

# **Logan Park High School Board of Trustees Open Session Meeting MINUTES**

**Tuesday 18 October 2022 6.30pm Whanau Room**

## **Admin**

**Present:** Peter Hills, Kristan Mouat, Ronda Tokona, Michael Davies, Louise Kewene-Doig, Liz Riggir, Dora Yip, Paul Fielding, Ethan Lambeth.

**Apologies:**

**In attendance:** Gemma Harris.

**Declaration of interests:** None.

**Conflicts of interest:** None.

**Motion:** Move that the above items be accepted:

**Moved:** Tokona

**Carried:** Unanimously

The meeting was opened with a Karakia.

## **1. Monitoring**

### **1.1 Finance reporting: August 2022.**

**Motion:** That the LPHS BoT adopt the finance reports from the meeting held on 1 September 2022.

**Moved:** Yip

**Seconded:** Davies

Past finance history was discussed. End of financial year reports are done by Solutions and Services Ltd (Christchurch). They have open access to our Finances. Steve Dunbar (Polson Higgs) is contracted and his is oversight of the financial reporting and budgeting for the school. He comes in up to 3 times a year. Auditors are Crowe Horwath at our cost.

Our accounting package (Xero) was discussed and the Monthly financial report was gone through thoroughly with each section explained. Covid relief funding is no longer available. Property and the rebuild of the Math block was discussed. Capital expenditure is currently capped at \$100,000 a year.

## **2. Administration.**

- The Board members introduced themselves.
- Board induction - The Register of Interests will be filled out and returned to Gemma Harris. Each Board member will write a blurb for the website and either send in a photo or organize to have Janine Hills take one for them. The Trustees' Code of Behavior Policy was read out and discussed, some members wish to seek advice before signing it.
- The Chair's and Deputy Chair's Role Description Policy was read out and discussed. After a vote was held for both positions, Ronda Tokona was elected as Board Chair and Louise Kewene-Doig was elected as Deputy Chair.
- LPHS Delegations List. This was discussed and all Board members will be added to each committee except for the Disciplinary Committee as discussed and decided the Staff and Student Rep will not be on this committee.
- A request for Parent Board members to be set up with a LPHS email address was tabled. A shared Google drive for Trustees to access and use is in place. Both matters need investigated.

**Motion:** That the LPHS BoT elected Ronda Tokona as Board Chair and Louise Kewene-Doig as Deputy Board Chair.

**Moved:** Fielding

**Seconded:** Davies

### **2.1 Confirmation of Open Session Minutes 6 September 2022:**

**Motion:** That the LPHS BoT accepts the open session minutes from the meeting held on 6 September 2022 as a true and accurate record of the meeting subject to change.

**Moved:** Tokona

**Seconded:** Fielding

**Matters Arising:** None.

### **2.2 Open Session Correspondence:**

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### 3. Identify Open Session Agenda Items for next meeting 8 November 2022

- Co-Principals' Job Descriptions.

The chair moved that the meeting of the LPHS BoT move into Committee under the provisions of the Local Government Information and Meetings Act, 1987, to consider matters that come within the classification of Section 48 of the Act, to protect the privacy of students and staff. Carried unanimously.

Meeting Closed at 8:16pm

The meeting was closed with a Karakia.

**Next meeting:** Tuesday 8 November 2022 at 6.30pm in the Whanau Room.

Ronda Jackson  
The Presiding Member

6/12/22