

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



Minutes of the meeting held

on **Tuesday 22<sup>nd</sup> August 2023, at 6.00pm**

**Present:** John Rutherford (Chair), Cushla Shepherd, Lisa Lumsden, Samantha Ebel-Brown, Sabine Brooke, Lisa Compton, Gareth Juddery, Sarah Guise, Alan Curtis (Consultant),

**Apologies:** Farhad Mahdipour, Michael O'Brien (NZSTA)

**Minutes taken by:** Maree Nolan

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**18:00 Whakatauki (from John ) and Welcome to Alan Curtis (Consultant)**

**18:01 Apologies / Declaration of any conflicts of Interest**

- Apologies : Farhad Mahdipour, Sabine Brooke, Demian Shaver
- Declaration of conflict of interest: none registered

**18:02 Consent Agenda: (Chair)**

- Confirmation of minutes 27/06/23;  
*Action: Motion to accept Consent agenda and previous minutes. All in favour*  
*Action: Motion to accept / give Alan Curtis Speaking rights. All in favour*
- Confirmation of Finance Sub Committee minutes 28/07/23 and 18/08/23;  
*Action: Motion to accept Finance meeting minutes. All in favour*
- Confirmation of Board Chair Report 24/06/23 – 21/08/23;  
*Action: Motion to accept Board Chair report. All in favour*

**18:05 Principal Report**

- Recent meeting with MoE Financial Manager - very happy with the schools' progress to date.
- ERO now undertake reviews in a cycle over 2-3 years. They will be meeting with AJHS SLT next week for Introductions and to start the review cycle  
*Action: Motion to accept Principal Report. All in favour*

**18:29 Finance and Property Report**

- Reporting now clear and concise. Going forward, to now include additional description and detail, and for the year tracking on the SUE report to also be added.
- Forecast for year end \$407k, positive impact for Working Capital
- Look to a Finance workshop for the Board, after we have received the Staffing Notification in October.  
*Action: Motion to accept Finance and Property Reports. All in favour*

**18:43 NZSTA Conference**

- Overview and discussion on document regarding Suspension meetings – including working within the defined timeline.  
*Action: Resolution to have a set Disciplinary Committee with 4 people designated- All in favour. Add to Agenda for September*

**18:58 Replacement of Computers in T28 Computer Suite**

- Board agreed by unanimous online vote on 04<sup>th</sup> August for the approval of the replacement of Computers in T28  
*Action: Confirm Approval and minuted accordingly*

**18:59 License to Occupy (LCO) agreement**

- LTO agreement for Shore Community Church.

**Action:** Resolution to agree to the LTO agreement and for agreement to be signed by the Board. All in favour

**19:03 Maintenance Workshop – replacement of roller door**

- The door needs to be replaced due to Health and Safety concerns. Finance Sub-Committee discussed the issue (18/08/23) and due to the risk have instructed staff to proceed with replacement (Quote from Woodview \$15,967 for a new garage door, and a side entry door). Bringing to the Board for approval of the capital expenditure and minute accordingly

**Action:** Resolution to approve Capital Expenditure to replace faulty roller door and side entry door. All in favour

**Thanks to Alan Curtis for attending – left meeting**

**19: 05 “In Committee”**

**Meeting closed 19.15pm**

**NEXT MEETING: - Tuesday 19<sup>th</sup> September 2023, 6.00pm at AJHS**



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Presiding Member [John Rutherford]

23/08/23

Date