## MINUTES OF MARLBOROUGH BOYS' COLLEGE SCHOOL BOARD MEETING HELD IN THE BOARDROOM ON WEDNESDAY 29 November 2023 AT 5:00PM

## **PRESENT**J. Kendal, R. Coningham, L. McCallum, G van Asch, S Wilkes<br/>S. Wilkes, T. Lang, T Burfoot, H Crosby

- **IN ATTENDANCE** M. Palmer (Minute Secretary)
- APOLOGY M Radich, J Joseph,

A warm welcome to Huia Crosby who was voted onto the board on the mid-term elections held this month.

### **DECLARATION OF INTEREST**

No new conflicts

### **CONFIRMATION OF MINUTES**

MOVEDThat the Minutes of the Meeting held on 25 October2023 be taken as read and confirmed.

#### CARRIED

T Burfoot/ J Kendal

### MATTERS ARISING

• A quote has been received from Michael Heath for the purchase of 30 computers.

Tech Computer Item(s)	Quote/ Max Cost (ex GST)	Actual Cost
30x Ryzen 5 Tower, 16GB RAM,	\$38, 970.00	\$38, 970.00
512 GB SSD, Win 11 Pro		
30x Ram Upgrade	\$2,345.10	\$2,345.10
24x 27"Monitors	\$7,650	\$7,650
6x 24" Monitors	\$1,194.00	\$1,194.00
30x Keyboard/Mice/dock hub	\$3,103.20	\$1,986.91
Total	\$53,262.30	\$52, 146

#### Moved

That the request to purchase 30 computers and accessories be approved with a maximum spend of \$53,300.

**R** Conningham/T Burfoot

### CORRESPONDENCE

- Combined board establishment project
- > The joint committee will discuss this at their next meeting.
- Simon Hurley application for leave 2024.

## Moved

That Simon Hurley be granted two weeks unpaid leave at the beginning of term 3 2024.

J Kendal/ S Wilkes

• Melissa Palmer application for leave 2024.

## Moved That Melissa Palmer be granted unpaid leave for two weeks at the end of Term 3 2024.

T Burfoot/ R Conningham

• Jarrod Dunn application for parental leave 2024.

Moved That Jarrod Dunn be granted parental leave for term 2 and term 3 2024.

S Wilkes/ L McCallum

- Redwood Trust application
- > The board would like to see a breakdown of fundraising received in the 2023 financial year in 2024.
- It will be noted that sport have received \$25,000 for 2024.

Moved That the request to apply to the Redwood Trust for \$25,000 for sport For 2024 be approved.

T Burfoot/ S Wilkes

## **SCHOOL POLICIES-**

## **Term 3 scheduled reviews**

Learning Support	Richard & Geoff Completed
Inclusive Education	Lindsay & Dempsey Completed
Māori Educational Success	Steve & Johnny Completed

## Term 4 scheduled reviews

Curriculum and student achievement	Richard/ Miriam
Religious instruction	Tim Completed
Religious observances	Steve Completed
Health education	Lindsay Completed

Moved

# That the updates to the daily school bus and bus safety, behaviour, and Incidents policy on school docs be accepted.

T Burfoot/ S Wilkes

## COMMITTEE REPORTS.

## Finance and risk committee

The finance and risk report was circulated prior to the meeting and taken as read.

- The budget is tracking as predicted.
- Staff wellbeing has been a priority over the past term.
- There will be a capital spend of \$53,300 on new computers and accessories. This makes better financial sense in the long term than leasing the equipment.

## HR and Discipline Committee.

The HR and discipline report was circulated prior to the meeting and taken as read.

- Staff recruitment has been successful.
- The committee has asked to receive attendance figures to ascertain if there are any patterns.
- To retain their badge prefects, need to maintain attendance of less than 10% unjustified.
- If a student has over 10% unjustified absences, they cannot represent the school.
- Attendance has been a schoolwide focus for term 3 and 4, and there have been positive results.
- Expectations for attendance will be communicated to all teachers, students, and sports coaches at the start of 2024.

MOVEDThat the HR and Discipline Committee report be received.CARRIEDS. Wilkes/ T Burfoot

### **SLT REPORTS**

The Senior Leadership reports were circulated prior to the meeting and taken as read.

• The reports were discussed by the board.

### MOVED That the SLT reports be received and marked as read.

CARRIED

S. Wilkes/ J Kendal

### PRINCIPAL'S REPORT

The principal's report was circulated prior to the meeting and taken as read.

- ERO visits going very well.
- School compliance was 100% when checked by the reviewers.
- The school are offering permanent contracts to as many staff as possible as this creates trust and ensures the staff realise that the school values them.
- Michael Heath has been working hard on Te Tātoru o Wairau and the project is coming along at great pace.
- The school cannot get any more space in the new build, so staff need to think of ways to create efficiencies in space utilisation.
- 2024 is going to start with a MGC and MBC combined powhiri.
- The principal's appraisal has been completed and has been shared with the chair.
- The chair will provide an executive summary of the report to the next board meeting.
- Should we consider a 3600 appraisal for the principal every 3<sup>rd</sup> year. The chair and KEJ to discuss.

MOVED CARRIED That the principal's report be received.

J. Kendal/T Burfoot

## **OTHER MATTERS**

## Te Tātoru o Wairau

- Discussions have occurred about sponsorship of the fence surrounding the Hockey Turf, no binding decision has been reached.
- The draft MOU with Hockey needs to be discussed by the joint board committee.

### **International**

- The code of conduct is available for the board members to read.
- To be self-sustaining there needs to be 15 international students per year.
- The board is happy to see the number of international students grow.

### Disbursement of cash support grant to support PCG representatives.

- Steve Wilkes has provided information on the extra hours that he has invested in the PCG
- This equates to 198 hours over the past 18 months.

## MOVED That Steve Wilkes receive \$20,000 from the cash support grant. 2 in favour/ 1 opposed/ 2 abstain. Motion carried.

## **Gateway car replacement**

- The proposal from Jared Bell to replace the Gateway car was read and received.
- The new car will cost \$16,500, funds which are already held by Gateway.

MovedThat the request to replace the Gateway car at a cost of \$16,500be approved.

T Burfoot/ S Wilkes

MOVED That in terms of Section 47 of the Local Government Official Information and meetings Act, the public be excluded from this part of the meeting because the Board wishes to discuss an administrative matter and for the reason that discussion of this matter in public would infringe the privacy of a natural person under Section 9 (2) of the Official Information Act.

CARRIED

S Wilkes/ T Burfoot

The Meeting closed at 6:50pm

NEXT MEETING Wednesday 21 February 2024

Confirmed this day \_\_\_\_\_\_ of \_\_\_\_\_ 2024

Chairman