

**MINUTES OF MARLBOROUGH BOYS' COLLEGE BOARD OF TRUSTEES MEETING  
HELD IN THE BOARDROOM ON Wednesday 11 September 2024 AT 5:30PM**

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**PRESENT** T. Burfoot, R. Coningham, L. McCallum, D. Healy, T Lang, M Radich, S Wilkes, H Crosby,  
P. Meihana, M. Heath

**IN ATTENDANCE** M. Palmer (Minute Secretary) R. Palatchie

**APOLOGY** J Kendal.

**MOVED** that in terms of Section 47 of the Local Government Official Information and meetings Act, the public be excluded from this part of the meeting because the Board wishes to discuss an administrative matter and for the reason that discussion of this matter in public would infringe the privacy of a natural person under Section 9 (2) of the Official Information Act.

**CARRIED** T Burfoot /S. Wilkes

**MOVED** that the Board return to open meeting and that any decisions made 'In Camera' be ratified in open meeting.

**CARRIED** T. Burfoot/D. Healy

**MOVED** that the Board obtain quotes from two providers to recruit a new principal.

**CARRIED** T. Burfoot/D. Healy

**DECLARATION OF INTEREST**

No new conflicts of interest were declared.

**CONFIRMATION OF MINUTES**

**MOVED** that the Minutes of the Meeting held on 14 August 2024 be taken as read and confirmed.

**CARRIED** T. Burfoot /D Healy

**TECHNOLOGY FACULTY PRESENTATION**

Riki Palatchie presented a summary of the technology faculty and their goals to the board.

**MATTERS ARISING**

- Schedule of delegated authorities.
- A draft of the schedule of delegated authorities was worked through and agreed upon.

**MOVED** that the schedule of delegated authority be accepted.

**CARRIED** T. Burfoot /M Radich

Terms of reference for sub-committee were discussed.

The scope and purpose of the HR committee is to be discussed at the next meeting.

## **CORRESPONDENCE**

There was no correspondence.

## **School Docs**

## **SCHOOL POLICIES-**

### **School policies Term 3 Scheduled reviews**

- Concerns and Complaints Policy - Tim
- Performance Management - Richard
- Protected Disclosure - Denyse

## **COMMITTEE REPORTS.**

### **Finance and risk committee.**

The financial report was circulated prior to the meeting and taken as read.

- A draft delegated financial authority was presented to the board.

**MOVED** that the Board agree to set the Delegated Financial Authorities as outlined.

**CARRIED** **R Coningham/T Burfoot**

- A submission to increase the limit on the business credit card was presented to the board.

**MOVED** that the Board agree to increase the Business Limit to \$20,000 to enable the Finance credit card limit to increase to \$10,000.

**CARRIED** **R Coningham/T Burfoot**

- A submission was presented to the board to purchase a laser cutter for technology.

**MOVED** that the Board agree to commit costs of \$6,353 from the 2024 Technology capex budget and commit to a 36-month lease at \$1,176.77 per quarter to purchase a laser cutter from Quadrant.

**CARRIED** **R Coningham/T Burfoot**

### **HR and Discipline Committee.**

The HR and discipline report was circulated prior to the meeting and taken as read.

**MOVED** **That the HR and Discipline Committee report be received.**

**CARRIED** **L. McCallum/ T. Burfoot.**

## **SLT REPORTS**

The Senior Leadership reports were circulated prior to the meeting and taken as read.

**MOVED** That the SLT reports be received and marked as read.

**CARRIED** T. Burfoot/D Healy

## **PRINCIPAL'S REPORT**

The principal's report was circulated prior to the meeting and taken as read.

**MOVED** That the principal's report be received.

**CARRIED** T Burfoot/R. Coningham

## **OTHER MATTERS**

### **125<sup>th</sup> anniversary**

- Confirmation of insurance for the proposed fireworks has been received.

**MOVED** **T**  
that in terms of Section 47 of the Local Government Official Information and meetings Act, the public be excluded from this part of the meeting because the Board wishes to discuss an administrative matter and for the reason that discussion of this matter in public would infringe the privacy of a natural person under Section 9 (2) of the Official Information Act.

**CARRIED** T Burfoot / R Coningham

**MOVED** that the Board return to open meeting and that any decisions made 'In Camera' be ratified in open meeting.

**CARRIED** T. Burfoot/R Coningham

**MOVED** that the Deb Cave-Higgins be granted refreshment leave from 28 January 2025 to 27 January 2026

**CARRIED** T. Burfoot/L McCallum

The Meeting closed at 7:45 pm

**NEXT MEETING** Wednesday 6 November2024

Confirmed this day

Chairman