

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

Minutes of the meeting held at the Albany Junior High School on Monday 22<sup>nd</sup> May 2017, at 5.30pm in the Boardroom.

**Present:** Chris Ward (Chair), Stephen Kendall-Jones, Lisa Compton, Ian Tagg, Yas Greenslade.

**Apologies:** Jeff Stangl, Fran Dowson

**Board Secretary:** Cat Tomey

**1. Maths Curriculum presentation**

- Ashmita Dawad (HOLA) took the Board through her report which included progression indicators, units reviewed, NCEA, staffing, banding, communication links, Google classroom, reporting and conferences, and clubs run by Maths staff.

**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.

**5. Finance report**

- Accepted.

**ACTION: Moved and seconded that the consent agenda, inclusive of items 2-5 be taken as read.**

**6. Perception Data**

- Discussion regarding Student Focus Group on Curriculum as per the

Principal's report. Chair clarified this agenda item was not seeking Board approval to make changes to the curriculum, rather informing the Board of the findings of the Student Focus Group

Tabled item: New Education Update Act 2017

- Information (Issue No.71 2017 May 22) was released by the Ministry to Principals this morning.
- Summary graphic and information sheet handed out.

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

- The Principal advised there is a meeting tomorrow.
- There is a Teacher Only Day at ASHS on 2 June 2017 the topic is CoL, the Board are invited to attend.

#### **8. Request for leave of absence (Correspondence item)**

- Discussion regarding a teacher's application for a leave of absence for one year.

**ACTION: Moved that the application be accepted. Seconded and agreed unanimously.**

#### **9. HR Self-Audit Checklist Process 2 – Recruitment**

- Process 2: Recruitment. Principal assured the Board that all points sit within the effective column. Discussed and agreed.

#### **7. Review of Governance Policy**

- Item 18.1 – Review Committee Terms of Reference
  - Discussed and accepted.
- Item 18.2 – Student Disciplinary Committee Terms of Reference
  - Discussed, agreed to remove the wording for exclusions and expulsions as Middle Schools don't exclude or expel specific to the sentence "The Board will be kept informed of the number of stand-downs and suspensions, at each board meeting by the Principal."

otherwise accepted

- Item 18.3 – Finance Committee Terms of Reference
  - o Discussed and accepted. Discussion about the Property subcommittee being disbanded in March 2016.

**NEXT MEETING: Tuesday 27<sup>th</sup> June 2017 at 5.30pm.**

Meeting closed at 7:26pm

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Deputy Chair  
Chris Ward

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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 with other Junior Highs to see if they would be interested in an NZSTA workshop for combined boards of Junior High Schools.	Board Secretary	23.05.17

