

Minutes of the meeting held

on **Tuesday 29 February 2023, at 6.00pm**

**Present:** John Rutherford (Board Chair), Lisa Lumsden, Cushla Shepherd, Gareth Juddery, Samantha Ebel-Brown, Farhad Mahdipour, Sarah Guise, Michael O'Brien (NZSTA)

**Apologies:** Lisa Compton, Sabine Brooke

**Minutes taken by:** Maree Nolan

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**18:00 Whakatauki (from John Rutherford) and Welcome to Michael O'Brien (NZSTA)**

**18:02 Apologies / Declaration of any conflicts of Interest**

- Apologies : Lisa Compton, Sabine Brooke
- Declaration of conflict of interest – none registered
- Annual Re-sign: Board Members given documents for signing (AJHS Trustee code of Behaviour, Conflict of Interest Policy, AJHS Declaration of Pecuniary Interest)

**18:04 Consent Agenda: (Chair)**

- Confirmation of minutes 29/11/22;

***Action:** Motion to accept Consent agenda and previous minutes. All in favour*

***Action:** Motion to accept/ give Michael O'Brien Speaking rights. All in favour*

**18:07 Board Chair and Deputy Chair Nomination and vote:**

- John Rutherford nominated for Board Chair. John Rutherford confirmed to take nomination. This was seconded, and John was elected Board Chair unopposed.
- Samantha Ebel-Brown was nominated for Deputy Board chair. This was seconded, and Samantha was elected Deputy Board Chair unopposed.

**18:09 Michael O'Brien (NZSTA):**

- Governance advisor for the past 7 years. On guidance from MoE, Michael will be supporting the Board.
- Need to show improvement in performance, and address the negative working capital from the previous 5-6 years. To build and submit a plan with evidence and rationale to reduce the working capital deficit. A financial audit will now also be undertaken
- Reporting to the Board needs to be at a strategic level, with a continued focus on delivering better outcomes for student progress and achievement. Anova reporting is also currently under review in the way the data is collected and analysed (this includes establishing what tool we will be using to collect student data) , prior to being submitted to MoE

**18:53 Finance and Property Report (Bruce Wang)**

- All Board papers should be available 3 working days prior to, and read before the Board Meeting.
- Discussion on Acid Test Ratio (Current Assets less Inventory, divided by Liabilities) and how this is calculated. Agreed to park for the meantime.
- 2023 draft budget – Board reviewed and discussed the amended Draft 2023 budget (2023- \$77.1k surplus; 2024 - \$320k 2025 \$346k). International Students expenses – to include ALL costs including staff salaries . Bruce to send an updated version to the Board. Add details for International to monthly Finance Report for tracking – to include income, budget and expenses
- Leave Accrual – update and discussion, currently under review
- Property Report - further slips and subsidence on lower field reported

***Action:** Motion to accept Finance and Property Reports. All in favour*

***Action:** Motion to accept 2023 Draft Budget of \$77.1k. All in favour*

**20:03 Principal Report (Cushla Shepherd)**

- NELPs will now be the focus for reporting vs previous NAGs
- Overview of results from recent parent survey

*Action: Motion to accept Principal Report. All in favour*

**20:14 "In Committee"**

**20:25 Thanks to Michael O'Brien, and meeting closed 8.30pm**

**NEXT MEETING: - Tuesday 28<sup>th</sup> March, 6.00pm at AJHS**



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Chair [John Rutherford]

01/03/22  
Date