



## **1.0 Welcome and Apologies**

Present: Erina Kent (Chair), Ross Devereux (Principal), Gary Briggs-Canavan, Rebekah Wardrop, George Woodward, Albra Stoltenkamp, Clive Sharpe

Apologies : Melinda Bell

In Attendance: Ann Longson

**Resolution:** That the order of the Agenda be changed.

Add Personnel. Add Election Date to Admin. Bring Property Report forward.

**6.00pm** Linley Myers is welcomed

**6.05pm** Gary Briggs-Canavan joins meeting electronically

### Guest Speaker - Te Iti Kahurangi Kuhui Ako Tumuaki **Linley Myers**

Linley Myers addressed the BoT as the Lead Principal of Te Iti Kahurangi Community of Learning.

Linley has been a Principal for fourteen years, as well as working at the ERO, and as a Deputy Principal before that. The BoT was given an update on progress of the implementation of the CoL. Points raised:

The CoL has identified shared achievement challenges that are relevant to the needs of the ākonga/students across our schools. The CoL has collaboratively developed a plan to address these shared achievement challenges in order to achieve the valued outcomes they seek.

The CoL Data team has identified writing and maths for Māori, and writing for boys, as necessary components of the achievement challenges. The achievement challenge rubric covers four years.

Some areas of concern raised & discussed included:

- how to inspire students to engage in their learning
- moderation across schools
- transition points
- wellbeing PD.

In 2018 the first Across School teachers will be appointed. Linley will coordinate a report for the participating school BoTs every term. ROI will be required to reference the Te Iti Kahurangi Kahui Ako plan within our Strategic Plan. Development of a stewardship group is on the agenda for the coming meeting but for now Linley envisages for Board's it is "business as usual" and looks forward to robust and honest discussion between Principals.

**Motion:** That the Board of Trustees sign the Te Iti Kahurangi Memorandum of Agreement.

Moved Erina **Carried**

**6.40pm** Linley Myers left.

### **Minutes from Previous Meetings**

**Motion:** To accept the Minutes of the Board Meeting held on 1 August.

Moved Rebekah/Seconded George **Carried**

**Motion:** To accept the “In- committee” Minutes of Board Meeting held on 1 August.  
Moved George/Seconded Albra **Carried**

### 3.0 Principal’s Report

- Includes - 2017 Strategic Review
- Incident of Physical Restraint Form
  - AIMS 2017 Report to BoT
  - Sport Report to BoT August

#### Learning and Teaching

**Digital Technology:** Ross has had his first planning session with David Kinane. Due to the change in Principal Ross and David have requested that the MoE amend the start and finish dates of the contract so that the new start date is 25 August. This will push the finish date to August 2 2019. Ross has visited Royal Oak Primary School to observe their use of devices in Years Five and Six. He noted that there was a good blend of both device and written work, making for a good balance in learning styles, as well as down time from screens. ROIS has purchased three class sets of fifteen iPads, which are currently being set up onto our system. Ross requested information on prior Community Consultation regarding the elearning vision.

#### 2017 Strategic Review (NAG 2)

**Points raised:** In 2018 Ross will seek to develop the school’s Gifted and Talented Programme to cater to all relevant students.

The Student Led Conferences were held at the start of term three. These had a 93% attendance rate, which is the highest attendance the school has had, 5 classrooms recorded 100% parent turn out which is a fantastic result, the Board acknowledges the crucial role teachers play in successfully partnering and engaging with our parents at this level.

Ross will lead the Hui/Fono on 31 August. Team Leaders will interact with parents to show them hands on approaches for helping their children at home. An Initial plan for the ROIS 75<sup>th</sup> Anniversary was discussed. It was noted that a staff-committee has not yet been set up however the Board & Principal are mindful of not overburdening staff with event planning.

**Physical Restraint Policy:** Schools must now notify, monitor and report on the use of physical restraint when it occurs.

**AIMS 2017 Progress Report:** The BoT commend everyone involved for their hard work organizing, coaching and fund-raising to make this event as successful and affordable as possible.

**Sport Report August:** The BoT was pleased to receive a Sport Report.

**Motion:** That the Board of Trustees accept the Principal’s Report.  
Moved Rebekah/Seconded George **Carried**

**SENCO Report:** Tabled and noted. The Board asked if any further resources were required to improve the Student Achievement for those target students on IEP plans.

## 5.0 Property Report

10YPP/5YA: The Property Subcommittee recommends that the BoT endorse Watershed 's School Property Development Plan, that it be signed by the chairperson, and submitted to the MoE via Watershed along with the 10YPP draft budget.

**Motion:** That the Board of Trustees approve Watershed Group's School Property Development Plan proposal.

Moved Gary/Seconded Rebekah **Carried**

**Motion:** That the Board of Trustees submit the draft 10YPP, as prepared by Watershed Group, to the Ministry of Education.

Moved Erina **Carried**

### Board assurance re fire/lockdown

Caretaker Manika Glassie is carrying out a full bell audit at present.

**8.00pm** Gary left the meeting.

### **Personnel**

At 8.12pm 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 8.17pm.

## 4.0 Strategic Discussions and Decisions

### Te Tiriti o Waitangi Policy Framework

Erina and Rebekah have developed a framework for incorporating Te Tiriti o Waitangi into policy creation and policy review, which they presented to the BoT. Their brief was to create a framework that is underpinned by the Principles of the Te Tiriti o Waitangi, with supporting documentation, presentation and layout of these documents. To future proof the Kura Kaupapa in its practices, so that it is reflective of the Crown's commitment to upholding and adhering to what the Te Tiriti o Waitangi asks of us.

**Motion:** That the Board of Trustees adopt the Te Tiriti o Waitangi Board Policy Framework.

Moved Erina **Carried**

### Finance Committee Discussion

It was noted that a separate Finance Subcommittee was set up due to the amount of time taken up

at BoT meetings because of past concerns. Now that these issues are resolved the Finances can fold back into the BoT meeting.

Due to the change in both the Principal, and the Accounts Manager, it was decided to ask Mark Steinmetz to stay as Financial Adviser until the 2017 Annual Accounts have been audited and submitted to the MoE.

**Motion:** That the Finance Subcommittee is dissolved and the Board of Trustees assumes all duties, powers and functions and that the delegated authorities to the subcommittee be resumed by the BoT. Moved George/Seconded Ross **Carried**

**Motion:** That the Board of Trustees give delegated authority to our Financial adviser Mark Steinmetz to review, discuss and make recommendations to the BoT on Monthly Accounts, correspondence to Edtech and to provide day to day support as required to the Principal and Accounts Manager.

Moved Rebekah/Seconded Albra **Carried**

**The Board has resolved to dis-establish the Finance Subcommittee.**

#### AIMS RAMs and Budget 2017

This will be completed by electronic motion prior to the beginning of week eight.

#### Four Winds Application

There was some confusion over whether this application contained GST or not. Although it is now too late to get the tracksuits in time for the AIMS games the BoT decided to go ahead with the application as the tracksuits will be used for other sporting events.

**Motion:** That the Board of Trustees endorse the application to Four Winds Foundation for \$7,460.87 exclusive of GST for the purchase of 100 new tracksuits for students and coaches.

Moved Erina **Carried**

**Motion:** That the Board of Trustees rescind the previous application to the Four Winds Foundation for \$8,580.00.

Moved Erina **Carried**

## **6.0 Finance**

### Month of July

There was a net surplus of \$34,094 against a budget deficit of \$24,000.

The Board Chairperson has signed the Visa credit card statements.

The Board Chairperson has signed the Schedule of Receipts and Payments.

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

Moved Erina **Carried**

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

Moved Albra/Seconded Gary **Carried**

## **8.0 Administration**

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

Election Date

**Motion:** That the Board of Trustees set the voting date for the Trustee Election for 1<sup>st</sup> December 2017. Moved Albra/Seconded George **Carried**

**Meeting closed 9.10pm**

Next Board meeting 26 September 2017 5.45pm start.

**To-Do checklist**

	Who	When
Contact previous BoT members re 75 <sup>th</sup> Anniversary	Erina	Once plan finalised
Electronic Motion re AIMS RAMS and Budget	Ross	ASAP
Send application to Four Winds Foundation	Ross	ASAP
Update Governance Manual to reflect Te Tiriti o Waitangi Framework and recommendations & Fin SC changes	Erina	Sept

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Signed

Erina Kent, Board Chairperson

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Date