

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



Minutes of the meeting held

on **Tuesday 28<sup>th</sup> November 2023, at 5.30pm**

**Present:** John Rutherford (Chair), Cushla Shepherd, Samantha Ebel-Brown, Lisa Compton, Lisa Lumsden  
Frances Potter, Farhad Mahdipour, Michael O'Brien (NZSTA), Alan Curtis (Consultant), Sarah Guise (DP)

**Apologies:** Maree Nolan (Board Secretary)

**Minutes taken by:** Lisa Lumsden

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**17:34 Whakatauki (from John ) and Welcome to Michael O'Brien and Alan Curtis (NZSTA)**

**17:34 Apologies / Declaration of any conflicts of Interest**

- Apologies : Declaration of conflict of interest: none registered

**17:34 Consent Agenda: (Chair)**

- Confirmation of Board minutes 24/10/23 and Finance Sub-Committee minutes 16/11/23;  
*Action: Motion to accept Consent agenda and previous minutes. All in favour*  
*Action: Motion to accept / give Michael O'Brien and Alan Curtis Speaking rights. All in favour*  
*Action: Add to Agenda – Learnings/Observations/ next steps from Michael O'Brien*
- Confirmation of Board Chair Report 24/10/23 – 28/11/23;  
*Action: Motion to accept Board Chair report. All in favour*

**17:38 Principal Report**

- Ran through report & celebrations; PCT graduation at AJHS
- ERO visit - great interaction; excellent feedback;
- PD for staff - Kaiārahi Mātauranga Education - govt appointed PD providers
- Discussion amongst Board Trustees (Q & A)
- [Curriculum Review documentation](#) from Learning areas LINK  
*Action: Motion to accept Principal Report. All in favour*

**18:13 Finance and Property Report**

- Questions - open discussion on report understanding  
*Action: Information to be added to report - % of each item budget achieved*  
*Action: Motion to accept Finance and Property Reports. All in favour*

**18:21 Board Vacancy**

- With recent election (18/10/23) for 3 positions, 2 were filled leaving one vacancy
- Parent Community feedback – only 1 email received. Reviewed [Casual vacancy form](#)
- Resolution passed, and we get 6 weeks to fill the vacancy.

*Action: Add to the form - Do you have kids at AJHS? (not a prerequisite)*

*Action: Forms to be sent to interested parties; check in at Dinner (5mins)*

*Action: Set online meeting to decide*

**Resolution:** Board resolved to fulfill the Current Board Casual Vacancy by a process of selection

**18:41 Thanks Sarah Guise for attending - left the meeting**

**18:42 Observations and Learnings -Michael O'Brien**

- Michael gave Board members an overview of his observations, and learnings for all to facilitate in future meetings for improved board practice.
- Notes: discussion of reporting & next steps in the journey - how can we make this explicit to what information BoT are looking for?

**Action:** .Principal's report - Governance information within the report; student achievement; criteria BoT is looking for the Principal to report against; bring it back to the students; values of the school - how we are living them. Phrase to governance not the operations.

**18:58 Thanks Michael O'Brien for attending - left the meeting**

**[Pause meeting for PD] 6:59pm**

**19:35 "In Committee"**

**Meeting closed 19:39**

**NEXT MEETING: - Tuesday 27<sup>th</sup> February 2024, 6.00pm at AJHS**



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Presiding Member [John Rutherford]

29/11/23

Date