

DRAFT MINUTES BOT THURSDAY 13 DECEMBER 2018

RISE UP TRUST BOARD MEETING | THURSDAY 13 DECEMBER, 5PM
 BUTTERFLY CREEK – 10 TOM PEARCE DR, AUCKLAND AIRPORT, 2022

Madam Chair called the board meeting to order at 5:09pm. Bruce opened in prayer. PRESENT were Board Members – Sally, Sita, Maggie, Bruce, EBoT – Kevin and Anna (arrived 5:17pm), Staff Representatives – Kui and Cecily, MOE Representative Wayne, and H&S Auditor – Nerina who arrived at 18:08. APOLOGIES received from Ulu and Taulu. No conflict of interest declared. Gwen took the minutes. ACCEPTED BL/MW

1	Strategic Discussion	
	<p>a. Rise UP Project Plan update – Wayne (MOE)</p> <ul style="list-style-type: none"> i. Hard copy of updated project plan Dec 2018 issued. ii. Rise UP is leading the charge during the transition process. iii. A response from the Ministry is yet to be given regarding the grant provided in 2018 and whether Rise UP need to recognise this as income received in 2018 and have it audited for last 2 months of 2018 or; allow the grant to be recognised in 2019. We are the first to ask this question – Wayne impressed that Rise UP are leading the charge when it comes to asking questions the Ministry have no ready answer or process for. . iv. Wayne has no concerns with Rise UP and its progress moving into 2019 after meeting with ERO. In fact, Rise UP is at a higher level to where ERO currently are in terms of “their expectations” for the new school. v. Meeting with MOE underwhelming – expected more answers, however, it shows that Rise UP is progressing well through the transition project plan process. vi. Sally thanks Wayne for the work he has done thus far in helping our school and our children. vii. Wayne thanks Sally and Rise UP. Our current model should be morphed into state schools. <p>Elections</p> <ul style="list-style-type: none"> viii. Wayne, the BoT are elected every 3 years. Upcoming elections will be held 7 June 2019. ix. It is unwise to go to an election if Rise UP’s property issue has not been addressed. Concern going to election in June: <ul style="list-style-type: none"> i. New Parent bot representative should not have to inherit current issues with Rise UP’s property situation; ii. The new parent/bot representative has no prior history to navigate these uncharted waters; 	<p>ACTION POINTS</p> <ul style="list-style-type: none"> 1. Wayne to provide digital copy of project plan. 2. Wayne to contact MOE to advise Rise UP is not ready to go to elections at this point.

- iii. There is no requirement for an Establishment Board (EBoT) to go to elections. Consider that the current EBoT remains in place if issues not resolved.
- iv. We can nominate a returning officer in preparation for the June-2019 elections; however, do we have someone in mind ready to go?
- v. EBOT – to hang in there until the property space is good until.
- vi. Core of 7 BoT members are made up of: 5 parent elected reps, 1 staff rep and the Principal. Up to four additional people can be co-opted on.
- vii. NS – does not see us going to election this year but will reconsider in 2019.

MOTION MOVED: The current EBoT remain in place and we won't hold an election in June 2019. We will review situation at the end of 2019. Kevin Pasene and Anna Holloway are co-opted on. ALL IN FAVOUR.

b. Student Data Achievement – Acting Principal.

- i. Kui is thankful to the CEO and the Chair for the opportunity to have stood in as Acting Principal for this season.
- ii. Total Data is based on 92 students. The other six, have not yet completed a full year.
- iii. 2019 goals (1) effective literacy programmes - staff PLD, (2) assessments – align assessments so they are accurate.
- iv. In class support needed for identified ESOL students who have not progressed as much as they could. Seeking additional support from Allison and SAAF, Sisi Key.
- v. Great that we can identify the variables causing the rise and fall of our achievement data.
- vi. Also attributing to the fall in our Maths stats is due to the Alim programme not being a focus for KS having to take on the Acting Principal role there was no time for Kui to go over with target students as she normally would do.
- vii. Pleasing results for year 8s. Great to see they've been set up for college...
- viii. Wayne – great results for the boys.
- ix. BL we must be exercising "Affection Authority" which has encouraged our boys achieving well.
- x. Focus students and parents are to complete Rise UP programmes partnerships with parent's works. We know these programmes work.

xi. Board congratulate Kui 17:58pm

c. Draft Budget 2019 + Separate Entities – RUPT vs RUA

- xii. MOE Settlement payment _____ will be donated to Te RUA from Rise UP Trust as per the mutual termination agreement..
- xiii. The _____ will be recorded into the budget, just means we won't have the same level of funds for 2020.

MOTION FOR BOARD TO BE GIVEN TIME TO REVIEW THE BUDGET AND COME BACK WITH ANY QUESTIONS. ACCEPTED AND ALL BOARD IN FAVOUR.

- xiv. NS – because staff will be working for both entities – an MOU is needed between the Trust and the School, and what each role entails, especially for auditing purposes. Wayne – It's not uncommon to require 2 employment contracts for staff members who hold dual roles within the school/trust. With two employment contracts there is no direct liability if one role suffers from the other – ie – staff member is not performing in one job.
- xv. MOU may be required to define reporting lines of staff members who have 2 roles within the trust/school. Lots of discussions to be had regarding the separation of roles between Rise UP and RUA including how this affects insurances to be factored.
- xvi. Wayne Gribble leaves the meeting 18:24

3. KP – Rise UP/RUA the two web domains will need to be separated including all administrative google docs and the like. All RUA staff will need to be moved to the school domain.

4. Legal issues – privacy 2nd entity could be in breach of the privacy act – could be an area to be looked at. Check disengagement plan, might be something in there.

d. Health & Safety Audit

- xvii. Itemised handout issued.
- xviii. OSH rating yet to be issued. Will be sent 14/12.
- xix. Fire safety audit – some areas lacking that need addressing between RUA and Landlord.
- xx. To be addressed by 2019 Jan – good case for insurers and property to stay at Rise UP.
- xxi. Property owner liable and fined up to \$250K if concerns not identified. The handout distinguishes what the landlord and Rise UP is responsible to correct.
- xxii. H&S covers every gambit of all physical H&S. Register – we are responsible for things MOU. Landlord is responsible for piping and sewerage up to fence line boundary

5. ALL ISSUES NOTED MUST BE COMPELTED BY THE START OF THE NEW YEAR 20194

6. Nerina can offer Rise UP H&S training for staff PD.

	<p>e. Board Assurance Self-Review Term – Policy Review</p> <p>xxiii. Religious Instruction (Christian Character Statement policy still under review and will be moved for board to approve at the next BOT meeting 2019.</p> <p>Policy for Improving Education and Harassment - NS MOVE THEY ARE ACCEPTED AND APPROVED: MW/BL</p>	<p>7. NS – provide bot draft copy of the Religious Instruction policy to review before next 2019 BoT meeting.</p>
2	<p>f. - IN COMMITTEE RISE UP TRUST</p> <p>xxiv. At 18:43, CEO, Acting Principal, CT, EBoT and Secretary leave the room.</p> <p>xxv. At 19:19, all but EBoT returned.</p>	
3	<p>REPORTS</p> <p>g. Rise UP Trust CEO Report (inc Lead Teacher, BLC Reports) - NS moves her report is tabled as read. SI/BL</p>	
4	<p>h. Financial Reports</p> <p>xxvi. Due to the timing of receiving our accounts, Ulu has not had a chance to review the draft accounts as presented.</p>	<p>NOVEMBER 2018 ACCOUNTS ARE ACCEPTED AND APPROVED SUBJECT TO ULU'S REVIEW. TABLED. SI/MW</p>
5	<p>i. Whanau Support letters to the Board/MOE</p> <p>xxvii. Does the board want to respond to parent letters? – BoT fully support parent voice and management of conflict. CEO has replied to parents.</p> <p>xxviii. Letters are well articulated highlighting MOE's duty of care to Rise UP is not being met.</p> <p>xxix. MOTION BOARD APPROVE ASB VISA APPLICATION FOR PRINCIPAL WITH A 5K LIMIT . MOVED AND ACCEPTED: MW/BL</p> <p>xxx. Kui has done a fine job in holding the line as delegated Acting Principal. Please acknowledge Kui, Jan and Cecily during the Staff/BoT dinner.</p>	<p>8. Chair to write a generic letter to all parents in response.</p> <p>9. A new bank account has been opened for the new school – we need to purchase some things and process the asb visa application.</p>
6	<p>i. Final comments for Rise UP as a Charter School:</p> <ul style="list-style-type: none"> ● BL – despite the hurdle, I loved seeing growth throughout the team especially in leadership. Looking forward to next part of transition. Thanks to all our colleagues on the Board, new and old. ● MW – challenge being on the Board, but has learnt and grown so much. I'm heartened by BLC and the fruits of what's happening here. Amazing. ● KP –It's amazing being part of this journey. Grown through being part of this process. We change, but change together. Great group of people from management to students. Honoured and humbled to be in EBoT role. 	

- AH – exciting, journey always starts being brave enough to ask the hard questions. Open to learning and taking on different roles.
- NS – highlight - watching leadership flourish among student council. Stronger and better. Strong faith. Set apart by teaching the Bible - translates faith into the academic achievement. It is a privilege to teach the word. Yr8 – will miss the devotions. What kind of generation are we raising here? KTM’s contribution to the school and being the parent’s voice. Highlights – Kui leadership growth, Jan commitment and dedication to navigating many hats.
- SI - Thankful for our Good Father for what He has done. Our parents’ generation would be so pleased. We will continue to fight, we are all in it together.

7 **Minutes of November 2018 Board Meeting – MOVED/APPROVED BL/KP**

8 Meeting Closed 7:46PM

SIGNED

CHAIRPERSON, RISE UP BOARD

DATE