



1.0 Welcome and Apologies

Present: Erina Kent (Chair), Ross Devereux (Principal), Gary Briggs-Canavan, Rebekah Wardrop, George Woodward, Albra Stoltenkamp
Apologies : Melinda Bell, Clive Sharpe
In Attendance: Ann Longson

The BoT would like to welcome Principal Ross Devereux to his first Board meeting.
Nau mai, haere mai, whakatau mai.

2.0 Minutes from Previous Meetings

Motion: To accept the Minutes of the Board Meeting held on 27 June.
Moved Albra/Seconded Gary **Carried**

Motion: To accept the "In- committee" Minutes of Board Meeting held on 27 June.
Moved Gary/Seconded Erina **Carried**

Electronic Motion:

Motion: The Board has resolved by electronic motion, on 28 July 2017, to apply to the Four Winds Foundation for financial support of \$8,580.00 towards the purchase costs of 100 sports tracksuit uniforms.

Motion Proposed by: Erina Kent
All in favour **Outcome:** Motion carried.

Motion: To accept Electronic motion.
Moved Rebekah/Seconded Gary **Carried**

3.0 Principal's Report

Includes - 1st July Roll Return
- Curriculum, Staffing and Leadership Review and Needs Analysis Survey

Learning and Teaching: Ross has been walking through classrooms to familiarize himself with the current practices of ROIS teaching, engagement, environments and overall well-being of students and staff. This will help with planning for 2018.

Performance Management and Appraisal System: Ross has reviewed the staff appraisal system, and will apply a more in-depth and effective 'one to one' follow up.

1st July Roll Return: This has been completed and sent to the MoE. ROIS total (as at 1 July) was 374.

Digital Technologies: The BoT continues its commitment to resourcing eLearning by funding an increase in the # of School owned devices with the purchase of two class sets of iPads &/or laptops. The cost of these will be covered by the Information Technology budget.

The BoT will continue to support the eLearning plan that is being led by David Kinane so purchases and budget can be strategically aligned. The BoT noted the option of leasing devices from a specialist provider.

Curriculum, Staffing and Leadership Review and Needs Analysis: This is a questionnaire that staff filled in for Ross. This has given staff the opportunity to offer their opinion and insight, and given Ross in-depth information on where the school is at. Ross will have one on one meetings with all staff during term three.

Personnel:

At 6.27pm it was moved that the public be excluded from the following part of the meeting. The grounds are that the matters are confidential and the reason is to protect the privacy of an individual (or individuals). This motion is proposed to comply with section 48 of the Local Government Official Information and Meeting Act 1987.

Motion: That the BoT moved "in committee" Moved Erina **Carried**

The BoT came "out of committee" at 6.34pm.

iFusion Speaker System: Ross met with the representative from iFusion and has decided not to progress with this. The original system has since been repaired/remedied and is operational.

Schoolwide key system: There are 34 master keys unaccounted for. Ross will look at quotes to have the whole school re-keyed.

Grounds: The BoT would like to acknowledge the hard work the new caretaker, Manika Glassie, has put into the school. The staff and students have already noticed a difference.

Landscaping: Ross has met, and done a full walk around, with Lujtens Landscaping with a view to getting a concept plan for ROIS. This would be developed to tie in with the vision for Innovative Learning Spaces, and to be implemented in stages when finances allow.

Fire Curtain: This has been remedied in order for the school to pass the Building WOF. Hard copy of the BWOFF Cert tabled/received (for 12 months to 17 May 2018).

Motion: That the Board of Trustees accept the Principal's report.

Moved Erina **Carried**

4.0 Property Report

Tabled and discussed.

10Y PP/ 5 YA: Members of the Property sub committee, Watershed and MoE representatives did a

walk around the school, after which it was noted that most of the capital available will need to be focused on remedial work to address critical building issues, of which the roof is the highest priority. A proposal was put forward to replace 50% of the north facing windows. Some of the remaining windows will need panes replaced or protective film applied for Health and Safety reasons, as they have old and fragile glass. Options to heat the music room were discussed, Property Mgr to assess if boiler pipe could be extended to reach. The BoT would like the Board owned room removed from the 5YA. Erina will get independent quotes for the work that needs doing on the roof.

Alarm system: The BoT seeks assurance that the fire alarm is audible for both fire drills and real life situations. Ross will organize a fire drill, an unannounced live fire evacuation and a lockdown drill to test specifically, for each event, if there are any rooms that are unable to hear the sirens in real life.

5.0 Strategic Discussions and Decisions

Hautū Self-Review for Pasifika

The BoT had previously decided to repeat the Hautū Self-Review Tool with a focus on Pasifika students. (Note NZSTA confirmed that they do not have a Tool, nor is one in the pipeline, specifically for Pasifika.) However, it was suggested that this could be deferred until after the BoT election due to the recent changes in staff i.e. new Principal and Deputy Principal/SENCo, as well as time needed for the development of the eLearning plan and the close of the current 5YA cycle. Erina and Rebekah will recommend a framework to incorporate Te Tiriti o Waitangi into policy creation and review. After which time the BoT will start the Hautū review for Pasifika when time allows.

Hui/Fono 31 August

The BoT would like the attendants at the Hui/Fono to repeat the PACE Satisfaction Survey for current feedback. It was noted that this is a good time to talk to our Pasifika community about the BoT election, and the benefits of Pasifika representation.

Education Act Update

The Education Act Update passed into law on 19 May 2017. The BoT noted and discussed the key implications, including the replacement of Charters for 4 yr strategic plans, enduring objectives & NELPs replacing NEGs and some NAGs. It was noted that the Policy updates done to accommodate the new Health and Safety Act will cover some requirements for this update.

Libelle Contract

Motion: That the Board of Trustees approve the Lease Agreement between Libelle and ROIS as is. Moved Albra/Seconded George **Carried**

6.0 Finance

Motion: That the management accounts as tabled for June 2017 be accepted.

Moved Rebekah/Seconded George **Carried**

Motion: That the schedule of payments for June 2017 be accepted.

Moved George/Seconded Gary **Carried**

Motion: That the Board of Trustees approve the Budgeted Statement of Financial Position.

Moved Erina **Carried**

Motion: That the Board of Trustees approve the Depreciation Statement.

Moved Erina **Carried**

8.0 Administration

A list of correspondence, both inward and outward, was tabled.

It was noted that Linley Myers (CoL Lead Principal) will be a guest in attendance at the Aug 29 meeting.

Meeting closed 8.45pm

Next Board meeting 29 August 2017 5.45pm start.

To-Do checklist

	Who	When
Mid Yr update on our 4 Yr 8 SENCo target students. Carried over	SENCo	Aug
Time line for e-learning in relation to budget	Ross	Aug
Curriculum Statement for e-learning	Albra	Aug
Board assurance re fire/lockdown. Check for dead zones.	Ross	Aug
Send PACE survey to Ross	Erina	ASAP
Contact NZSTA re Stratigic Plan Framework with view to 5YA.	Erina	ASAP
Term 3 Real life Fire Evacuation as well as fire drill/lockdown drill	Ross	end Aug
Roofing quotes for BOT owned Building	Erina	ASAP
Suggest topics and questions to email to CoL Principal Linley Myers 1 week prior to the 29 th Aug Board Meeting	George	21 Aug

Signed

Erina Kent, Board Chairperson

Date