

ALBANY JUNIOR HIGH SCHOOL
BOARD OF TRUSTEES



Minutes of the meeting held

on **Tuesday 03rd May, at 6.00pm**

Present: Lisa Compton (Chair), Stuart Tabuteau, John Rutherford, Sabine Brooke, Gareth Juddery, Dawn Ross

Apologies: Fran Dowson, Lisa Lumsden, Trish Ripi, Cushla Shepherd

Minutes: Lisa Compton

"IN – COMMITTEE"

Presenter: Alan Curtis

Governance Advisor NZSTA covering PD on the subject of School Finances

Topics covered:

1. What should a finance report to the board look like?

It was mentioned that Albany Primary have a great finance report, I have been in contact with Maree Bathurst and she is emailing me a copy of their finance report and finance committee meeting minutes

2. Who is responsible for what?

What are the roles of the board, the Principal and the Business Manager. Much talk covered the role of the Business Manager and job descriptions. The Board will support Cushla in this area to ensure we have the information we need.

3. What level of detail should the board be looking at?

It was discussed that the finance reports the board are given are too high level. We need to know where we are in comparison to the budget, all the details should be covered in the Finance Committee meetings and therefore in the finance meeting minutes should they be required for clarity.

John talked about an outside provider who contracted services to Albany Primary. I have called Maree this morning to clarify and get details.

There was much discussion about activity fees and what curriculum expenses can be charged to parents. Alan Curtis was absolute in his replies that NO curriculum expenses can be charged to parents. Camps are able to be charged for as they are not usually directly related to the curriculum, they are more of an experience. We agreed that we need to look at this very closely and work over time to take out the items on the statements sent to parents that are directly related to the curriculum (which is most of them), or have the statements reworded so that it is not a 'required payment'. Alan asked if most trips were needed or were a luxury item that was wanted. We agreed that they were not a necessity then we may need to look at them with more scrutiny. Lisa Compton would like us to be applying to grants constantly to be able to cover the expenses related to trips etc. Dawn Ross brought up subjects like Sports Academy which are expensive and have alot of trips involved, but it is held during school time. Alan reiterated that none of those costs should be charged to parents as it is based around the curriculum. We will need to work through this over time so that we can make a plan and review our policies so that we are in line with what is now expected, whilst allowing our students to enjoy as many outside school activities as possible while having trips paid for voluntarily by parents with some grant help thrown in. Alan reminded us all that if the funding structure we were under from the Ministry paid our school correctly then we would not be in the financial position we are in so these things would not

be the huge concern that they currently are. He suggested that we need to look at what we can do to remove expenses from parents where possible, change wording on statements so that the words 'voluntary contribution' is used instead of fee or charge. He reminded us of some current practices being unlawful. This will take some time but we must look at a plan of how to make these changes. The bottom line from Alan was that the Principals and Board Chairs from all the Junior High Schools throughout NZ need to get together to put together the necessary funding model and together take it to the Ministry. This will not happen overnight but it needs to be worked towards as soon as possible. We need to stop comparing ourselves to what other schools do and start doing the right thing for our school. Where else can we reduce our expenditure? More discussions will be needed in this regard.

Meeting closed at 7.45pm

NEXT MEETING: - Tues 31st May 2022, 6.00pm at AJHS



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Chair [Lisa Compton]

05/05/22
Date