

**Okaihau College Board of Trustees**  
**Minutes of the meeting held in the Principal's Office, Okaihau College**  
**6.00pm on Tuesday 18 December 2018**

**1. Administration**

**1.1 Present** Janet Graham (Chairperson), Paul Bolton, Thomas Davison, Mark Clunie, Brian Dunckley.

**In Attendance** Jenny Couchman (Minute Secretary).

**1.2 Apologies** Michelle Harrison, Mark Clunie (arriving late)

**1.3 Confirmation of Minutes**

That the minutes of the previous meeting are accepted as a true and correct record.  
Graham / Bolton

**1.4 Matters Arising**

**1.4.1** In the November minutes, 6.2.3 should have read that Janet would be speaking at one junior prize-giving, and that Michelle would be speaking at the other.

**1.4.2** The Mathematics position has been re-advertised.

**1.4.3** New Era IT have the contract to upgrade the school system; this will be done over the summer break starting on 21 January 2019. New Era IT will also have staff on-site over the first couple of weeks of the new term to ensure a smooth transition.

**2. Correspondence**

**2.1 Outwards**

**2.1.1** Letter of confirmation to Thomas Davison for Acting Principal.

**2.1.2** Letter to Angela Walker.

**2.1.3** Letter to Stuart McDonald acknowledging his resignation.

**2.1.4** Letter to Jitka Hyde acknowledging her resignation.

**2.2 Inwards**

**2.2.1** Letter from Ministry of Education regarding the recent roll audit.

That the inwards correspondence be accepted and the outwards correspondence approved.

Graham / Dunckley

**3. Financial**

**3.1 School Credit Card**

That the Okaihau College Board of Trustees approve that the Okaihau College Visa credit card in the name of Alan Forgie be deleted on 14 December 2018 and that a new Visa credit card be issued to Thomas Davison with a credit limit of \$5000.

Graham / Dunckley

**3.2 2019 Audit**

Janet approved and signed the terms of agreement with the 2019 auditors.

**4. General Business**

**4.1 Policies**

Janet has been in contact with Belinda Weber regarding the re-writing of the school policies and she has recommended that we do not out-source this but keep it in-house. This will be revisited at the first meeting in 2019.

Mark arrived at the meeting at 6.20pm.

**4.2 New Era IT Contract**

The New Era IT upgrade was discussed.

#### **4.3 Alternative Education Feedback**

Mark requested feedback on students attending alternative education at the November meeting. This is specifically related to students who are attending alternative education as a result of a Board of Trustees Disciplinary Hearing. Tom will liaise with Linda Tiatoa, Mid North Alternative Education Consortium Manager early in 2019 to seek this feedback and will feedback at the next meeting.

#### **4.4 Education Review Office Feedback**

Two member of the ERO team met with both the Senior Leadership Team and with Janet on behalf of the Board. They had a particular focus on the PLC groups and the impact that this is having on students. There is a lot of data to work with and this will help with setting goals and targets into the future.

#### **4.5 Head of Department Reporting**

Once the 2018 academic results have been finalised, in about March 2019, we will reinstate Heads of Departments visits to board meetings.

#### **4.6 Delegation of Authority to Principal Policy**

**4.6.1** This policy was discussed. The Board would like the wording on the third bullet point tweaked to add "or his / her delegate" at the end of the sentence.

That the Delegation of Authority to Principal Policy is accepted with the amended wording.  
Bolton / Graham

**4.6.2** That the Okaihau College Board of Trustees approve Mr Thomas Davison as Acting Principal until a new Principal is appointed in 2019, and that Mr Davison has delegated authority as per the "Delegation of Authority to Principal Policy".  
Dunckley / Graham

Brian Dunckley left the meeting at 6.45pm

#### **4.7 Acting Deputy Principals**

Tom reported that interviews have taken place for an Acting Deputy Principal; Dene Fowler has been offered the position and has accepted.

### **5. Meeting Closure**

#### **5.1 Agenda Items Identified**

**5.1.1** Revision of school policies.

#### **5.2 Next meeting**

The date of the next meeting will be in late January; time and day to be confirmed.

The meeting closed at 6.50pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_