

Minutes of the Rodney College Board of Trustees
Meeting held in the College Library 25th October 2023

Present: Jason Warahi, (Chairperson); Irene Symes (Principal), Charlotte Eyre, Rachel Brierly, James Hackett, Kent Watson-Walker (6.34), Edwina Came, Amber Nightingale, Jeremiah Guevara (Student Trustees).

Meeting opened: at 6.14pm Jason opened the meeting and welcomed members to the meeting in the library, then introduced Amber to her first board meeting following the 2023 BOT Student Trustee Election.

Apologies: Nil

1. **Declarations of Interest:** on the agenda for the meeting held on 25th October 2023: Nil
2. **Minutes of the previous meeting:** The minutes of the meeting held 30 August 2023 were confirmed as a true record. (No September meeting)

Moved: Jason, Seconded James. Carried 001/25 Oct 2023

3. Matters Arising: Nil

4. Correspondence: Nil

5. Principal's Report:

NZQA Draft 2023 MNA Review – not flying colours but no real concerns. Much can be put down to Covid and also staff changes. Draft has been signed as we agreed to recommendations to improve quality and systems.

MOE Attendance – MOE is funding attendance staff to work in our area to support students back to school. We're starting to get some enrolments again from Mangawhai.

Ka Ora, Ka Ako Healthy School Lunches Scheme – has been signed for further 12-month contract.

The principal's report was moved:

Moved: Irene, Seconded Charlotte. Carried 002/25 Oct 2023

6. **Discipline Report:** Was discussed.

7. Finance:

Finance Reports August 2023 – The finance committee met prior to the board meeting and reviewed the reports and accounts for August 2023. The finance committee recommended the board approves accounts for payment for \$209859.59.

Moved: Jason Seconded Edwina. 003/25 Oct 2023

Finance Reports September 2023 – The finance committee met prior to the board meeting and reviewed the reports and accounts for September 2023. The finance committee recommended the board approves accounts for payment for \$513717.35.

Moved: Jason Seconded James. 004/25 Oct 2023

Introduction to School Docs Programme – Irene provided a data show presentation on this program designed to manage school policies and procedures. The demonstration included showing the log in process for board members to access policy documents as they become due to be reviewed.

8. Matters for Decision:

School Docs Program - At the conclusion of the School Docs demo the following motion was put that Rodney College will use the School Docs Program for Policy and Procedures management.

Moved: Jason Seconded Rachel. Carried 005/25 Oct 2023

9. Property:

Property Projects Works completed during the term break:

Concrete outside D Block – Contractors have filled in the unsightly dirt ‘patch’ outside the entrance to D Block – removes both the health and safety issues of slipping in the muddy surface and also tracking mud onto the new carpets included in the D Block upgrade.

Trees Removed – 7 macrocarpa trees along the bank above the Whare that were blown over or damaged and left in an unstable condition due to Cyclone Gabriel were removed. The project was funded by the MOE and carried out with a high degree of efficiency (and safety) within a few days by Orang-otang Tree Removers.

Metal Driveway - We’ve had approval of funding for reinstatement of the metal driveway to the maintenance workshops that was also damaged during the cyclone, but funds have yet to be received in the school’s account. Contractors have been appointed and are on hold until the funds are received.

Heat Pumps Serviced – machines throughout the school were serviced.

Swimming Pool – will open once the gate repairs have been successfully completed.

10. Health and Safety Report: Jason read the report to the meeting.

11. General Business:

- NZSTA BOT Scenario – Jason introduced a new item to be included on the monthly board meeting agenda. It’s called *BOT Scenario* which is a collection of questions or incidents a board may from time to time need to consider. The Scenarios give boards the opportunity to discuss how they would respond to different incidents or issues. Each month the board secretary will select a random ‘Scenario’ from the box of scenario cards and include it on the agenda. This activity was created by NZSTA for the boards.
- Senior Prize Giving – board members were invited to this event to be held 7pm Tuesday.
- Board Plate 2023 – following discussion it was agreed the award is to be presented to Jo Warahi for her extraordinary contribution to the school.

MEETING CLOSED 7.48pm

DATE OF NEXT MEETING: Wednesday 29th November at 6pm.

Signed as a true and correct record of proceedings.

.....Jason Warahi.
Chairperson, Rodney College Board of Trustees.