

## **Newtown School Board of Trustees**

### **Meeting minutes**

Wednesday 26 June 2019, 6.00 pm, school staffroom

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Present: Lucy Kebbell, Julie Bennett, Nick Booth, Yadana Saw, Haidee Westwater, Amelia Handscomb, Jess Gorman, Mark Brown, Nicki Read, Louise Conwell, Justine Henderson, Chris Rowan and Jo Gould (minutes).

**1. Karakia**

**2. Previous Minutes**

Members from the previous Board of Trustees approved the minutes from the meeting held on 29 May 2019.

**3. Conflicts of interest**

None declared.

**4. Swimming pool project**

Nicki provided a brief update on the swimming pool upgrade, details of which were contained in her Principal's report. The tender price came in well above budget. As a result, a staged approach will need to be taken. Further work is being done on scoping the first stage. Nicki will send an email to Board members outlining more details about this.

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## **5. Welcome to new Board members**

Julie congratulated and welcomed the new members of the Newtown BOT. Past and present Board members introduced themselves, shared their reflections on their experiences, and what they hope to contribute going forward.

## **6. Election of chair and sub-committee positions**

Jess was elected to the position of Chair of the Board (nominated by Amelia, seconded by Haidee, passed unanimously).

The Board agreed to the following members being responsible for the various sub-committee positions:

Yadana: Property

Haidee: Health and safety

Amelia: Policy

Nick: Community engagement

The Finance sub-committee position remains vacant. Victoria Esson has agreed to complete the Finance report for the next month (she has already circulated reports summarising the April and May financials).

There is also no specific fundraising position, although aspects of this can be picked up by other positions (eg community engagement). Lucy volunteered to continue in the grant fundraising role. Lucy pointed out that motions to approve grant funding applications can be done by email but must be unanimously approved by all Board members. Lucy will send around an email about some grant applications that are currently being progressed.

The Board can appoint or co-opt additional members. Lucy mentioned that there had been discussion about establishing a more formalised co-opting process for a Ngati Kotahitanga representative. A whānau hui is scheduled for next week, where the issue of Ngati Kotahitanga representation can be discussed. Yadana indicated that she is keen to follow up on this.

The Board agreed to hold monthly meetings on the fourth Wednesday of the month, with a 6.30 pm start. The next meeting will be on 24 July. The frequency of meetings can be revisited if needed.

## 7. Governance training

Chris Rowan from Impact Education Group introduced herself. Chris then led the Board through a productive discussion which covered the following areas:

- Understanding the difference between governance and management and how to keep the conversations at a strategic level.
- Identifying the value add of a BOT to the school, and the staff rep and Principal to the BOT.
- Clarifying roles and agreeing Board culture.
- Developing a BOT self-review process and identifying actions to implement.

Chris agreed to summarise the outcomes of the discussion, and forward these to Jess for wider circulation.

Next meeting: 24 July 2019

Jim — 24/7/19.

