

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

Minutes of the meeting held at the Albany Junior High School  
on Monday 31<sup>st</sup> July 2017, at 5.30pm in the Boardroom.

**Present:** Jeff Stangl (Chair), Chris Ward, Stephen Kendall-Jones, Fran Dowson  
Lisa Compton, Ian Tagg, Andrea Dance.

**Apologies:** Yas Greenslade

**Board Secretary:** Maree Nolan

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**1. Data presentation**

- Add to agenda for August

**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:**

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

**2. Finance report to be removed from Consent Agenda, to be added as an Agenda item.**

## **6. Feedback to Board members from Auditors' meeting**

- 2014 has been submitted. 2015/ 2016 to be submitted to Ministry by 31/08/17.
- Board Chair and Principal held meeting with Auditor

## **7. HR Self-Audit Checklist Process 4 – Employee Relations**

- Discussed and agreed.

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

- Item 19 – AJHS Delegations list
  - To be updated with roles vs names as the point of contact. Detail to be added to the Website
- Item 16 – Board Induction Policy
  - Discussed and accepted. Point 7 to be updated
- Part 3 Item 3 – Appointments Policy
  - Discussed and accepted. Changes to be updated

## **8. Principal's Career structure stage increase**

- Affirmed Board Approval – S Kendall-Jones has gone a further one stage. Documents to sent to Board Chair

**NEXT MEETING: Tuesday 22<sup>nd</sup> August 2017 at 5.00pm.**

Meeting closed at 7:10pm

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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 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