



## **1.0 Welcome and Apologies**

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

In Attendance: Ann Longson

The BoT noted that it is Derek's last Board meeting for ROIS, and he will be sorely missed.

**Resolution:** To remove "BYOD decision" from the agenda to allow for the opinion and experience of the incoming Principal.

## **2.0 Minutes from Previous Meetings**

**Motion:** To accept Minutes of the Board Meeting held on 28 February.

Moved Derek/Seconded Rebekah **Carried**

Matters arising including "To do" list:

Onehunga High School uses Chromebooks as their chosen device so ROIS has purchased one to trial. It cannot connect to our local area network so the students need to email their work to their teacher or save it to Sharepoint for printing. Otherwise it does what ROIS needs.

### **Electronic Motions:**

**Motion:** The Property Sub-Committee recommends to the Board of Trustees that Watershed be appointed to conduct a condition assessment of Royal Oak Intermediate and produce a 10YPP for the school. **Rescinded by Derek**

**Motion:** That the BoT will need to approve an overspend of \$2,435 on Budget Code 71420

**Motion Proposed by:** Gary Briggs-Canavan **Motion Seconded by:** George Woodward

All in favour **Outcome:** Motion carried

**Motion:** To accept Electronic motion.

Moved Melinda/Seconded Clive **Carried**

## **3.0 Principal's Report**

Includes – Project Proposal - PanJos Maori Art & Design

Hui/Fono/Meeting on 16 March – Snap Shot Survey

Complaints Register

### Injuries

The BoT received an assurance that the procedures for dealing with injuries have proven to be robust.

### Curriculum and Achievement

The attendance at the Student/Parent/Teacher Conferences continues to show a positive trend.

2015	Year 7	70%	Year 8	74%
2016	Year 7	82%	Year 8	90%
<b>2017</b>	<b>Year 7</b>	<b>86%</b>	<b>Year 8</b>	<b>86%</b>

Parents who could not attend a conference on the set days were encouraged to arrange another time to meet. The BoT appreciates the efforts of the teachers in accommodating these parents.

### Consultation

A “snap shot” survey on the three-way conferences was taken at the Hui/Fono. The BoT was pleased with the feedback received. A high level of interest was shown in the upcoming parent workshops.

### AsTTle Writing Results

Although the asTTle Writing results are a cause for concern, the BoT noted that our teachers raised achievement in our current Year 8s an entire curriculum level last year. This shows accelerated progress because each curriculum level usually takes two years to complete. The BoT has confidence that the quality of teaching will be maintained, with the guidance of the English Curriculum Team.

### Communication

An enquiry was made about the effectiveness of the school website. It was decided to add this to the agenda for the May meeting.

The BoT would like to communicate ROISs’ successes to the schools in the Mangere Bridge area, as a lot of these families choose to send their children to schools out of zone, rather than ROIS. The BoT will make informal contact with the BoTs of these schools.

### Community of Learning

An enquiry was made into BoT participation in the CoL. It was noted that at the moment our CoL is in its infancy. The BoT is interested in being involved at the appropriate time.

### Project Proposal

Derek tabled a proposal for a carved Waharoa (Entranceway) for the main entrance to ROIS, as part of the school’s 75<sup>th</sup> Jubilee celebrations next year. The BoT noted the need for community

consultation, including with Staff, Iwi/Hapu, Kaumatua etc.

**Motion:** That the Board of Trustees accept the Principal's report subject to amendments.  
Moved George/Seconded Clive **Carried**

#### 4.0 Personnel Report

At 6.35 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 7.37 pm.

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

#### 5.0 Strategic Discussions and Decisions

##### Camp RAMS and Budget

These need to be accepted before the next meeting. This will be done electronically.

##### Board Work Plan

Tabled and amended.

The BoT would like to thank Tiffany O'Brian for her work.

Additions to Work Plan:

- April - Health and Safety Audit.
- May - Induction of new Principal.
- June - Start process for 75<sup>th</sup> Anniversary Celebrations in 2018.
- Aug - BYOD Decision.
- Aug - Hautu Review for Pasifika.
- Nov - BoT election.

An Appraiser for the new Principal will need to be selected. This needs to be done in negotiation with the Principal and BoT.

**Motion:** That the 2017 Board Work Plan be approved subject to amendments.  
Moved Erina **Carried**

##### Board Consultation Plan

Tabled and amended.

**Motion:** That the Board of Trustees Consultation Plan be approved subject to amendments.  
Moved Rebekah/Seconded Derek **Carried**

### NZSTA Conference

The Board of Trustees does not want to raise a motion for the NZSTA Conference.

### Review Trustees Code of Conduct

**Motion:** That the Board of Trustees ratify/accept the reviewed Board of Trustees Code of Conduct, which remains unchanged. Moved Erina **Carried**

## **6.0 Property**

The Property Committee recommended to the BoT that Watershed be appointed to conduct a condition assessment of ROIS and produce a 10YPP for the school. This budget overspend required for this was approved by electronic motion.

### Review Property Subcommittee Terms of Reference

**Motion:** That the Board of Trustees ratify/accept the reviewed Property Subcommittee Terms of Reference with amendments as tabled in the Property Subcommittee Minutes.

Moved Derek/Seconded Erina **Carried**

## **7.0 Finance**

The 2016 Draft Financial Statements show a net surplus of 31K, which is significantly higher than the small surplus, noted in the December Management accounts tabled.

The BoT Chair assures the BoT that questions around the management of Te Reo-athon cash handling have been reviewed.

That management have assured the Finance Sub Committee that they are unaware of any material transactions that will impact significantly on the End of Year Financial Statements.

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

Moved George/Seconded Albra **Carried**

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

Moved Rebekah/Seconded George **Carried**

The draft 2016 Financial Statements are noted.

## **8.0 Administration**

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

The carver who made the hairpiece and taonga for the Kapa Haka group has offered to sell the school the Intellectual Property rights over the designs. The BoT has declined.

Trustee Induction review conducted with Albra Stoltenkamp.  
 ROIS received a reply from the MoE regarding recapitation/retention of Yr7&8 students. Ken White, Senior Adviser advised that this is something that would need to be discussed within a CoL going forward.

**Meeting closed 8.35pm**

Next Board meeting 30 May 2017 5.45pm start.

**To-Do checklist**

	Who	When
Bring February in committee Minutes for acceptance.	Erina	May
Look at Enrolment Procedures re: Use of student photographs	BoT	When Prospectus being revised.
Reply to Erina re invitation for meeting with BoTs of Waterlea and Mangere Bridge Schools	BoT /Erina	ASAP
BoT members to give Erina an indication of availability for interviewing short-listed applicants for Principal's position Saturday 13 <sup>th</sup> May.	BoT/Erina	ASAP
Discuss and create Principles of TToW Framework (carried over)	Policy sub-committee	TBC

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 Signed

Erina Kent, Board Chairperson

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 Date