

Minutes of Meeting

Tuesday, 25 June 2019
63 St Georges Rd, Avondale
at 6.45pm



BOARD OF TRUSTEES 2019

- Attending:** Allan Bates, Sandra Bosman, James Bull, Michael Causley, Vicki Morris, Warren Peat, Amrita Sadanand, Werner Schroeder, Dianne Thompson.
- Apologies:** None
- Devotion:** Sandra led us in devotions and prayer. Her devotion was based on 'Building on a sure foundation' 1 Corinthians 3:6-9.

A meeting had been held last night where Board of Trustee members had the opportunity to meet each other and Warren spoke with them about their role as Board of Trustee members.

1 Electing a new Board Chairperson and Deputy Board Chairperson

Sandra explained the process of electing a Board Chairperson and Warren explained what the position of Board Chairperson entails - You become the spokesperson, on behalf of the Board, on governance matters. There is also more of a time commitment than the other positions. You meet regularly with the Principal and chair the meetings. You don't vote unless a casting vote is needed.

Sandra opened nominations by nominating Michael Causley for Chairperson. Allan Bates seconded. There were no other nominations and Michael's nomination was approved unanimously.

Michael called for nominations for Deputy Chairperson. Vicki Morris nominated James Bull. Warren Peat Seconded. There were no other nominations and James's nomination was approved unanimously.

It was agreed to set up Disciplinary, Property & Finance, Policies & Procedures sub-committees straight away and the following people were nominated and approved unanimously.

Disciplinary sub-cmte –

This Committee steps in once Sandra's jurisdiction finishes, for example with stand downs. You must know and follow the law regarding stand downs and suspensions. Sandra attends to make the report and may be present.

Dianne Thompson – nominated by Michael, seconded by Sandra.

Vicki Morris – nominated by Sandra, seconded by Warren.

Warren Peat – nominated by James, seconded by Sandra.

Werner Schroeder – nominated by Warren and seconded by Amrita.

The above nominations were voted on and approved unanimously.

Property & Finance sub-cmte –

You need to be able to understand business disciplines, P&L, Balance sheets, etc.

Allan Bates as Chair of this committee – nominated by Warren, seconded by Werner.

Amrita Sadanand – nominated by Warren, seconded by Vicki.

Sandra, as Principal, is an ex-officio member of this sub-committee

The above nominations were voted on and approved unanimously.

Policies & Procedures sub-cmte –

Vicki Morris – nominated by Warren, seconded by Dianne,

Dianne Thompson - nominated by Vicki, seconded by Sandra.

Sandra, as Principal, is an ex-officio member of this sub-committee

The above nominations were voted on and approved unanimously.

2 Confirmation of Minutes – taken as read

The minutes of 28 May 2019 were accepted as a true and accurate record.

Moved Sandra / Seconded Vicki AGREED

3 Matters Arising from Minutes (Action List)

- **Providing a list of maintenance and property requirements.** Sandra mentioned that the Auditor commented on this and it needs to be addressed urgently. Warren and Rodger will deal with this as soon as possible and will report back at the September meeting. This information, once received, will be given to the Finance & Property sub-cmte so they can follow through on things that need to be included in financial documents.

- **Feedback on the Special Character documents to go to Jackie** – there is still opportunity for feedback on this from the new Board members. Warren explained the background to these documents.

ACTION POINT – Sandra to send to new Board members.

- **Final audit report to be sent to Board members and to the Ministry.** Sandra has done this. She explained that this was our first proper audit and some of our procedures are being fine-tuned as a result. It will cost extra due to requirements from the Auditors that we were not aware of and neither was our Accounting firm. The extra cost needs to go to the Auditor General for approval and this has not yet been approved.

Motion - "that we inquire further as to the details of the extra cost" Moved Allan / Seconded James AGREED

ACTION POINT - Sandra to follow up.

- **Priority Property List** – this is covered in the Principals Report.

4 Conflicts of Interest

Michael Causley explained what this is and stated it is mainly if you personally benefit from any financial decisions that are made by the Board. Allan mentioned that he is a Trustee of the Kingsway Trust and this could be a potential conflict of interest. This was recorded on the register.

5 Policies – None

All policies are on the website and are reviewed regularly, some triennially and some annually.

There will be a Special Character Review on 6 & 7 August 2019. At this stage Warren Peat and Eoin Crosbie will conduct this review.

6 Reports

a. Principal's Report – Taken as read.

Points to note

– **Driveway Update** – they are nearing completion. It is their intention to grass their part of the driveway. This has been contested by KWT (Kingsway Trust) as we have reciprocal rights to the driveway and grass could cause problems. A legal letter is being sent this week to the owners regarding this matter. They must reply within 7 days or a dispute hearing will be necessary.

- **Legislation** - Mention was made of the \$150 per child per annum that is being offered by the Ministry of Education to all Decile 1 – 7 schools (Jireh is now a decile 3 but used to be decile 9). We can opt in or if we do nothing we are automatically opting out. Sandra mentioned that this will impact the school adversely if we opt in.

Motion – "that we not accept this offer from the Ministry." Moved Michael / Seconded Amrita. AGREED.
Allan suggested we discuss the details of who is and who is not paying the Special Character donation. It was agreed that this would go on the agenda for August.

Motion – "that the Principal's report be adopted." Moved Sandra / Seconded Allan. AGREED.

Well-being Survey of staff – 7 out of 13 staff completed the form so this is not a particularly good reflection. It was agreed that we should get a better uptake from the staff and Sandra mentioned that she would like to go back to the old form as it is easier to complete. This survey will be repeated before the end of the year. Vicki has also done a survey with staff and she will feed back to staff and the Board once her results have been compiled.

Social Workers in Schools (SWIS) will be coming and helping with student well-being and parents at home with financial and other services depending on the needs.

b. Finance Report

Approval of the Budget for the Statement of Financial Position

- This document was tabled.

"It was moved that the document that has been provided to us of the "Budgeted Statement of Financial Position" be adopted as our balance sheet budget for 2019 year."

"It was moved that the document that has been provided to us of the "Budgeted Statement of Financial Position" be adopted as our balance sheet budget for 2019 year."

Moved Allan / Seconded Werner AGREED.

- There was discussion around the financial results to date. The School is on target and doing well. The Working Capital is still robust. Money that is left from the establishment grant is in a separate account and should be discussed at a later date.
Audited Accounts need to be accepted and approved at the next meeting. ACTION PLAN

"It was moved that "We accept the financial report"

Moved Allan / Seconded Werner AGREED.

c. Property Report –
None

7 Briefing paper – Property Priorities

It was noted that the old Jireh playground is up and being well used. The field has been upgraded and will be able to be used in Term 3. The maintenance couple are continuing to work through gardens and buildings and are making great progress.

Sandra and Vicki believe the next priority is to complete the painting (40,000) and do the blinds (\$10,000) so that we have everything looking the same. It would also be a morale booster for staff and students as well as a positive for marketing. Sandra is waiting for a quote for the inside. Some of the outside needs scaffolding and needs to be done by someone else. These items are not in the budget, but could be part of our setup funds. It was noted that \$10,000 a year is what we get from the Ministry for maintenance but as a number of areas haven't been painted in a long time this isn't enough.

It was agreed that a cyclical painting maintenance plan needs to be put in place but it was agreed that a number of areas need to be painted urgently for the first time as they haven't been done for a long time.

After further discussion it was agreed to hand this to the Finance & Property sub-committee to discuss further and to bring a plan to the next meeting. They will need a list of all the items that were on the original list in order of priority rather than just the two items that are felt to be the most urgent. Sandra to ACTION

It was moved "That the blinds be done now, up to a cost of \$10,000" Moved Sandra / Seconded Allan AGREED.
It was noted that colours will be matched to our palette as much as possible.

8 Inwards Correspondence

- Education Gazette 3 June 2019
- Booklets for Trustees (Trusteeship A guide for school trustees 2019) handed out to new Board members.

9 Future Business

It was moved that the Annual Report 2018 be accepted. Moved Werner moved / Seconded James. AGREED.

10 Next meeting – 6 August 2019 Warren on devotions

Warren closed the meeting with prayer at 8.26pm.

Signed as a true and accurate record:

Approved:

Michael Causley
Chairman

Date:

6 Aug 2019