

**UNLIMITED PAENGA TAWHITI  
BOARD OF TRUSTEES MEETING  
TUESDAY, 12 JULY 2011, 3:00 PM AT SCHOOL**

**MINUTES**

1. **BOT Forum 3.00 to 3:45 pm:** Interacting with students, parents and staff on key matters raised  
*1BoTForum12Jul2011 – circulated with these minutes*
2. **Meeting opened 4:20pm**
3. **Welcome**  
**Present:** Matthew Ayton, Vicki Buck, Jacinta Buist (Minutes), Miriam Denney, Huirau Emery, Tanja Grzeta & John Mather  
Taylor Lodge & Amelia Van Aalst – until Agenda Item 6  
Ethan Gullery, John Irving, Nick Johnstone – until Agenda Item 7  
Nicola Malloch – until Agenda Item 11  
**Apologies:** David Gordon, Lynette Spyker, Jane Ellis, Jason Mill
4. **Student Rep Report – Huirau Emery-Richardson**
  - a) **Student Council – Nick Johnstone**  
Council established with approx. thirty members and a wide representation, discussed goals and structure. Some elected members. Feedback given on a meeting around learning, timetable options and NCEA. Council wants easy accessibility to Board mins, budget, school donations and what these are used for. Would like to see Board at the Council meetings Thursday midday in science rm.  
**ACTION:** John check with student council if they are interested in providing a rep for the BoT sub-committees (Finance, Property & Information Technology)
  - b) **Leavers – Huirau Emery-Richardson**  
Requires a list of leavers for hoodies.  
**ACTION** John Irving will set up a system to collect
  - c) **International Students Leaving – Huirau Emery-Richardson**  
Arrangements in place to farewell these students
  - d) **Drunk driving awareness – Huirau Emery-Richardson**  
Students organising some exciting events to raise awareness.
  - e) **Smoking**  
General discussion around student smoking.
5. **Strategic Decisions**  
*5ProcessForEstablishingNextStratPlan– circulated with agenda*  
Process for considering Strategic Directions 2011-2014
  - **ACTION** Dedicate next two Board forums for this and have students, staff and families fully informed
6. **Strategic Monitoring**
  - a) **ICT Sub-Committee**  
*6aICTReport12Jul11 – circulated with agenda*  
Report received and accepted.
  - b) **Property update**  
*6bPropertyReport12Jul11– circulated with agenda*  
Report received and accepted  
**ACTION** John draft letter regarding fit out and insurance to Ministry and defer engaging a lawyer pending outcome of this response.  
**ACTION** Jacinta scope contents insurance

- c) Finance Sub-Committee  
*6cFinanceSubCommittee08July2011 – circulated with agenda*  
 Report noted and accepted  
*6cFinanceReportSummaryJun2011 – circulated with agenda*  
 Report received and accepted
- d) Health and Safety  
*No report*
- e) NCEA Leavers data (deferred from previous meeting) – Tanja\Brent  
*6eNCEASchoolLeaverQualificationStatistics – circulated with agenda – [confidential to Board]*  
*6eNCEAMidyear2011reportComplete – tabled at meeting*  
 Students and staff are being contacted individually to check what they would like to do, where they are at; availability over the holidays for specific courses, internal\external; opportunities for cross credits. Regular NCEA reports will be generated.
- f) Mentoring – Tanja\Jane  
 DEFER to next meeting

**7. Strategic Discussion**

Options and communication of options re location of school in 2012  
*Q&A– circulated within BoT by Vicki*  
 Discussion around parental concerns & student safety within CBD; co-location with D1; Campus Unlimited and others who would like to co-locate; ideas floating around the wider community; communication.  
 ACTION: Vicki and John send communication to parents, students and staff

**8. Directors Report**

*8DirectorsReport12Jul2011 – circulated with agenda*  
*8DirectorsAddendum9Jul2011 – circulated with agenda*  
 Report received and accepted  
 AGREED\ACTION - \$50 to students for students going to Rangitoto College  
 AGREED\ACTION – Tanja has authority to negotiate up to time and a half for NCEA holiday courses

**9. Minutes of Meeting – 17 May 2011**

*9MinutesTue21Jun 2011 - Circulated with agenda*  
 AGREED true and correct record

a) Matters Arising

“Check Ministry guidelines around building checks and closing . The following was communicated in our last newsletter on 23 June.  
 The responsibility for all the buildings on our site lies with the Executive Officer at Halswell Residential School. His responsibility is to check for damage following any significant earthquake and follow the Ministry of Education guidelines in relation to if the school can be open. The guidelines require the school to follow through a checklist including independent evaluation of buildings if there is damage and informing the Ministry.”

b) 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	COMPLETED 21 Jun 2011 - PENDING Meeting with MoE 23 Jun

Meeting Date	No	Item	Who	Status
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	COMPLETED 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	COMPLETED 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	12 Jul 2011 – ACTION 21 Jun 2011 – ACTION John & Tanja to follow up
17 May 2011	7d	NCEA leavers data. Brent to check figures	John	COMPLETED 21 Jun 2011 DEFER to next meeting ACTION Tanja follow up with Brent
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	COMPLETED 21 Jun 2011 - DEFER to next meeting
17 May 2011	11a	BoT Internal Housekeeping. Board Secretary & back capture in place	John & Jacinta	12 Jul 2011 – ACTION 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	12 Jul 2011 – ACTION 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	COMPLETED 21 Jun 2011 – ACTION Huirau & Tanja to meet
21 Jun 2011	3b	Teaching and learning impressions – Kyle Webb	Tanja & Kyle	12 Jul 2011 – DEFER to next meeting 21 Jun 2011 – DEFER to next meeting
21 Jun 2011	3d	Telephone	Derek, John I & Tanja	COMPLETED 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	COMPLETED 21 Jun 2011 - ACTION BoT reps meet with students in community time ACTION Nick to meet with students and feedback to Tanja

Meeting Date	No	Item	Who	Status
21 Jun 2011	5	Strategic Directions 2011-2014		COMPLETED – plan accepted 21 Jun 2011 – DEFER to next meeting
21 Jun 2011	6a	ICT – laptops  Copyright (Infringement File Sharing) Amendment Bill	Derek & Tanja	12 Jul 2011 ACTION All 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	COMPLETED 21 Jun 2011 APPROVE card for Tanja school visa account
21 Jun 2011	6f	Mentoring	Tanja	12 Jul 2011 DEFER to next meeting 21 Jun 2011 DEFER to next meeting ACTION Tanja follow up with Jane

**10. Correspondence**

*10 Correspondence For 12 Jul 2011 – circulated with agenda*  
Latest UPT Gazette tabled.

**11. General**

No general business

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

**13. Next Meeting: Tue 16 Aug 2011**

Meeting closed 7:30 pm

**Action points or deferred items to carry over for subsequent meetings**

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21 Jun 2011	6f	Mentoring	Tanja	12 Jul 2011 DEFER to next meeting 21 Jun 2011 DEFER to next meeting ACTION Tanja follow up with Jane
12 Jul 2011	4a	Student Rep Council	John M	12 Jul 2011 ACTION: John check with student council if they are interest in providing a rep for the BoT sub-committees (Finance, Property & Information Technology)
12 Jul 2011	4b	Leavers numbers for student hoodies	John Irving	12 Jul 2011 ACTION John Irving will set up a system to collect
12 Jul 2011	6b	Property – Insurance	John M  Jacinta	ACTION John draft letter regarding fit out and insurance to Ministry and defer engaging a lawyer pending outcome of this response. ACTION Jacinta scope contents insurance
12 Jul 2011	7	Strategic Discussion - Options and communication of options re location of school in 2012	Vicki \ John	ACTION: Vicki and John send communication to parents, students and staff
12 Jul	8	Directors' Addendum – Rangitoto visit		AGREED \ ACTION - \$50 to students for students going to Rangitoto College AGREED \ ACTION – Tanja has authority to negotiate up to time and a half for NCEA holiday courses