

**MINUTES OF THE COLLEGE BOARD MEETING  
MONDAY 28 FEBRUARY 2022 AT 5.00PM  
VIA MICROSOFT TEAMS DUE TO COVID PROTECTION FRAMEWORK RED**

<b>PRESENT:</b>	Karen Brinsden, Garry Larsen, Murray Goodman, Lauren Albrey, Mark Twyman, Daisie Yu, Jessica Dixon, Yvonne de Graaf and Diedre Lane.		
<b>APOLOGIES:</b>	Ian Marshall		
<b>WELCOME:</b>	At 5.04pm the Presiding Member welcomed members to the meeting.	<i>L Albrey</i>	
<b>PRESIDING NOMINATIONS:</b>	Call for Presiding Member nominations: <i>Motion: Garry Larsen nominated Lauren Albrey, which was accepted, seconded by Murray Goodman with all in favour.</i>	<i>K Brinsden</i>	
	Call for Deputy Presiding Member nominations: <i>Motion: Mark Twyman nominated Murray Goodman, which was accepted, seconded by Lauren Albrey with all in favour.</i>	<i>L Albrey</i>	
<b>1. MINUTES:</b>	With no changes or omissions noted, the minutes of the last meeting dated Monday 29 November 2021 were taken as read. There were no further comments or matters arising. <i>Motion: The Presiding Member proposed acceptance of the minutes, seconded by Murray Goodman with all in favour.</i>		<i>L Albrey</i>
<b>2. ACTIONS FROM PREVIOUS MINUTES:</b>	<b>Action</b>	<b>Who</b>	<b>Update</b>
	1. All staff should attend online security refresher trainings every two years.	M Goodman	In progress.
	2. Staff physical restraint awareness.	SLT	Needs to be done inhouse.
	3. Connect with Paul Shearer F&P HR Manager.	D McGregor M Twyman	In progress.
	4. Governance policy framework / Governance handbook.	L Albrey K Brinsden	In progress.
	5. Create a timeline for what Equipment/systems is needed for Gym #2.	D Lane	In progress.
	6. There is lack of usable space in the music practice rooms and no sound proofing.	K Brinsden D Lane L Treneman	Will be discussed with the Head of Music.
<b>3. FINANCE:</b>	<p><b>Finance Report:</b> The Finance Report for December and January 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 January \$795,908.84 be approved. <i>Motion: The Business Manager recommended ratification of the monthly payments, seconded by Mark Twyman with all in favour.</i></p> <p><b>Auditors:</b> This year's audit is taking place remotely on Wednesday 9 and Thursday 10 March.</p>		<i>D Lane</i>

**Financial Statements:**

These are currently being worked on. January’s monthly figures are not final and are likely to change as we process December’s journals.

**Annual Depreciation Review:**

Depreciation rates have not changed from 2021:

Buildings	50 years
Computer Equipment	3 years
Curriculum Equipment	10 years
Furniture	10 years
Leased Assets	3 years
Library	12.5% Diminishing Value
Music Equipment	10 years
Plant and Equipment	10 years
Sports Equipment	10 years
Software	4 years
Textbooks	3 years
Vehicles	5 years

*Motion: The Business Manager recommended that the annual review of depreciation rates be approved, seconded by Mark Twyman with all in favour.*

**Family & Friends:**

This group disbanded in 2018 and the Chair has since retired.

*Motion: The Business Manager recommended that the charity be deregistered, and the bank account closed, seconded by Murray Goodman with all in favour.*

*Action: The Business Manager to proceed with closure.*

**2<sup>nd</sup> Gym Financials:**

Due to the escalation of costs and in order to proceed with construction on the second gym, the Board must increase its initial contribution of \$4,600,000. With funds already invested and the ongoing demand for the space, the Property Committee recommends that an additional \$610,000 contribution be approved.

*Motion: The Property Committee proposed that the Board increases their contribution by another \$610,000 which makes the Board’s total contribution to be \$5,210,000, seconded by Lauren Albrey with all in favour.*

*Action: Watershed will submit an application to the Ministry of Education.*

**4. PROPERTY**

**Property Report:**

The Property Report for January was taken as read.

*Motion: The Presiding Member moved that the Property Report be accepted, seconded by Mark Twyman with all in favour.*

**Weather Tightness Project:**

Have had no response from Ministry of Education.

*Action: The Business Manager will follow this up.*

**5YA:**

Watershed are currently reconciling projects and comparing funds.

*Action: The Business Manager will find out from Ministry of Education if we can use the leftover funds on new projects or utilise it in the new gym.*

**Heat:**

Parts of the school are struggling with high temperatures. More fans have been purchased to help with this.

D Lane

	<p><b>Changing Sheds:</b> These need to be moved shortly and are a cost to us. Their new location could be by T Block or by Koru. <i>Action: The Business Manager will find provide costs for both locations to help with decision making.</i></p> <p>Diedre Lane left the meeting at 5.55pm.</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 Lauren Albrey with all in favour.</i></p> <p><b>2021 Analysis of Variance:</b> This is ready for submission to Ministry of Education. Achievement targets were rolled over from 2021 as data was not accurate because of Auckland's lockdowns.</p> <p><b>Scholarship Results:</b> We received 38 scholarships including two outstanding this year. This would not be possible without the exceptional work from the following teachers: Kaajal Devi-Govind, Mandy Ladds, Jushi Hu, Zifeng Liu, Anita Sharma, Dip Achary, Jacqueline Hood, Kerry Pinnell, Emilie Servanin, Lau Raj Kumar, Irene Bennet and Stephen Jowers-Wilding. <i>Action: The Board Secretary will send a thank you letter from the Board.</i></p> <p><b>Student Numbers:</b> This year there is a drop in Year 12 students attending which has a lot to do with Covid. These numbers will affect the Operational Grant but not our staff entitlement.</p> <p><b>Covid:</b> We have received 60 positive case notifications from parents so far, and we have 3 staff who are positive with another 8 isolating because they are a household member.</p> <p>The move to Red Covid Protection Framework Phase 3 was welcomed as it reduced a huge amount of work for our management team. Because this phase eliminates the need to identify close contacts, no contact tracing does raise concerns. <i>Action: The Board Secretary will forward a plan to the Board which will identify what will trigger the Principal to seek approval to close the school.</i></p> <p><i>The Presiding Member gives thanks to the Principal and her team for the extra work required due to Covid.</i></p> <p><b>Student Board Representative:</b> Congratulations to Jessica Dixon for being the first student to win this seat two years in a row.</p> <p><b>Acting Principal:</b> <i>Motion: The Principal proposes that Deputy Principal Kerrie Holmes is Acting Principal whenever she is away, seconded by Lauren Albrey with all in favour.</i></p> <p><b>Library and Health Reports:</b> <i>Action: The Presiding Member acknowledges receipt of the reports and will contact them to thank them.</i></p>	<p>K Brinsden</p>

<b>8. POLICIES</b>	<b>Policy Ratification:</b> <i>Motion: The Delegation of Financial Authority and Resolution for Delegation of Authority to Principal policies were accepted, seconded by Murray Goodman with all in favour.</i>										
<b>9. NEW ITEMS:</b>	<table border="1"> <tr> <td data-bbox="351 277 437 376">9.1</td> <td data-bbox="437 277 1313 376"> <b>Board Participation for University Research:</b>  <i>Action: The Board Secretary will collate the Board's permission forms and send them to Philip Bradley.</i> </td> </tr> </table>	9.1	<b>Board Participation for University Research:</b> <i>Action: The Board Secretary will collate the Board's permission forms and send them to Philip Bradley.</i>								
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<b>MEETING CLOSED:</b>	With no further business to discuss, the meeting closed at 6.49pm.										
<b>UPCOMING EVENTS</b>	11 March – Sea Week. 23-26 March – Polyfest. 28 March – Board Meeting. 28 March – 1 April – Summer Tournament Week.										
<b>NEXT MEETING:</b>	Monday 28 March 2022										



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**SIGNATURE OF PRESIDING MEMBER:**  
 Mrs Lauren Albrey

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 28 March 2022  
**DATED**