

## MINUTES OF THE COLLEGE BOARD MEETING MONDAY 2 MAY 2022 AT 5.00PM VIA MICROSOFT TEAMS

<b>PRESENT:</b>	Karen Brinsden, Lauren Albrey, Ian Marshall, Mark Twyman, Daisie Yu, Jessica Dixon, Yvonne de Graaf and Diedre Lane.																						
<b>APOLOGIES:</b>	Garry Larsen, Murray Goodman.																						
<b>WELCOME:</b>	At 5.05pm the Presiding Member welcomed everyone to the meeting.	<i>L Albrey</i>																					
<b>1. MINUTES:</b>	<p>With no changes or omissions noted, the minutes of the last meeting dated Monday 28 March 2022 were taken as read. There were no further comments or matters arising.</p> <p><i>Motion: The Presiding Member proposed acceptance of the minutes, seconded by Mark Twyman with all in favour.</i></p>	<i>L Albrey</i>																					
<b>2. ACTIONS FROM PREVIOUS MINUTES:</b>	<table border="1"> <thead> <tr> <th>Action</th> <th>Who</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>1. Staff physical restraint awareness.</td> <td>SLT</td> <td>Needs to be done inhouse.</td> </tr> <tr> <td>2. Connect with Paul Shearer F&amp;P HR Manager.</td> <td>D McGregor M Twyman</td> <td>On hold due to Covid pandemic.</td> </tr> <tr> <td>3. Governance policy framework / Governance handbook.</td> <td>L Albrey K Brinsden</td> <td>In progress.</td> </tr> <tr> <td>4. Create a timeline for what Equipment/systems is needed for second gym.</td> <td>D Lane</td> <td>In progress.</td> </tr> <tr> <td>5. All staff should attend online security refresher trainings every two years.</td> <td>M Goodman</td> <td>Will provide quote.</td> </tr> <tr> <td>6. Board Agenda in Te Reo Māori.</td> <td>Y de Graaf</td> <td>In progress.</td> </tr> </tbody> </table>	Action	Who	Update	1. Staff physical restraint awareness.	SLT	Needs to be done inhouse.	2. Connect with Paul Shearer F&P HR Manager.	D McGregor M Twyman	On hold due to Covid pandemic.	3. Governance policy framework / Governance handbook.	L Albrey K Brinsden	In progress.	4. Create a timeline for what Equipment/systems is needed for second gym.	D Lane	In progress.	5. All staff should attend online security refresher trainings every two years.	M Goodman	Will provide quote.	6. Board Agenda in Te Reo Māori.	Y de Graaf	In progress.	
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<b>3. FINANCE:</b>	<p><b>Finance Report:</b> The Finance Report for March was taken as read. <i>Motion: The Presiding Member moved that the Finance Report be accepted, seconded by Mark Twyman with all in favour.</i></p> <p><b>Cheque Register:</b> The Business Manager put forward that the payments for the month of March \$560,837.12 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Lauren Albrey with all in favour.</i></p> <p><b>2021 Annual Accounts:</b> Waiting to hear back from the Auditors. The finalised report will be circulated to the Board for approval before the 30 May deadline.</p> <p><b>Account Signatories:</b> Associate Principal Kerrie Holmes has been added as a signatory and if she has no problems approving payments, then Deputy Principal Christine Williams will be removed.</p> <p><b>New Term Investment:</b> Surplus funds have been moved into a new term deposit. This will remain in place until the payment plan from the quantity surveyors for the new gym is finalised.</p>	<i>D Lane</i>																					

<p><b>4. PROPERTY</b></p>	<p><b>Property Report:</b> The Property Report for March was taken as read. <i>Motion: The Presiding Member moved that the Property Report be accepted, seconded by Ian Marshall with all in favour.</i></p> <p><b>Ministry of Education Roof Remediation:</b> A Project Manager has been appointed and so far, the meetings have been both engaging and proactive.</p> <p><b>New Gym:</b> We have received building consent and the signed building contract with Focus Construction has been approved and counter signed. Focus have appointed a Project Manager and a Site Manager. Work is underway and site establishment will start at the end of May. <i>Action: The Board Secretary will send the New Gym plans to the Board.</i></p> <p>Claire Powell from DLM Architects will organise a meeting with us to discuss what gym equipment is required.</p> <p><b>5YA:</b> Once the New Gym has been built any leftover 5YA funds may be used to upgrade the current changing rooms.</p> <p><b>Maintenance:</b> Contractors were here during the holidays for maintenance and WOF inspections. The roof leaks have also been temporarily fixed and some ceiling tiles have been replaced. With a large number of ceiling tiles on back order, temporary replacements will need to be made for the rest.</p> <p>Diedre Lane left the meeting at 5.24pm.</p>	<p>D Lane</p>
<p><b>5. PRINCIPAL'S REPORT:</b></p>	<p>The Principal's Report was taken as read. <i>Motion: The Principal moved for acceptance of the Principal's Report, seconded by Mark Twyman with all in favour.</i></p> <p><b>Ikura Initiative:</b> The second phase of the Ministry of Education's initiative of free sanitary products in schools has been followed up with a trial of 4 sanitary dispenser units being installed in some female bathrooms throughout the college.</p> <p><b>Covid Protection Framework Orange:</b> The biggest change from Red is that masks are no longer mandatory in schools. We have however highly recommended that staff and students wear them when indoors.</p> <p>Should we see a noticeable increase in Covid cases, we will seek approval from the Board to temporarily make wearing face masks compulsory.</p> <p><b>Teachers Only Day:</b> This will take place on Monday 16 May to discuss the new literacy and numeracy standards changes to the NCEA Level 1 programme and what we need to do to implement these.</p> <p><b>T: Drive Migration:</b> We have applied for professional development funding to migrate our current T: Drive to Office365 (in the Cloud).</p>	<p>K Brinsden</p>

	<p><b>Student Attendance:</b> Covid hotspots and rostered home year levels have impacted our attendance numbers, but overall, we are good. Māori and Pasifika students need extra attention as some of them, for different reasons, have not returned to school this year as yet.</p> <p><b>Acting Principal:</b> Principal Karen Brinsden and Associate Principal Kerrie Holmes are attending the Principal's SPANZ Conference at the end of May. <i>Motion: The Principal recommends that Deputy Principal Keir Whipp is Acting Principal when both the Principal and Associate Principal are absent from college, seconded by Lauren Albrey with all in favour.</i></p> <p><b>International Student Scholarship Proposal:</b> <i>Motion: The Principal recommends that a scholarship from the Board be setup to assist selected senior international students with NCEA costs, seconded by Ian Marshall with all in favour.</i> <i>Action: The Principal to clarify what the costs per student/per subject would be.</i></p> <p><b>Student Practicum for Counselling:</b> HOD Counselling Sarah Domigan would like to have a counselling student on practicum to work with their team. This could be an option once office space becomes available.</p> <p>Students of concern are being monitored by the Counselling Team with the support of the Principal.</p> <p><b>Thank you from the Board:</b> <i>Action: The Presiding Board Member will contact the College Nurse and the HOD Counselling to thank them for their great work and insightful reports.</i> <i>Action: The Presiding Board Member will thank the HOD Drama for all the hard work she does and congratulate her for her student's win at the Sheilah Winn Festival.</i></p>											
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<b>MEETING CLOSED:</b>	With no further business to discuss, the meeting closed at 6.10pm.	
<b>UPCOMING EVENTS</b>	Friday 13 May	Class Photos.
	Monday 16 May	Teachers Only Day – NCEA.
	Friday 20 May	Pink Shirt Mufti Day (In support of Breast Cancer).
		Whānau Performances.
	Monday 23 May to Friday 27 May	Arts Week.
	Monday 30 May	Board Meeting.
	Monday 30 May to Friday 3 June	Cultural Week.
<b>NEXT MEETING:</b>	Monday 30 May 2022 at 5pm at Fisher House, East Tamaki.	



**SIGNATURE OF PRESIDING MEMBER:**

Mrs Lauren Albrey

30 May 2022

**DATED**