



### **1.0 Welcome and Apologies**

**Present:** Erina Kent (Chair), Stuart Myers (Acting Principal), Rebekah Wardrop, Gary Briggs-Canavan, Albra Stoltenkamp, Clive Sharpe, Melinda Bell

**Apologies** : George Woodward

**In Attendance:** Ann Longson

### **2.0 Minutes from Previous Meetings**

**Motion:** That the Board of Trustees accept the Minutes of the Board Meeting held on 30 May.  
Moved Stuart/Seconded Melinda Carried

**Motion:** That the Board of Trustees accept the “in committee” minutes from 30 May 2017.

**Moved Erina Carried**

#### **Electronic Motions:**

##### **13 June 2017**

**Motion:** That the Board approve a budget over-spend of \$19,500 to cost code 73025 for full-time Property Manager Salary.

**Motion Proposed by:** Erina Kent

All in favour. Outcome: Motion carried

##### **4 June 2017**

**Motion:** The Board ratify the appointment of Manika Glassie to the full-time position of Property Manager.

**Proposed by:** Erina Kent

All in favour. **Outcome:** Motion carried.

**Motion:** That the Board of Trustees accept the two Electronic Motions.

Moved Stuart/Seconded Rebekah **Carried**

### **3.0 Principal's Report**

#### Digital Learning

Derek Linington applied to the MoE for Professional Learning funding for Digital Fluency. The

school was granted 400 hours of training from a Ministry approved facilitator to work with staff on e-learning programmes in the school. Stuart has submitted the Professional Learning and Development Plan to the Ministry as required, and tabled it for BoT discussion. This plan can be altered/modified as required during implementation. ROIS will need to purchase some devices for training and assessment of requirements. The devices will be decided upon with input from the facilitator. Once PD is completed the school will develop procedures and protocols for BYOD.

#### Prospectus

The Prospectus has been reviewed and the photos updated. It will be ready for visits to Primary Schools at the start of next term.

#### Mid-Year National Standards Report

Achievement levels in the three National Standard areas are averaging at 65% "At or Above" with the exception of Year 7 Writing. It was noted that ROIS teachers have established rigorous procedures for moderation, and this will continue with the five new classroom teachers. The Middle Leadership team have held a staff meeting to review the progress made by the 30 Yr7 Writing target students. Teachers are looking at their practices with those students who did not see a rise in achievement, to identify impediments to learning, and share different teaching approaches which may enable these students to make more progress. The BoT noted that some of the target students are on ESOL or SENCo rolls. Māori students are making good progress. The BoT noted a need for a goal for students at the "above" level and that funding has been put aside for Gifted and Talented students. However, the e-learning plan is the current priority. The Board enquired as to whether or not further resources needed to be allocated to lift student achievement. The BoT will discuss with the incoming Principal whether to redo the University of Canterbury MidYIS Value Added Survey, starting at Term 1, 2018. Overall the National Standards results are trending in the right direction.

#### Personnel

The BoT has confirmed the appointment of Manika Glassie for the position of Property Manager beginning on Monday 10 July.

At 7.10 pm 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 moves "in committee" Moved Erina Carried

The BoT came "out of committee" at 7.27pm.

The Board Chair will enact decisions made "in committee".

Stuart thanked Erina and the Board for the support he has received during his time as Acting Principal. He enjoyed the friendliness of the students, the positivity and true dedication of the staff, and the community atmosphere of the school.

**Motion:** That the Board of Trustees accept the Principal's Report.  
Moved Stuart/Seconded Erina **Carried**

#### **4.0 Strategic Discussions and Decisions**

##### Noumea RAMS & Budget

The updated RAMS and Budget were tabled and discussed.

**Motion:** That the Board of Trustees approve the Noumea RAMS.  
Moved Melinda/Seconded Stuart **Carried**

**Motion:** That the Board of Trustees accept the Noumea Budget.  
Moved Melinda/Seconded Erina **Carried**

**Motion:** That the Board of Trustees approve the reviewed and amended Personnel Policy.  
Moved Erina **Carried**

**Motion:** That the Board of Trustees approve the reviewed and amended Principal's Appraisal Policy. Moved Stuart/Seconded Erina **Carried**

##### Self-Review Report Update

Closed items: Hautū Self-Review. Development of E-learning Vision. Assess SENCO report.

Overall progression of current Year 8:

All Māori mid 2017 tracking toward year end 2017 showed an increase on Aal Māori end of year 2016 data for reading and writing and a dramatic shift in maths. (note different students yr to yr)  
Overall Year 8 mid 2017 tracking towards year end 2017 showed a reduction on year 7 end of year 2016 data for reading and writing.

Team Leaders will check writing moderation to ensure L & A PLD is passed on to the new teachers, as discussed in the Principal's report.

Consultation: The PACE Charter survey will be repeated in Oct with questions as per Self-Review report 2016.

Attendance: The attendance rate for the year to date is 87%. It was suggested that to increase attendance the school would need to meet with parents/whānau of the frequent absentees in person. This would involve significant human resources.

SENCo and Target Students: Results to date show that these students are making progress towards their end of year goals. IEPs are under review.

**Motion:** That the Board of Trustees approve the Self-Review Report subject to the amendments discussed. Moved Melinda/Seconded Clive **Carried**

### Report to Community on Charter

It was decided to include a report in the next BoT newsletter to communicate the progress achieved during the last three year PACE Charter e.g.

- There have been year on year positive shifts in Nat Stds student achievement.
- Feedback in student well-being surveys shows a marked improvement.
- Parent/student numbers attending three way conferences have increased.
- Enrollments from local primary schools is above MoE projections.
- The Uni of Canterbury MidYIS Value Added report 2016 showed educationally significant accelerated achievement in literacy.
- ROIS has MoE funding for e-learning plan development.
- Establishment of Community of Learning with other local schools.
- The arrival of a our new Principal from an award winning school.
- Learning at ROI is student centered, student focused and student led.

At 8.04pm it was moved that the BoT go “in-committee” (grounds as stated above).

**Motion:** That the BoT move “in committee” Moved Erina **Carried**

Stuart Myers left at 8.04pm.

The BoT came “out of committee” at 8.16pm.

The BoT will enact the decisions made “in committee”.

### **5.0 Property Report**

The BoT is assured that the Boiler is fit for purpose. There was an inquiry about the heating of the hall, which if acted upon would need to be part of the 5YA.

### **6.0 Finance Report**

Tabled and taken as read.

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

Moved Rebekah/Seconded Stuart **Carried**

**Motion:** That the schedule of payments for March and April 2017 be accepted.

Moved Melinda/Seconded Stuart **Carried**

### For Noting

That the review of Finance Policy is deferred until 2018 to align with BoT triennial review.

That EdTech financial services contract and statement of services provided was reviewed and it was agreed that it continues to meet the school’s needs.

That the Audit Management Letter received as part of the Annual Accounts identified no significant issues.

The Board of Trustees would like to thank the Daniel Keys Foundation for their donation of \$2,400 to go towards funding our students attending the AIMS Games.

The Board of Trustees would like to thank the Mangere Cosmopolitan Club for their donation of \$2,000 to go towards funding our students attending the AIMS Games.

### 9.0 Administration

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

The BoT has appointed a Delegate to vote on their behalf at the NZSTA Conference.

Meeting closed 8.32pm

Next Board meeting 1 August 2017 5.45pm start.

### To-Do checklist

Item	Who	When
Libelle contract renewal	BoT	August
Confirm out of zone places for 2018	BoT	August
Complaints Matrix update to follow	Principal	August
Mid Yr update on our 4 Yr8 SENCO target students.	SENCo	August

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Signed

Erina Kent, Board Chairperson