



Minutes of the Rodney College Board of Trustees Meeting held in the staffroom 29 November 2023

Present: Irene Symes (Principal), Charlotte Eyre, James Hackett, Kent Watson-Walker, Edwina Came, Amber Nightingale.

Meeting opened: at 5.40pm Edwina opened the meeting and welcomed members to the meeting.

Apologies: Jason Warahi, Rachel Brierly.

Moved: Charlotte, Seconded Kent. Carried 001/29 Nov 2023

1. **Declarations of Interest:** on the agenda for the meeting held on 29th November 2023:
 - Item 9 Matters for Decision, Mahurangi Camp - Charlotte will be attending the Mahurangi Camp.

2. **Minutes of the previous meeting:** The minutes of the meeting held 25th October were confirmed as a true record.

Moved: Charlotte, Seconded Kent. Carried 002/29 Nov 2023

3. **Matters Arising: Nil**

4. **Correspondence:**

In Committee 5.52pm

Moved: Edwina, Carried 003/29 Nov 2023

That the public is excluded from the discussion of confidential items relating to personnel and student issues, due to their sensitive nature. This conforms to Section 48 of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982.

Out of Committee 5.52pm

Moved: Edwina, Carried 004/29 Nov 2023

5. **Principal's Report:**

Predicted Overstaffing 2024 – Irene explained the overstaffing issues for 2024 will be managed with surplus staffing savings from 2023 staffing allocation. This fund will not be paid to schools from the end of 2024.

MNA Report – Irene provided an oral report on the document.

Staff end of year function – Irene reminded board members they are welcome to attend the end of year function to be held 8th December 2023 at the Bridgehouse, Warkworth.

The principal's report was moved:

Moved: Irene, Seconded Edwina. Carried 005/29 Nov 2023

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

7. **Finance:**

Finance Reports October 2023 – The finance committee met prior to the board meeting and reviewed the reports and accounts for October 2023. The finance committee recommended the board approves accounts for payment for \$341766.75.

Moved: Charlotte Seconded James. 006/29 Nov 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:

EOTC Excursions: Excursions as listed were to be sent to Jason for final sign off.

Annual Closedown: Irene read the Annual Closedown Document which included dates the school is to be closed is designed to coincide with dates teaching staff are to be coded as on annual leave. The information is required to be sent to each member of staff and a copy held on their file. The document was approved by the board.

Moved: James Seconded Edwina. 007/29 Nov 2023

In Committee 7.12pm

Moved: Edwina, Carried 008/29 Nov 2023

That the public is excluded from the discussion of confidential items relating to personnel and student issues, due to their sensitive nature. This conforms to Section 48 of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982.

Out of Committee 7.22pm

- **Moved: Edwina, Carried 009/29 Nov 2023**

9. Property:

Property Projects – Verbal update was provided on works to be completed during the term break.

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

11. Strategic Plan:

- Irene distributed the updated plan for term 4, 2023.

Members were given the 2023 Magazine.

MEETING CLOSED 7.45pm

DATE OF NEXT MEETING: January 2024 (TBC).

Signed as a true and correct record of proceedings.

.....Edwina Came.
Chairperson, Rodney College Board of Trustees.