



Auckland Grammar School Board of Trustees

**Meeting of the Board of Trustees of Auckland Grammar School
held on Tuesday 02 July 2019 at 4.00 pm
In the Boardroom at Auckland Grammar School**

MINUTES

Present:

Mr M. Sandelin, Mr B. Dickson, Mr G. Graham, Mr R. Hamilton, Ms G. Jayaram, Mr K. Lotu-íiga, Mr M. Malpass, Mrs Kerin Russell-Smith (from Item 6.), Mr T. O'Connor (Headmaster), Ms F. Hay-Mackenzie (Staff Representative), Mitchell Palmer (Student Representative).

In Attendance:

Mr P. Gargiulo (Board Secretary), Mrs J. Guilford (Items 1-6).

Apologies: Professor G. Aitken.

1. Confirmation of Board Appointments

The meeting recognised the results of the June Board elections, appointing six Parent Representatives and Ms Frances Hay-Mackenzie as Staff Representative. Mr Gargiulo confirmed that the Old Boys' Association had resolved to appoint Mr B. Dickson and Ms G. Jayaram to the Board, and Auckland University had confirmed the continued appointment of Professor G. Aitken. Mr Gargiulo confirmed the Headmaster's Council had yet to resolve to appoint to the Board.

2. Election of Chair

Mr Gargiulo took the Chair of the meeting calling for nominations for the role of Chairman of the Board. Mr Hamilton nominated Mr Sandelin as Chairman. The nomination of Mr Sandelin was seconded by Mr Graham.

There being no further nominations, Mr Sandelin was declared Chairman of the Board of Trustees.

Mr Sandelin took the Chair of the meeting to applause and expressed his thanks to the meeting for its support and expressed that he looked forward to working with fellow trustees in the coming triennium.

Mr Sandelin called for nominations to the role of Deputy Chair of the Board.

Resolved:

That Mr Hamilton be appointed as Deputy Chairman of the Board of Trustees.

Carried Unanimously
Sandelin/Dickson

3. Minutes of Previous Meeting

The Minutes of the meeting held on 28 May 2019 were reviewed by the meeting. The meeting requested that reference to SIPO parameters be removed from the Minutes and that it be made clear that value management of the Te Ara Project was to be undertaken, with the aim of reducing the project cost.

Resolved:

That the Minutes of the meeting of 28 May 2019, as amended, be confirmed as a true and correct record of that meeting.

Sandelin/Graham
Carried

4. Matters Arising

The meeting acknowledged that the following Resolutions had been passed by the Board, by email, on 25 June 2019.

From the Property Committee

Resolved that:

The Board apply to Grassroots Trust for funding for the next stage of design, Developed Design, for the Te Ara Project.

Moved: Bassett
Seconded: Blackburn

And:

Subject to Grassroots Trust funding, the Board instructs HPM to advance the Developed Design with Jasmax and associated consultancy services, within the level of funds received.

Moved: Bassett
Seconded: Blackburn

From the Finance Committee

Resolved that:

Charges for sitting AS or A2 examinations be set at \$152 per subject in 2019 (as per Option 3 of the background paper).

Moved: Graham
Seconded: Dickson

5. Property Report

The meeting reviewed the Minutes of the Property Committee meeting of 18 June 2019, noting the completion of the Te Ara preliminary design and receipt of OPW. This portion of the project had cost \$140,000, \$10,000 below budget.

A grant of \$100k had been received from Grassroots Trust, but only \$10k had been applied to preliminary design due to timing of the grant and invoicing. It was proposed to make a further application to Grassroots Trust for \$150k, which together with the unspent \$90k already received, would fund Developed Design. Mrs Guilford pointed out that the cost to date excluded the \$30k funded from an advance from the contingency of the 2019 capital expenditure budget.

The meeting requested that a full schedule of expenses incurred and committed to be supplied to the next meeting of the Property Committee, together with the previously requested schedule of donations and pledges received.

Mr Gargiulo advised of a report received from Barker and Associates recommending that the Board proceeds with a submission on Council's proposed plan change, clarifying the special character area including the Clive Road properties. The meeting agreed to advance the preparation of the submission.

The meeting acknowledged progress being made on the Rockwall Project and the Motorway Fence Project, both projects to be funded by the Ministry of Education.

Worksafe has been advised that the School had prepared an Asbestos Management Plan which has been integrated into the Health and Safety Strategy. Worksafe's request that consideration be given to commissioning qualified engineers to access the underlying risk has been referred to the Ministry of Education.

Mr O'Connor advised that Te Ara pledges had now exceeded \$4.5M and the fundraising approach was currently being reviewed. The intention is to modify the approach to better fit the Grammar community. Once finalised, the approach will be documented and forwarded to the Board.

Major gifts will continue to be sought, with the aim of securing \$9M in gifts and pledged by year-end. The meeting was of the view that with the 150 Celebrations now complete, it was an appropriate time to advance approaches for funding.

6. Finance Report

Mr Graham addressed recently received Audit Reports which were reviewed by the meeting. It was noted the report covering the Combined Trusts did not raise any questions. The report covering the School had again highlighted the working capital deficit. Mr Graham reminded the meeting of the background to the deficit and potential solutions, including borrowing and the current plan to work out the deficit by the generation of financial surpluses over time. As part of a nationwide initiative, the 2018 audit had focused on travel costs and the net budgeting of curricular and co-curricular costs.

The meeting requested that management responses to the Audit Report be prepared and circulated to the Board. It was also requested that the Annual Report be made available on the School's website.

Mr Graham addressed the financial statements to 31 May 2019, advising of a favourable variance of \$62k to budget. There was now greater clarity within Tibbs House, with projections forecasting a result of a \$40k adverse variance by year-end. Key areas of the financial results were reviewed by the meeting.

Mr Graham advised that the 150 Celebration financial outcome had not been finalised, with version 9A of the budget the best forecast available. The outcome will be presented to the next meeting.

Mr O'Connor advised that Montana arrangements had been renegotiated to reflect wage increases and student/staff numbers at Tibbs House. The finalised contract will offset Tuckshop revenue with staff room expenses. No 3 Café is currently operating on reduced hours and its operations are being monitored. Mr Sandelin is currently reviewing the contract which will be supported by an annual statement of work.

The meeting requested that No3 Café be better promoted within the School's community and staff be made aware of the subsidy applied to the staffroom.

The meeting reviewed collection of School Donations, noting that May 2019 collections were 79.1% of the full year budget. The meeting requested that future reports also advise of collections in terms of total donations levied.

7. Health and Safety Report

The meeting reviewed the Health Centre Report for May. The trend of increased reporting of minor injuries was again noted by the meeting. The meeting was informed of initiatives being explored to better gather and analyse data as to the reasons for the increase in student presentations to the Health Centre. This trend has been noted throughout the regional clusters or thirteen schools, and it is hoped the University of Auckland Youth 19, Rangatai Smart Survey, would reveal any underlying causes. The increased vigilance in regard to measles and continuing large numbers of very unwell students attending School was noted. It was suggested that a trial of supplying hand sanitisers to classrooms be investigated.

Mr O'Connor advised that the new Careers Administration position was a reorganisation of existing roles following a resignation.

The meeting recognised the excellent organisation of the recent Careers Evening held in conjunction with St Cuthbert's.

8. Strategic Overview

The Variance Report Update was received by the meeting.

Mr O'Connor addressed progress made on the implementation of Pre-Q syllabi and assessment, pointing out that the deadline for specimen papers was 16 August and Associate Headmaster – Senior School, Mr Damian Watson, was monitoring progress and offering support where required.

The meeting noted that many areas of work were reported as being "in progress". It was suggested that further reports be accompanied by a brief overview, highlighting areas which were in danger of not being completed or in need of further assistance. This summary report would also focus on areas of concern, as well as areas of achievements to be noted.

Mr O'Connor advised of several areas of initiative in regard to Character Education, including the potential research project being promoted by Mr Richie Poulton, Director of the National Centre for Lifecourse Research. The project is to study the impact of young men transitioning to adulthood. The study proposes to survey students every five years until the age of 30. It was recognised this could develop into a substantive research study and set the groundwork for other schools and the Ministry of Education. Mr O'Connor explained that consideration was being given to initiatives to ensure the School held the intellectual property rights of the work, with the potential to market programmes as they were developed.

9. Headmaster's Report

Mr O'Connor addressed his report to the meeting, advising that a meeting was being sought with the Department of Corrections to advance discussions in regard to the shading effects of the lower field.

Mr O'Connor's canvas of other schools in regard to assistance given to overseas university applications found no other state school had any significant level of applications being made. Private schools tended to use Crimson Education.

2020 staffing advertisements were acknowledged by the meeting.

Mr O'Connor advised that a Threat and Risk Assessment of the campus is to be undertaken in August by Global Risk Consulting. This work arose from the Leadership Team's review of the School's procedures follow the recent Christchurch attacks.

Resolved:

That the resignations and appointments referred to in the Headmaster's Report be approved.

Malpass/Jayaram

Carried

Resolved:

That overnight activities, as outlined in the Headmaster's report, be approved.

Malpass/Jayaram

Carried

10. Correspondence

The correspondence list for May/June 2019 was received by the meeting.

The meeting gave consideration to a request from teacher, Mr Thomas Kensington, for leave without pay for a period of two years from January 2020.

Approval for this leave was granted by the Board.

Resolved:

That the correspondence for the period be received.

Hay-Mackenzie/Malpass

Carried

11. Education Committee

The Minutes of the Education Committee meeting of 10 June 2019 were reviewed by the meeting. The presentation from Mr Gerard Leeuw, Head of Faculty Mathematics, was noted by the meeting.

Ms Hay-Mackenzie conveyed thanks from the PPTA and staff of the School for the closure of the School during the recent industrial action.

12. Tibbs House Committee

Mr Dickson addressed the Minutes of the Tibbs House Committee meeting of 13 June 2019, advising of continued good operations of the Hostel. Current enrolments remain on budget and there is a good level of interest in 2020 enrolments. 2020 fees are currently being reviewed.

Mr Dickson advised that work was about to be initiated, with the support of Property Committee, on a 25 year master plan for the Tibbs House property. This work will adopt a very open approach to determine what world class boarding facilities would look like and how Tibbs House can achieve that status.

13. Trust Application

The meeting reviewed potential applications for external funding from various Trusts.

That the Board RESOLVES that the Auckland Grammar School applies for:

- *\$4500.00 from North and South Trust as a contribution to the travel, accommodation and Tournament Fee hard costs of the Auckland Grammar School Under15 team playing in the National Under15 Rugby Invitational Tournament in Napier*

Sandelin/Hamilton

Carried

14. Discipline Committees

The meeting was apprised of two recent meetings of the Discipline Committee, which resulted in the expulsion of one student and the exclusion of another.

15. Old Boys' Association

Mr Graham advised the meeting of upcoming events of the Association, including the Annual AGM and Dinner which is scheduled for 01 November 2019.

The meeting gave consideration to an invitation being extended to the OBA Executive to join the Board at the conclusion of a future meeting.

16. Staff Representative Report

Ms Hay-Mackenzie addressed her report to the meeting expressing her pride in the Tibbs House students who continue to be a credit to themselves and the Hostel, as they serve formal gatherings of the School.

Ms Hay-Mackenzie updated the meeting on further advances being made in development of the School's Rainbow Tick status. The School remains the only New Zealand school so accredited.

The Well-Being Programme continues to be delivered under the guidance of Ms Helen Fleury, this initiative is appreciated by staff.

17. Student Representative Report

Mitchell Palmer addressed his report to the meeting advising of a School returning to focus on studies and the upcoming exams.

18. General Business

18.1 Committee Structure and Membership

The meeting reviewed a proposed Committee Structure for the new triennium with the Risk and Assurance Committee incorporated into Finance, IT and Audit Committee.

Members were requested to give consideration to their membership of committees and to advise their preferences to either Mr Sandelin or Mr Hamilton.

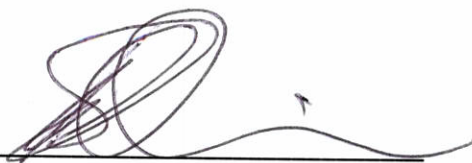
18.2 Next Meeting

The meeting reviewed the need for a further meeting of the Board, as scheduled for 23 July 2019. The meeting was of the view that this meeting should be cancelled.

Mr Graham advised that this would prompt the need for 2020 International Fees to be set by the Board by way of email.

The next meeting of the Board is scheduled for Tuesday 27 August 2019.

There being no further business the meeting closed at 6.45 pm

CHAIRMAN 

DATE 27 August 2019

Auckland Grammar School Board of Trustees

Meeting of the Board of Trustees of Auckland Grammar School July 2019

MATTERS ARISING

FOLLOW UP ACTIONS

<u>Topic</u>	<u>Task</u>	<u>Responsibility</u>
Property	Review of Te Ara fundraising strategy	Stanes
	Merchant Fees on Te Ara donations	Guilford
	Schedule of Te Ara expenses	Guilford
	Advance Submission on Council's Plan Change	Gargiulo
Finance	Advance Auditorium Review	Guilford
	Prepare management response to Audit Report	Guilford
Strategy	Set up meeting with Dept of Corrections	O'Connor
General	Finalise Montana Contract	Guilford
	Notification of LWOP	Gargiulo
	Notification of committee preferences	ALL TRUSTEES

NEXT MEETING

150 Celebrations Financial Results

2019 Meetings

Quarterly reports on Strategic Session Action Points

Director of International Students to address Board

Variance Report – June/July & October/November