tanja to meet

### 9. Correspondence

*Correspondence list of items– circulated with agenda*

- NOTED

### 10. General

- a. BoT Internal Housekeeping
  - AGREED BoT co-ops two representatives from Discovery 1 reps Vicki Buck & Jane Ellis for the remainder of the Board's term.

**11. In-Committee – Public Excluded**

**12. Next Meeting: Tuesday, 12 July 2011 (was 19 July)**

Meeting closed 8:30pm

**Action points or deferred items carried over from previous meetings**

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17 May 2011	5	Sharing at Halswell and the MoU. In principle OK to sign subject to funding from MoE for UPT (Matthew\Agreed)	John & Matthew	21 Jun 2011 - PENDING Meeting with MoE 23 Jun
17 May 2011	6	Emergency Policy & Procedures. Circulate separated policy to Board before next meeting for final approval.	Miriam	21 Jun 2011 - DEFER next meeting ACTION Check Ministry guidelines around building checks and closing ACTION Anticipate with a magnitude 6 and higher that school may be closed the following day
17 May 2011	7b	Property sub-committee. Explore UPT signage on billboard located on Halswell Rd	John	21 Jun 2011 – ACTION John & Tanja to follow up
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17 May 2011	11a	BoT Internal Housekeeping. Board Secretary & back capture in place	John & Jacinta	21 Jun 2011 – ACTION 85% done, Vicki & Jacinta to meet and finish
17 May 2011	11b	Facebook. Matthew ask Brent to delete unofficial site.	Matthew	21 Jun 2011 – ACTION Matthew follow up with Brent
17 May 2011	11c	Student delegation to meet with John & Tanja about high trust model & going off site.	Huirau	21 Jun 2011 – ACTION Huirau & Tanja to meet
21 Jun	3b	Teaching and learning	Tanja &	21 Jun 2011 – DEFER to next

2011		impressions – Kyle Webb	Kyle	meeting
21 Jun 2011	3d	Telephone	Derek, John I & Tanja	21 Jun 2011 - ACTION Derek to inform BoT of outcome immediately after meeting ACTION John I to confirm with Tanja Maincom costs and ideas around internal phone calls
21 Jun 2011	4b	Student input into school	Matthew & Tanja	21 Jun 2011 - ACTION BoT reps meet with students in community time ACTION Nick to meet with students and feedback to Tanja
21 Jun 2011	5	Strategic Directions 2011-2014		21 Jun 2011 – DEFER to next meeting
21 Jun 2011	6a	ICT – laptops  Copyright (Infringement File Sharing) Amendment Bill	Derek & Tanja	21 Jun 2011 ACTION Derek and Tanja follow up options for ongoing laptops ACTION Tanja inform students about implications ACTION Tanja to follow up what other schools are doing
21 Jun 2011	6c	Finance	Jacinta	21 Jun 2011 APPROVE card for Tanja school visa account
21 Jun 2011	6f	Mentoring	Tanja	21 Jun 2011 DEFER to next meeting ACTION Tanja follow up with Brent