

**UNLIMITD PAENGA TAWHITI  
BOARD OF TRUSTEES MEETING  
TUESDAY, 17 MAY 2011, 3:00 PM AT SCHOOL**

**MINUTES**

1. **BOT Forum 3.00 pm:** opportunity to interact with students, parents and staff re their issues (Venue: Linton)

**Meeting opened 4:15 pm**

2. **Welcome– including Discovery 1 Reps. (Venue: Conference Rm)**  
**Present:** Matthew Ayton (Chairperson), Vicki Buck, Jacinta Buist (Minute Secretary), Miriam Denney, Huirau Emery-Richardson, Lynette Forrester, David Gordon, Tanja Grzeta, Nicola Malloch, John Mather, Gerald Stanbridge. Karyn Bird, Blair Sheet, Mel Stopford & Virginia Patton – until Agenda Item 3. Daniel Birch (Discovery 1 Principal) Bee Nicholls (Discovery 1 Board Rep) – until Agenda Item 5.  
**Apologies:** Jane Ellis
3. **Presentations and discussions**
  - a. Lee and Denese Kenowe – the eFront donation  
Presenters unavailable, website home page viewed  
[www.efrontlearning.net](http://www.efrontlearning.net)
  - b. Mel Stopford and Blair Sheat – the Rangiora Hub
    - Powerpoint with Q&A, highly successful and future potential to involve Discovery 1.
    - Eastern Learning Hub started last week. South Learning Hub has met three times. Opportunity for future hub at CPIT.
4. **Update and discussion re future scenarios**  
*Three meeting minutes with MoE (29 Mar 2011, 6 Apr 2011 & 11 May 2011) - circulated prior to meeting*
  - D1 – discussion around funding & costs of moving site; potential to explore D1 hubs; current roll 140+ (pre-earthquake 180+) approved roll increase of 150 more; 1-day retrieval coming up; school community not keen to go back to CBD; lease coming up soon
  - UPT – discussion around 1-day retrieval coming up; if CBD opens up then possible to occupy NT; school community split about being in CBD
  - ***ACTION The project team works together on future strategies with a shared UPT, D1 & Ngai Tahu emphasis (John\Gerald – AGREED)***
5. **Sharing at Halswell and the MoU**
  - MoU – MoE indicated UPT won't be disadvantaged financially; Halswell expecting UPT to sign MoU tomorrow when their BoT Chair is in town.

***ACTION In principle OK to sign subject to funding from MoE for UPT (Matthew\AGREED)***

- Community neighbourhood strengthening  
***ACTION Vicki, D1 & UPT in conjunction with Halswell explore coffee café\cart options in vicinity***

**Meeting moved to blessing of UPT & D1 buildings (5:30 to 6:30pm)**

## **6. Strategic Decisions**

- a. Policy review – Emergency Procedures (Miriam)

*Draft Emergency Response Policy and Procedures – tabled by Miriam*

- Miriam has further comments from staff.
- PPTA is under the impression from staff there are no policy & procedures so some urgency is involved to approve these.
- Matthew confirmed with Chris before meeting there have been policy & procedures in place and these will change again with shift to relocatables next week.
- ***ACTION Approve the document in principle and separate into two – policy and a procedure. Circulate separated policy to Board before next meeting (Matthew\AGREED)***

## **7. Strategic Monitoring**

- a. ICT sub-Committee

*Report undated (Duncan) – circulated prior to meeting*

- Phones items retrieved
- Budget noted
- Technicians time - seek other alternatives with students
- Copyright (Infringing File Sharing) Amendment Bill – implications for school  
DEFER to next meeting
- AGREED Accept report and add May 2011 date. Noted some items out-of-date
- ***ACTION - management delegated to proceed and organise website upgrade (Matthew/AGREED)***

- b. Property update

*Report (prepared by John, 15 May 2011) – circulated prior to meeting*

*Draft signage prepared by Halswell – tabled by John*

- AGREED Accept report
- ***ACTION - Noted preference is Education @ Halswell on draft signage. John to take to Halswell BoT meeting 18 May***
- ***AGREED - Approval for UPT signage on billboard located on Halswell Rd and expenditure. (Matthew\AGREED)***

- c. Finance sub-Committee

*Report (prepared by John 12 May 2011) – circulated prior to meeting*

*Email from Chris to John 'Sci lab and ventilation jobs – SSH'(17 May*

2011) – tabled by John

*Draft annual accounts prepared by auditor – tabled by Lynette*

- Lisa preparing monthly accounts – nothing to table at this stage
- School insurance is on-going
- Pupils insurance – some companies wanting photographs that can't be provided. Matthew writing pupils a letter.
- AGREED Accept report including approvals
- **AGREED Voluntary school donation lower to \$150 accompanied by wording Lynette will draft (Matthew\AGREED)**

d. NCEA Leavers data

*Letter from MoE 'School Leaver Qualification Statistics – tabled by John*

[Confidential to Board]

- **ACTION Brent to check figures**
- DEFER to next meeting a strategy to move forward

## 8. Director's Report

*Report (17 May 2011) – circulated prior to meeting*

a. Donations

- Noted donations
- Two places to apply for funding for students to enhance learning. Please send suggestions
- Reimburse staff for childcare & travel. Suggest staff to invoice last term and this term

b. Roll

- Enrolled 12 new students this term & roll about 405 FTE
- Staffing is fixed on 1 March roll until end of year
- **ACTION Challenges around special needs NETS students. John to follow up with MoE. (Matthew\AGREED)**

c. Staffing changes

- Noted
- **ACTION John approach MoE about a 1.0 FTE Counsellor, link with NETS follow up (Matthew\AGREED)**

AGREED Director's Report noted and accepted.

## 9. Minutes of Meeting - 16 December 2010

a. Matters arising:

- Action Items from previous meeting – completed or carried over

AGREED Minutes accepted as true and accurate record

## 10. Correspondence

*Correspondence list & items – tabled by John*

- Correspondence noted and accepted.

## 11. General

- a. BoT Internal Housekeeping
  - Voting Rights Discussion Co Directors, half vote each (Matthew/AGREED)  
BoT co-ops two representatives from Discovery 1 reps Vicki & Jane Ellis (Matthew/AGREED)
  - Speaking Rights Discussion  
Meetings open to the public who don't have speaking rights along with minute secretary unless questioned or invited to speak (Matthew/AGREED)
  - Delegation and Authorities in Emergency  
Nicola deputised or if unavailable any other parent rep Board member (Matthew/AGREED)  
***ACTION Matthew to sign and Jacinta to put in delegations file***
  - NOTED: Minutes required by end of week of Board meeting
  - Board Secretary & back capture –John & Jacinta, working at full capacity and require assistance to tidy up paperwork following earthquake  
***ACTION Approval given for John & Jacinta to discuss best ways to organise, and hire someone to help two days a month & two days for catch up. Includes sub-committee***
  - ***ACTION Staff & student rep delegate required, identify by next highest votes (Matthew\AGREED)***
  - ***ACTION Set up sub-committee group emails & add board secretary to these for filing (Matthew/AGREED)***
- b. Facebook
  - Two sites as one started after earthquake when could not access official one.  
***ACTION Matthew ask Brent to delete unofficial (Matthew/AGREED)***
  - Huirau, each LA make one to communicate with staff – will give presentation to staff meeting
- c. Student rep report
  - 40 hour famine –students supporting this
  - Rebuilding ChCh Meeting – two UPT student reps
  - Stage Challenge feedback
  - Letter from senior students to Huirau about not being able to go offsite and concern that the high trust model may not be operating  
***ACTION: Huirau to bring senior students together to meet with John & Tanja***
- d. Planning for year is being done tomorrow at teacher only day.
- e. Attendance

- Being recorded, phoning is not in place because of capacity and one phone line.
- Exploring option of text messaging

## 12. In-Committee – Public Excluded

## 13. Next Meeting: Tuesday, 21 June 2011

Meeting closed 8:30pm

### ACTION POINTS

Meeting Date	Agenda No	Item	Who
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
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
17 May 2011	5	Sharing at Halswell. Vicki , D1 & UPT in conjunction with Halswell explore coffee café\cart options in vicinity	Vicki, Tanja, Bee
17 May 2011	6	Emergency Policy & Procedures. Circulate separated policy to Board before next meeting for final approval.	Miriam
17 May 2011	7a	ICT sub-committee. Proceed with website rebuild	John
17 May 2011	7b	Property sub-committee. Noted preference is Education @ Halswell on draft signage.	John
17 May 2011	7b	Property sub-committee. Explore UPT signage on billboard located on Halswell Rd	John
17 May 2011	7d	NCEA leavers data. Brent to check figures	John
17 May 2011	7c	Voluntary school donation lower to \$150 accompanied by wording Lynette will draft	Lynette
17 May 2011	8b & 8c	Directors Report, roll. Challenges around special needs NETS students. John to follow up with MoE including	John

		a 1.0 Counsellor	
17 May 2011	11a	BoT Internal Housekeeping. Delegation and Authorities in Emergency. Matthew to sign and Jacinta to put in delegations file	Matthew & Jacinta
17 May 2011	11a	BoT Internal Housekeeping. Board Secretary & back capture in place	John & Jacinta
17 May 2011	11a	Staff & student rep delegate required. Identify by next highest votes.	Miriam & Huirau
17 May 2011	11a	Set up sub-committee group emails & add board secretary to these for filing.	Jacinta
17 May 2011	11b	Facebook. Matthew ask Brent to delete unofficial site.	Matthew
17 May 2011	11c	Student delegation to meet with John & Tanja about high trust model & going off site.	Huirau

#### **MATTERS CARRIED OVER TO FUTURE MEETINGS**

<b>Meeting Date</b>	<b>Agenda No</b>	<b>Item</b>	<b>Future Meeting</b>
17 May 2011	7d	NCEA Leavers data	June 2011
12 Apr 2011, 17 May 2011		Strategic Decision	June 2011
17 May 2011	7a	Copyright (Infringing File Sharing) Amendment Bill – implications	June 2011