

31 October 2022

SAMS Board Meeting

Meeting opened: 6pm

Present: Murray B (MB), Hayley P (HP), Wendy G (WG), Josefina FS (JFS), Karen P (online(KP)), Te Huri A (THA/Jury) – Note VET-appointed trustees (KP, MB, JFS – KP and JFS are VET Board Members too, KP is CEO of the VET, JFS is also a teacher aide at SAMS but finishes on 7 November 2022), HP is staff-trustee (office manager for SAMS), WG is the SAMS Principal, THA/Jury is parent-trustee

1. Welcome:

- 1.1. KP welcome to all incl familiar previous Board members (MB, WG, JFS as previous secretary only) and new Board members (HP, THA) – KP anticipating discussing alternative constitution, as it's different from the last one – KP noted with our Board we include a staff trustee, the principal and a parent trustee – note staff trustee is not a spokesperson for all staff, just a staff trustee – 3 Villa Education Trust (VET) representatives appointed are KP MB and JFS – this is how the Board is made up.

2. Appointments:

- 2.1. Appointments – KP announced we need to appoint a secretary, deputy chair and the chair – previous Chair was Rebecca Dow, KP was deputy & secretary (but not a Board member) was JFS – under this Constitution the chair is called the Presiding Member – HP noted Board needs a quorum of 5 – MB if one member is away, we can still meet – KP confirmed we have 8 meetings a year – Secretary is not a speaking-role on the Board, previous secretary was JFS – MB noted that if we have an outside person, could person be employed or at least sign a memorandum of confidentiality, bearing in mind that meetings are public except when in committee – KP proposed possibly a parent as a secretary but noted the secretary role needs to be sorted before the next meeting – KP suggested looking into Elim? MB noted Elim generally familiar with the SAMS environment – KP noted JFS is covering as secretary for this meeting, only – Action point: All board members look for potential nominees for secretary
- 2.2. Next topic is appointment of Presiding member and a Deputy Member – WG nominated MB and KP seconded this – MB raised how we have 3 VET appointed Board members, conscious about this – MB mindful that the Secretary plays an important role setting up for the Chair/Presiding Member – KP crucial who will be put in Secretary Role – KP proposed vote for the Board, proposed Presiding Member is MB (HP, WG, JFS voted in favour of this proposal) – Deputy Presiding Member, WG nominated KP, this proposal was voted in favour by other Board members (MB, JFS and HP voted in favour). Confirm: MB is Presiding Member and KP is Deputy Presiding Member.

3. Other queries:

- 3.1. KP Need to meet again before the end of the year, MB agrees as need to look at areas such as the budget, end of year matters, strategic plan etc – WG ideal to meet on Tuesdays given staff meetings always on site at SAMS after school – KP ideal to have Board meeting before WG goes away to England/Paris on 14 December 2022 and before KP returns to NZ – MB propose Monday 28 November 2022, tentative date – at 6:25pm Jury (THA) emailed through he's attending through zoom link and connected via zoom – MB informed Jury about calendar dates and we need one more meeting before end of the year, proposing 28 November, MB asked Jury about suitable days of the week for Board meeting, Jury confirmed either Friday or Tues nights as suitable for him and his schedule of work/family – MB proposed Tues 22 Nov at 6pm at SAMS, whether it's suitable for all Board Members – MB confirmed at this 22 Nov 2022 meeting, we will come with a proposed list of Board meetings for the future – MB asked Jury to introduce himself to the Board

- 3.2. Jury introduced himself, noting it was a privilege to be on the SAMS Board, first time on a Board, has 2 children at SAMS who both love SAMS and were eager to return to school after school holidays, youngest child is 3, history of work/family balance between being a stay-home-dad & dietician by profession (for Butterbean Motivation, which just secured contract with the Warriors), work-life balance with wife and children, faith is important to his family – other Board members welcome, acknowledge & appreciate Jury for introducing himself.
 - 3.3. KP informed Board that there will be a folder for each member, made up with the Work plan, budget and other documents – KP existing members already have this information but will ensure this will be organized for the new members (HP and Jury) – MB encouraged Board members to check out the online webinars from NZSTA, as they are good for us to upskill ourselves – MB acknowledge KP having folders for us
4. Induction:
 - 4.1. A date for the induction of Board Members – KP did this last time and Sue Dow who wrote the Philosophy document (the basis for School's special character) attended – KP proposed for HP and Jury to go to this induction, which can be combined with MSWA (Middle School West Auckland) Board, as both SAMS and MSWA based on similar philosophy document, plan a date that's suitable for both SAMS and MSWA new Board members – the Induction must be done before the next Board Meeting for SAMS – MB who run this meeting? KP says Sue Dow, she is on the MSWA Board, can also be done by Zoom – MB queried if it is a 3-hour induction? KP noted that was for a previous bigger group of people at the last induction so it maybe 1-2 hours, KP we have 2-3 board members from MSWA and 2 board members from SAMS hence smaller group to attend Induction means it could be lesser than 3 hours – MB available Saturday morning, HP is flexible with schedule, Jury available Tues and Fri nights or Sat. Morning if it's a 3 hour session – MB proposed looking at a 2 hour session on a Tues evening – KP can be done by Zoom as most of it is Sue Dow talking, KP will ensure all members have documentation prior to that, KP will check this with Sue Dow for Induction to take place on Tues 8 Nov 2022 in evening or Tues 15 Nov 2022 evening as a back-up – MB advised to new Board members, particularly Jury, that the Induction will be useful especially about the 9 Pillars of the Special Character of the School
5. Board Profiles:
 - 5.1. KP this is our introduction of Board members to the Community – KP done by individuals send to HP who will feature them in the SAMS newsletter – KP asked WG about what would WG like the School to get to know about the Board? WG suggested it would be nice for the Board to come in for morning tea, face-to-face interaction, and it can be at different times for each Board Member – MB can come over for a morning Tea, Jury can find a time that works with WG – WG noted Prizegiving is important too , it is on 12 December 2022 – new-parent/student evening (a presence could be there by any Board Member available) Tues 29 Nov, there's also the Teacher-Only day on 21 Nov (presence there to meet the Staff when they're focused as a Staff body) – WG will send out dates for Board Members to attend, Jury can possibly make the 21 Nov (Teacher only day) and can make the 12 December Prizegiving – KP staff and parents also need to be aware that HP and JFS are Board members as opposed to their roles they have/had in SAMS (HP as office manager and JFS as teacher aide) – WG update profiles on the Website which KP will check on – Profiling information HP and WG will sort out
6. Roles and Responsibilities:
 - 6.1. KP noted at the next Board Meeting, to be tabled is the 2023 Budget, Principals Report, CLM report, financial report for 2022, the strategic plan update on this (WG to do but WG would also like to discuss, hence WG would like thoughts from a fresh new Board now, KP we may be able to discuss at the next Board meeting or in the interim prior to next Board meeting), MB seeking a window into the Strategic Plan at the next Board meeting, WG

could we look at bringing together a strategic plan at the beginning of the year so we can implement it.

7. Identify Agenda Items for Next meeting:

- 7.1. MB any other staff issues we need to be concerned about? KP no management ones – WG had a resignation yesterday – MB so no staffing issues need to be aware of
- 7.2. KP confirms next Board meeting will cover finance with the budget, any related property matters to discuss, also discuss strategic Plan, the Principal's Plan/Report, KP advised WG can give a summary under usual headings featured in Principal's report – MB suggested just a wrap up of this year by WG in her Principal's Report
- 7.3. KP reminded Jury that earlier in the meeting, we did discuss we need a secretary for the Board, thus if Jury has any suggestions for secretary please advise – confirm that the Secretary is paid per Board meeting, to take the minutes but also responsible for organising and preparing for Board members, keeping records etc.
- 7.4. KP raised query regarding previous Parent-trustee (Amanda N) email to the SAMS Board (previous Board) recently about being informed prior to the announcement of who the parent trustee is (the elected one), KP confirmed not obliged to inform (as announcement made publicly after election is held), but understandable why it may have been appropriate to inform previous parent trustee – MB important to assure previous parent trustee, that it was not a deliberate case, and that the Board will ensure she is heard on this matter, MB is also happy to contact her to follow up, KP not necessary as responses have been made but KP did consciously sort advice for that matter
- 7.5. MB asked WG for any updates – WG said Fiafia night was great/exceptional though it would have been nice if it had been for the right allocated-date in Term 3 given Term 4 is a busy term – WG 3-way conferences this week Parent-teacher-student, the year 10 camp in week 5, year 9 camp was in week 1, it's a very busy term (today had Attitude, Kidscan, conferences, Tooth clinic) – we have had virtual reality (Sir Peter Blake Trust), Kelly Tarlton's etc – MB acknowledged the feel-good factor for the community by having the SAMS Fiafia night and commended SAMS on that – WG also moving towards project-finishing, WG doing e-asTTle testing too for students, art & tech displays are out as well in the reception area/foyer (from Y10 action projects) – MB also gave WG heads up notice about the latest Ministry Bulletin released last week, expect much information for Principals, restructuring and rebranding expected for schools in future – Jury acknowledged WG and staff for their mahi as it looks like it is a huge busy Term 4 ahead.

Meeting closed: 7:09pm