



## Rodney College Board of Trustees Meeting held in the staffroom Wednesday 29<sup>th</sup> May 2024

**Present:** Edwina Came, (Deputy Board Chairperson), Irene Symes (Principal)- via zoom, Charlotte Eyre, Rachel Brierly, James Hackett, Kent Watson-Walker.

**Meeting opened:** James opening the meeting 6.15pm and welcomed everyone along.

**Apologies:** Amber Nightingale, Jason Warahi.

**Declarations of Interest: No Declarations**

**Minutes of the previous meeting:** The minutes of the meeting held 1<sup>st</sup> May 2024 were confirmed as a true record with the following corrections: To include Kent's name in the list of those present at the meeting.

**Moved: James, Seconded Charlotte. Carried 001/29 May 2024**

### **Matters Arising:**

BOT to do a staff morning tea – suggest last week of term – Monday or Tuesday 1/2<sup>nd</sup> July.

The meeting moved to Public Excluded Business In Committee 6.18pm

**Moved: James, Carried 002/29 May 2024**

*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 6.20pm

**Moved: James, Carried 003/29 May 2024**

At 6.20pm the deputy chairperson, Edwina, arrived and took over the meeting from James.

### **Principal's Report:**

Irene spoke to her report which included reports from the Guidance Counsellor and the Gateway Coordinator. It was noted that the Guidance counsellor howrefers to how busy she is throughout her report, Irene explained it is the counsellor's preference to be part time, and that that she also has assistance of a volunteer trained counsellor. Members asked for a more detailed report from Gateway - to be provided at the next meeting. Strategic Goals and Action Plan - Term 1 Review to be provided at the next meeting.

The principal's report was moved:

**Moved: Irene, Seconded Edwina. Carried 004/29 May 2024**

### **Discipline Report:**

The report for May was reviewed.

### **Finance:**

Finance Reports – The finance reports and accounts for April 2024 were reviewed at the board meeting. Payments for April 2024 of \$493119.88 were approved.

**Moved: Charlotte, Seconded Kent. 005/29 May 2024**

Watercare Invoices – a review of recent invoices was completed by Watercare, and it appears we are on the correct rating schedule and the no errors were found with the charges. We also have a new meter. The consultant provided recommendations and instructions on how to regularly check for leaks, and the option to consider purchasing water for school building washdowns and also pool top up rather than using water mains which then generates an 80% wastewater

charge. Members discussed whether the board could look into the cost to install water tanks to collect water for property works and pool top up during the summer. Paulene to look into costs etc.

**Policy:**

Submitted by Irene the board reviewed the following two documents:  
Giving Effect to the Treaty of Waitangi; Compliance with Education Training Act 2020.  
Both were approved to be submitted to the auditors.

**Moved: Edwina, Seconded James Carried 006/29 May 2023**

**Matters for Decision:**

**Cyclical Maintenance Plan-** An updated Cyclical Maintenance Plan, completed by Scope Projects NZ in November 2023, was approved.

**Moved: Edwina, Seconded Rachel Carried 007/29 May 2023**

**Property Report:** – Irene provided an update on 5YP progress. We are awaiting MOE approval of funding to do the dust extraction renewal in the woodwork room – planned for during the next term break.

**Health and Safety Report:** No issues to report.  
H & S meeting is due to be held tomorrow.

**Strategic and Annual Plan:** Term 2 Review.

**General Business:**

School Ball – Irene invited board members to attend the ball to be held at the Warkworth Town Hall this year. Please let Jo know asap if you are intending to go.

**NZSTA Scenario Card A7 – Discussed.**

**The meeting closed at 7.04pm**

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**DATE OF NEXT MEETING:** 6pm 26<sup>th</sup> June 2024.

Signed as a true and correct record of proceedings.

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