



1.0 Welcome and Apologies

Present: Erina Kent (Chair), Derek Linington (Principal), Gary Briggs-Canavan, Melinda Bell, Rebekah Wardrop, Clive Sharpe, George Woodward, Albra Stoltenkamp

In Attendance: Ann Longson

Board Chair Election

Normal meeting procedures suspended. Chair passed to Melinda Bell.

Nominations - Erina Kent

Erina Kent was re-elected as Board Chair. George Woodward remains Deputy Chair.

2.0 Minutes from Previous Meetings

Motion: To accept the Minutes of the Board Meeting held on 14 December.

Moved Melinda/Seconded George **Carried**

Matters arising including "To do" list:

All items on the "To do" list spoken to.

Electronic Motion dated 23/12/2016

The electronic motion was as follows:

The BoT selects Friday the 3rd of February 2017 as the date for the ROI Staff Trustee By-election.

Proposed: Erina Kent

Seconded: (not required if moved by Chair)

All in favour **CARRIED**

Motion: That the Board of Trustees accept the electronic motion.

Moved George/Seconded Derek

Motion: To accept the "in committee" Minutes of the Board Meeting held on 29 November 2016.

Moved George (as Chair) **Carried**

Motion: To accept the "in committee" Minutes of the Board Meeting held on 14 December 2016 with amendments. Moved Melinda/Seconded Gary **Carried**

3.0 Principal's Report

Te Iti Kahurangi – Community of Learning:

The MoE require interested schools to formally minute a request that they be approved as a member of their cluster CoL. The BoT voiced concerns regarding the issue of recapitation, which they feel is contrary to the collaborative intent of Communities of Learning. The BoT will add a note to this effect with the 'request to be approved' email, noting that we are entering this in full faith that the CoL is establishing a collaborative pathway that joining schools should adhere to.

Motion: That the Board of Trustees of Royal Oak Intermediate School requests that the Minister approves the school to be a member of Te Iti Kahurangi Community of Learning.

Moved Derek/Seconded Melinda **Carried**

Amendment to Principal's report:

Hazard Register – The bells cannot be heard in some areas of the school. A PA system has been budgeted for this year to fix the problem.

Motion: That the Board of Trustees accept the Principal's report subject to Hazard Register amendment. Moved Rebekah/Seconded Melinda **Carried**

4.0 Personnel Report

At 6.55pm 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 7.37 pm

The Board of Trustees would like to congratulate Albra Stoltenkamp on her appointment as Deputy Principal and SENCo.

5.0 Strategic Discussions and Decision

Approve Full Charter, Annual Plan, Targets

Note: Charter – Strategic Section 2017-2019 was approved at the December meeting.

Points raised:

- It was decided to defer the purchase of a third pod of laptops until Term 2 when the BoT will have made a decision re: BYOD.
- As part of the Partnering Charter Strand, it was noted that the BoT has an annual goal to develop and review policies in accordance with the principles of Te Tiriti O Waitangi. The mahi to create a framework for this will be undertaken by the Policy Subcommittee.

- Achieving Annual Goal 3 Gifted & Talented will be Led by the DP/SENCO. Budget: The BoT will increase # of BoT sponsored ākonga via the Benevolent Fund if necessary, as well as the G&T teacher.
- The BoT is grateful for the Lions Foundation grant which funds the 2017 Mathletics and Reading Egg programmes this year. It was noted that an evaluation of the effectiveness of these programmes would be useful for future funding purposes. This will be looked into in Term 4.

ROIS 2017 Targets for raising student achievement.

Writing Year 7: (a) To raise the achievement of 30 identified ākonga who were below the end of Year 6 national standard in 2016 to at the Year 7 standard by the end of 2017.

(b) There are 5 ākonga who were at standard at the end of Year 6, but have the potential to slip. The target is for these ākonga to achieve above the end of Year 7 standard by Dec 2017.

Writing Year 8: (a) To raise the achievement of 7 ākonga who did not reach the target in 2016 from below the end of Year 7 standard to at the end of Year 8 standard by the end of 2017.

(b) To maintain the accelerated progress made by 28 ākonga who attained the 2016 target.

Maths Year 8 (a) To raise the achievement of 12 ākonga who are operating below the standards at the end of their 7th year in 2016.

Derek will send out an electronic motion with the updated target document. This will contain the Year 7 SENCo targets on 1/3/17.

Elect Trustees to Subcommittees

Motion: That the following changes are made - Melinda Bell moves from Consultation to Policy Subcommittee, Gary Briggs-Canavan moves from Policy to Consultation Subcommittee.

Moved Erina **Carried**

Review Policies, Principal's Delegations and Subcommittee Terms of Reference

The Policy Subcommittee Terms of Reference will be amended to include the following "The purpose of the Policy Subcommittee is to develop and renew Policy in accordance with the principles of Te Tiriti O Waitangi."

Motion: That the Board of Trustees ratify/accept the reviewed Disciplinary Committee Terms of Reference, reviewed Principal's Delegations, relationship between Board and Principal, relationship between Chairperson and Principal, which remain unchanged.

Moved Rebekah/Seconded Gary **Carried**

Motion: That the Board of Trustees ratify/accept the reviewed Policy Committee Terms of Reference, subject to amendment.

Moved George/Seconded Erina **Carried**

6.0 Consultation

The Consultation SC is aware that the draft annual Consultation Plan is required for the March meeting and that the Hui/Fono will be held on Thursday 16th March.

Motion: That the Board of Trustees ratify/accept the reviewed Consultation Committee Terms of Reference which remain unchanged.

Moved Erina **Carried**

7.0 Property

This has been deferred, as the Property Subcommittee has not yet met this year.

Resolution made to extend the meeting to 9.15pm.

8.0 Finance Report

Motion: That the Board of Trustees ratify/accept the reviewed Finance Committee Terms of Reference which remain unchanged.

Moved Derek/Seconded Melinda **Carried**

Motion: That the schedule of payments for December be accepted.

Moved Derek/Seconded Melinda **Carried**

The interim management accounts as tabled for December 2016 are noted.

The draft 2017 budget as tabled at the Finance Committee is noted.

Draft Budget (updated since Finance SC meeting amendments)

Tabled and discussed.

Amendments to the budget - Item 65058	Relieving	36,840	
	Item 75040	Minor Capital Works	6,000

Motion: That the 2017 budget be approved subject to amendments.

Moved Erina **Carried**

9.0 Administration

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

The NZSTA Survey was removed from the Agenda.

Meeting closed 9.13pm The Board chair thanks the Trustees for their commitment and focus to the agenda items and decision-making required.

Next Board meeting 28 March 2017 5.45pm start.

To-Do checklist

	Who	When
Script cover letter for MoE regarding CoL	Erina and Melinda	ASAP
SEnCo Information for next meeting	Derek	March
BYOD: test Chromebooks within Office 365 environment, include feedback in Principal's Report	Derek	March BoT meeting
Review Property SC Terms of Reference & Delegations	Property Subcommittee	At March meeting
Discuss and create Principles of TToW Framework	Policy Subcommittee	TBC
Budget for teachers' wages	Derek	ASAP
Consultation Subcommittee Meeting with Lead Hui/Fono team	Consultation Subcommittee	Prior to 16 Feb Hui/Fono
Draft Annual Consultation Plan	Consultation Subcommittee	March BoT meeting
Draft Work Plan 2017	Derek/Erina	March BoT meeting

Signed
Erina Kent, Board Chairperson

Date