

**Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 29 May 2019, 7.00pm**

Present: Anna Thorburn, Tim Traviss, Sarah Valentine, Rachel Murdoch, Charles Stokes, David Fehl, Phil Toomer, Derek Phillips (in part)

Minute Secretary: Julia Beecroft

In attendance: Karla Connor, Simon Weil (in part), Jessica Wight, Alisha Chapman

Apologies: Bronwyn Steptoe

Adoption of Agenda

The Agenda was adopted with three In Committee items.

Club Meadowbank Trust

Simon Weil from Anthony Harper provided a draft trust document for the Board's review and consideration along with a cover note providing a high-level summary.

Simon drew the Board's attention to the requirement for OSCAR approval to the establishment of the Trust. The OSCAR funding that Club Meadowbank currently receives is approved under the umbrella of Meadowbank School. With the formation of the Trust, a formal submission would need to be made to MSD to get funding for the Trust. Simon stated that there are no guarantees funding would be approved and the process could be lengthy. Simon asked the Board to approve him investigating the application for OSCAR funding in greater detail on behalf of the Board. The Board APPROVED this and asked Simon to progress this.

Simon advised that there are limited liability clauses in the Trust documentation so there will be no personal liability for trustees. The trustee would be a company and the Directors of the trustee company would need to be appointed by the Board. Simon advised that he would be happy to be one of the Directors. It is recommended that an appropriate Board of Trustees member be the Advisory Trustee.

An application would also need to be made to the Charity Services Commission to have the Trust established as a charity so that those who donated to the Trust could receive tax refunds. Simon does not see this as being very problematic.

Tim noted that Club Meadowbank employees are paid through Novopay and asked if this would cause any issues going forward. Simon advised that this could continue through the school. The school would be entitled to be paid by the Trust for any administrative function it provided.

Tim also noted that if the Trust needs to employ a new Manager for Club Meadowbank then the Principal should be involved given that they had a direct working relationship. Simon agreed that the contract would clearly state the organisational structure.

Charles asked Simon what he saw as the advantages and disadvantages of establishing the Trust. Simon noted the disadvantages were the set up cost and the ongoing cost to administer the Trust but he believed the benefits significantly outweighed the disadvantages

as the monies raised by Club Meadowbank would remain with Meadowbank School regardless of any future structure of schools.

Simon advised that he would present the finalised version of the Trust documentation to the new Board at the next meeting, ask who the Directors should be and provide an update on the OSCAR application.

Simon left the meeting at 7.21pm.

Rachel asked Anna to include the background to the Trust as an agenda item at the handover meeting to the new Board.

Declaration of Interest

Each member of the Board of Trustees confirmed that their interests are recorded in the Interests Register which is saved in the Dropbox folder.

Minutes of Previous Meeting

Moved by Anna that the minutes of the meeting of the Board of Trustees on Wednesday 1 May 2019 be accepted as a true and correct record. Seconded by Rachel, Passed.

Matters arising from previous meetings

The matters arising were noted as completed or carried forward by the Board.

Anna asked Charles about progress with the revised policy for the supply of one epi-pen only for junior students. Charles advised that he is seeking further advice from the Ministry of Education on this matter. The other members of the Board asked Charles why this was necessary given the discussion at the previous meeting and the fact that the Ministry does not require schools to provide epi-pens. The decision made at the previous meeting, and the reasons for this decision, were noted and confirmed as being appropriate by the Board.

The Board noted that they had reviewed the Club Meadowbank Survey Questions and suggested that the survey be conducted annually using the same questions.

FOMS Report

Karla provided a written and verbal report on FOMS. She advised that 'Lost in the Meadow' was a huge success with 324 participants and the event made a profit of \$6k. The FOMS subcommittee met after the event and reviewed what they could do to improve next year and they will take these learnings forward.

Hot chocolate Fridays have been well received with \$500 made for each of the two weeks it has been running. As there is a lot of work involved in running this, FOMS has decided to limit it to three times a term.

Mum's Movies Night was now being planned with the only risk being that the under-construction movie theatre at Orakei Bay would not be ready on time. Karla provided the Board with a Fundraising Approval Application for this event. The Board APPROVED the application.

A group of Dads were also working on a craft beer night which is being held in the school hall. The Board asked Karla to review the alcohol on school property policy on School Docs. Karla advised that an application for a liquor licence would be made in conjunction with the

one for Quiz night which was also in the planning stage. The Board APPROVED the concept of the craft beer night.

Karla advised that there were a number of other initiatives in the early stages of planning including a partnership with EcoStore and Flexo who sell LEGO bands.

The Board thanks FOMS for the work they were doing to raise money for the school.

BOT transition and handover

The new Board will take office from 14 June with their first meeting to be on the 26 June. Anna advised that a handover meeting will be held with the new Board at school on 13 August. All outgoing Board members were asked to attend.

School Docs Review

The Board was asked to review two policies:

Curriculum and Student Achievement Policy

The Board had no comments or amendments to this policy.

Emergency Planning and Procedures

Phil advised that he had reviewed the School's emergency planning and procedures and was satisfied that the policy reflected what happens in practice. The only comment he had was that in the event of lightning it was recommended students be kept inside for 30 minutes. Phil did not think this was workable. The Board agreed that this should be removed.

Principal's Report

The Principal's Report was taken as read.

Property

MOE Project

David updated the Board on the project. The detailed design is due this week for sign off mid-June. The budget will then need to be re-done. Following consents and tenders the earliest start would be late August with completion in May 2020. David believes this is optimistic with Term 4 2020 more likely as the occupation date.

Mandarin Room

Charles and David have met with the MOE Property Team regarding the Mandarin room. They reviewed whether it could be a temporary move or if the building could be sold. Given that the new administration building was not yet underway there was a risk that classrooms would be required so on that basis, the Mandarin room should be permanently relocated. The procurement process for the relocation was going to be re-cut as it was believed that cost efficiencies could be gained by doing the relocation in parts – get permanent foundations in place, move the building and then do a separate fitout. The school could self-manage aspects of this. David advised that an email would be sent to the Board to continue progress on the Mandarin Room.

Theo Lynds / John Boyens Building

Pricing has come in for the design works. Pricing have not been presented on an "apples for apples basis". David and Charles are working to rectify this and will distribute an email to the Board to confirm the appointment of the design team.

Health & Safety Report

The Board received the Health and Safety Report.

Phil advised the Board that Ken had completed the working at heights training and advised all staff of the dangers of working at height. Ken had discussed getting a mobile scaffold for the school with Phil. Phil suggested to Ken that he should outsource any works at height to mitigate the risk. The Board agreed with this approach.

The Board noted that if any head injury were to occur at school it should be categorized as "serious" and be included in the "significant accidents, incidents and near misses" section of the report provided to the Board each month. They also suggested that Phil bring outcomes and preventions rather than detailed cases so the Board can focus on significant outcomes and learnings.

Derek arrived at 8.15pm.

Finance Report

The Finance Report was taken as read.

Derek advised that finances were comfortable as a result of the international student fees received. Capital expenditure was looking light against budget due to the Mandarin classroom not moving and the senior playground not yet being built.

The annual accounts had been completed and a letter from the Auditors was provided for the Board to sign. The final position was slightly higher than the draft due to year-end adjustments. Two notes were also provided in the report. Last year the Board approved payment to two teachers who had not been paid due to Novopay issues. The school was then reimbursed once the pay was sorted. This was a breach of Schedule 6 (clause 28) of the Education Act 1989 as the Board acquired securities (advances to employees), not authorized by that section without the authority of the Ministers of Finance and Education. However the Board noted that it has an obligation to act as a good employer and acknowledged that staff wellbeing was a priority, which is why the advances were made. The second note was the contingent liability of \$150k for the commitment towards the new classroom and administration block.

Derek moved that the Board approve the 2018 Annual Report. Seconded by Rachel. APPROVED.

The Board delegated authority to Anna to sign the Annual Report and to file this with the Ministry of Education before 31 May 2019.

Club Meadowbank Report

The report was taken as read by the Board.

Correspondence

Nil.

In-Committee Items

Three items.

Meeting closed at 9.01pm

Next meeting: Wednesday 26 June at 7.00pm

From previous meetings	
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Club Meadowbank 10-year anniversary in January – consider how this should be recognised.	Tim
Work with Simon Weil on the establishment of a Trust for the school's fundraising efforts. Continuing.	Phil
SLT to work on the Resource Contribution side of sponsorship in detail and report back to the Board on their recommendations. Continuing.	Phil
Email feedback on soft seating requirements for Club Meadowbank to Tim.	Bronwyn
Investigate sponsorship for a defibrillator for the Junior school.	Tim
Provide a revised policy for the supply of one Epi Pen only for junior students.	Charles
From this meeting	
Add rationale for Trust establishment as an agenda item for the handover meeting.	Anna
Ongoing	
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah

Signed: _____ Dated: _____