



MINUTES

The members present introduced themselves individually.

1. ATTENDANCE AND ADMINISTRATION

1.1 Present: Kirsten Nalder (who later became the Chairperson), Andy Williams (who later became the Deputy Chairperson) Katrina Hutton, Jack Balck, Gareth Batten, Cherrie Chubb, Kylie Haerewa, Allen Reid, Cynthia Sampson, Susanne Struck, and Steph Hartill (Minutes).

1.2 Apologies: Darren Clarke and Nikki Winter.

1.3 Declaration of interests: None.

1.4 Appointment of the Chairperson:

- a. Katrina called for nominations for a Chairperson and Deputy Chairperson. Cynthia nominated Kirsten as the Chairperson. This was seconded by Susie. Kirsten accepted the role and the Board moved to accept this. CS / SS
Carried
- b. Kylie nominated Andy as Deputy Chairperson. Kirsten Nalder seconded this. Andy accepted the position and the Board moved to accept Andy as Deputy Chairperson. KH /KN
Carried
- c. The Board moved to accept Nikki Winter as the Home and School Representative and Kylie Haerewa as the Maori Community Representative. KN / AW
Carried

1.5 Delegations of Authority:

- a. Kirsten noted that the Delegations of Authority had been moved by the previous Board at the meeting held on the 24 February 2016.
- b. The new Board moved the resolution for the Delegations of Authority (Attached). KN / KH
Carried
- c. The Board asked about whether the Finance Committee had a limit of approval. Steph to provide clarification at the next meeting.

1.6a Committees

- a. The Board moved the following committee's formation below including Darren Clarke and Alf Reid in the Property & Health and Safety Committee, and Mike Warn - if still interested - in the Finance Committee.
- b. Kirsten also moved that Margie Clark remain in a supportive mentoring role during the transition phase. SS / CS
Carried

2016 Sub-Committees

Property/Health & Safety	Finance	Discipline	Personnel	Liaison
Katrina Hutton Andy Williams Jack Balck Gareth Batten Richard Baker Ben Knoef (Property & Health & Safety Staff Represent) Alf Reid (Advisor) Darren Clarke (Advisor)	Katrina Hutton Kirsten Nalder Deb Marsden Richard Baker Cynthia Sampson Cherie Chub Steph Hartill Mike Warn (Advisor)	Kirsten Nalder Gareth Batten Kylie Haewera Nikki Winter	Any BOT member welcome that is available and interested.	Health Education: Nikki Winter Curriculum: Kirsten Nalder ICT: Richard Baker Maori Community Liaison: Kylie Haewera
Any BOT member welcome that is available and	Any BOT member welcome that is available and interested.	Any BOT member welcome that is available and interested.		

interested.				
	Canteen			Useful Websites
	Katrina Hutton Tash Batten Gareth Batten Nikki Winter Jack Balck Any BOT member welcome that is available and interested.			www.minedu.govt.nz www.edgazette.govt.nz www.tki.org.nz www.nzsta.org.nz

1.7 Board of Trustees Code of Conduct: All Board members signed the code of conduct.

2.0 Confidential Minutes

The BOT moved into a confidential session at 6.30 pm.

The BOT moved out of the confidential session at 7.15 pm.

The meeting closed at 7.15 pm.

The next meeting is planned for Monday 27 June 2016 at 7.00pm.

Chairperson

Date

Principal

Date

Resolution for Delegations of Authority to Principal

The Board resolves to delegate to the Principal the following powers and responsibilities:

- a. *Employment of:*
 - *Non teaching staff.*
 - *Teaching staff required for long term relieving, fixed term and part-time positions.*
- b. *Engagement of contractors to a value of \$20,000 after consultation with at least 2 members of the Property Committee*
- c. *Performance management, disciplinary action (including dismissal) of non-teaching staffing in accordance with the relevant Employment Agreement provisions. Performance management of teaching staff.*
- d. *Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Employment Agreement ("STCEA") through to the completion of the evaluation report as set out in clause 3.3.2(d) of the STCEA. The report and any recommendation will then be provided to the Board for any decision as set out in clause 3.3.2(e) of the STCEA.*
- e. *Undertaking any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.*
- f. *Suspending any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.*
- g. *Grant and/or require the following in relation to leave:*
 - *Medical certificate for an absence on sick leave in excess of five days.*
 - *Discretionary leave not exceeding five days*
- h. *Authorizing expenditure/payments in line with approved budgets and audit approved financial processes.*
- i. *That the Principal sign agreements, contracts and Ministry of Education documents which require the Principal's signature.*
- j. *Mandatory reports to the Teachers Council*
- k. *Managing banking staffing*
- l. *Approval of EOTC activities.*

The Board delegates the following authority:

"That the Deputy Principal, Deb Marsden, be appointed Acting Principal in the absence of the Principal from school for one whole day or more; and that, in particular, the Acting Principal be delegated the powers of the Principal pursuant to Section 18A of the Education Act 1989 and the rules promulgated regarding this section of the Act." In her absence, Richard Baker to be appointed Acting Principal.

The Board resolves to delegate to the Board subcommittee the following powers and responsibilities:

Resolution for Delegations of Authority to Personnel Committee

Employment of full time, permanent teaching staff up to and including the level of HOD

Resolution for Delegations of Authority to Discipline Committee

Determination of outcomes for a suspended student

Resolution for Delegations of Authority to Property Committee

Contracts to a value of \$50,000 per contract

Resolution for Delegations of Authority to Finance Committee

Authorizing expenditure / payment of items outside approved budget including asset purchases.

Applying for funds, sponsorship or other monies

The Board resolves to delegate to Alli Gardener, manager of the Golden Bay Work Centre Trust,

The authority for approval of EOTC for the students on the Alternative Education programme.

The Board resolves to delegate to Deputy Principal Richard Baker

The powers and responsibilities as OSH Officer.