

**ALBANY JUNIOR HIGH SCHOOL**  
**BOARD OF TRUSTEES**

Minutes of the meeting held at the Albany Junior High School on Monday 1st May 2017, at 5.30pm in the Boardroom.

**Present:** Jeff Stangl (Chair), Lisa Compton, Yas Greenslade, Chris Ward, Fran Dowson, Ian Tagg

**Apologies:** Stephen Kendall-Jones (Principal)

**Board Secretary:** Cat Tomey

**1. English Curriculum presentation**

- Shelley Wilson (HOLA) accompanied by Nikki Best (AHOLA) spoke about changes for 2017 to improve achievement and provided information around the offer of NCEA credits.

**Consent Agenda**

**2. Confirmation of Minutes of previous Board Meeting.**

- Minutes accepted as a true and accurate record.

**3. Correspondence**

- Accepted.

**4. Principal's report**

- Accepted.

**ACTION: Moved and seconded that the consent agenda, inclusive of items 2-4 be taken as read.**

**5. HR Self-Audit checklist**

- Process 1: General HR policies led by the Chair. Discussion and agreed that for the most part the Board is effective in this area with the exception of one point which sits in the developing. This will become effective with the Chair and Principal meeting quarterly to review appraisals and monitor progress. Following those meetings an agenda

item in committee will report on progress to the full board.

## **6. Review of Governance Policy**

- Item 5 – Reporting to the Board Policy
  - o Discussed and accepted after minor changes made.
- Item 15 – Meeting Procedure Policy
  - o Discussed and accepted following change to timeframe for agenda items.

## **7. Community of Learning (CoL) update**

- The Chair advised there were no new developments to report.

## **8. Discussion regarding attendance at Albany Primary Board meeting**

- Two AJHS board members will attend a future board meeting at Albany Primary.

**NEXT MEETING: Monday 23rd May 2017 at 5.30pm.**

Meeting closed at 7:15pm

The Board then went into committee

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Chair

Jeffrey Stangl

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Date

# **ACTIONS**

Amended action from Jan meeting	Person Responsible	Date required
2015 finalised audited accounts signed copies and management letter for ratification.	Business Manager	When received from BDO

2016 pre-audited accounts	Business Manager	As soon as finalised
Action from Feb meeting	Person Responsible	Date required
Check for expressions of interest from our board and potentially organise NZSTA workshop for combined boards of Junior High Schools.	Chair	23.05.17
Check with other Junior Highs to see if they would be interested	Board Secretary	23.05.17
Action from April meeting	Person Responsible	Date required
Liaise with AJHS board members attending Albany Primary for suitable date	Board Secretary	23.05.17
Advise Albany Primary date and names of those attending their board meeting	Board Secretary	23.05.17