



1.0 Welcome and Apologies

Present: Erina Kent (Chair), Stuart Myers (Acting Principal), Rebekah Wardrop, George Woodward, Albra Stoltenkamp, Clive Sharpe

Apologies : Gary Briggs-Canavan, Melinda Bell

In Attendance: Ann Longson

2.0 Minutes from Previous Meetings

Motion: To accept Minutes of the Board Meeting held on 28 March subject to amendments.

Moved Rebekah/Seconded Albra **Carried**

Motion: To accept Minutes of the Special Board of Trustees Meeting held on 13 May 2017.

Moved Clive/Seconded George **Carried**

Electronic Motions:

3 May 2017

Motion: That the Board of Trustees approve an application for funding support to the Mangere Cosmopolitan Club to the value of \$6,000 incl GST for the purpose of covering the cost of accommodation for the school's sporting teams attending the 2017 AIMS National Games in Tauranga.

Motion Proposed by: Derek Linington **Motion Seconded by:** Albra Stoltenkamp

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

4 May 2017 Recommended by Personnel Sub-committee.

Motion: That the Board of Trustees approve both the LWP and LWoP application made by Rachael Hett. **Proposed by:** Erina Kent

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

16 May 2017

Motion: That the Board of Trustees appoint Ross Devereux as Principal of Royal Oak Intermediate School. **Proposed by:** Erina Kent

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

Motion: That the Board of Trustees accept the three Electronic Motions.

Moved George/Seconded Rebekah **Carried**

Motion: That the Board of Trustees accept the In-committee minutes for February and March 2017.
Moved George/Seconded Clive **Carried**

3.0 Principal's Report

Includes – PB4L Report Term 1
Attendance Report Term 1 & YTD.

EOTC Week

Stuart congratulated the organizers, and participants, in the various activities they were involved in during this week. Both the Camp and Year 7 activities were successful and incident free, and there was an effective group of parents and whanau assisting.

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 eLearning programmes in the school.

The next step in order to receive the funding is to develop a Professional Learning Plan. Stuart outlined to the BoT the steps have been taken so far in development of the plan and issues that need to be addressed.

Points raised:

Staff completed an online survey which suggested there is a lot of untapped potential and enthusiasm for digitally enhanced learning.

Infrastructure in the school will need to be further developed, including a SNUP upgrade of the wireless network.

It was noted that some flexibility around finances may be required.

Stuart is in regular contact with the incoming Principal Ross Devereux and he will forward the draft plan to him for further input.

Property

ROIS is advertising for a new Property Manager, required from the beginning of Term 3.

Stuart thanked the BoT and staff for their support and patience during his first two weeks as Acting Principal.

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

Moved Stuart/Seconded Erina **Carried**

4.0 Personnel Report

At 6.38 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 7.05 pm.

The Board Chair will enact decisions made “in committee”.

5.0 Policy Report

Motion: That the Board of Trustees approves the reviewed and amended Documentation and Self-Review Policy.

Moved Rebekah/Seconded Stuart **Carried**

Motion: That the Board of Trustees approves without change the reviewed Curriculum and Achievement Policy. Moved Stuart/Seconded George **Carried**

In accordance with Te Tiriti O Waitangi and the ROIS Charter, the Policy Sub-committee will endeavour to incorporate more Te Reo into Policy documents.

6.0 Strategic Discussions and Decisions

Health and Safety Audit Update

The purpose of the audit is to measure the Health and Safety systems and practices against Workplace Safety Management Practices Audit Standards.

ROIS is working at Stage One. Issues raised:

- Review the H&S representative role
- Minor injuries sustained by teachers need to be recorded on eTap.
- Where are injuries and near misses recorded for contractors on site?
- The BoT needs procedures to incorporate and document emotional hazards.
- Staff need to collectively identify general hazards on the plant and formulate a Safety Action Plan.
- Potential environmental risks need to be identified.
- Technology teachers and caretakers need task specific H & S training and documentation.
- Is the documentation for injuries of parent volunteers and coaches adequate?
- There is no Safety Display in the hall.
- A Restricted Access sign is required for the Boiler room

Other procedural issues were raised by BoT members, Senior Leadership to provide assurance re: antagonistic visitors, liability for damages caused by 3rd parties.

Libelle Contract - Tabled.

The BoT decided to leave the renewal of this contract until the incoming Principal arrives.

NZSTA Conference Notice of motion & constitutional motion.

The BoT voted in favour of the NZSTA Conference Notice of Motion remit, and in favour of the Constitutional Notice of Motion remit for the AGM.

Effectiveness of the school Website

It was noted that there needs to be more information, videos of school events etc on the website to appeal to prospective parents/whanau. The BoT felt that this is an area that the incoming Principal will want input into.

7.0 Finance Report

Tabled and taken as read.

Motion: That the management accounts as tabled for March and April 2017 be accepted.

Moved Stuart/Seconded Albra **Carried**

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

Moved Stuart/Seconded Rebekah **Carried**

Motion: That the final audited 2016 Financial Statements as tabled are accepted.

Moved George/Seconded Rebekah **Carried**

Motion: That the Board of Trustees approve the 3 Visa credit card applications for the ROIS cardholders (staff) traveling to Noumea and the AIMs games.

Moved Stuart/Seconded Clive **Carried**

8.0 Property Report

Tabled and taken as read.

Boiler check: The company that has been contracted to conduct the annual Boiler H & S check visited on 8th May. ROIS is awaiting their report.

IP Pager System: There are three “dead” zones in the school where the lockdown alarm cannot be heard. This is an H & S hazard. The BoT previously approved the initial quote from iFusion but, after a walkthrough with the Principal, iFusion have reviewed and increased it. New quote needs to be tabled.

9.0 Administration

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

Evaluation – Strategic Governance – average 8/10

Meeting closed 8.26pm

Next Board meeting 27 June 2017 5.45pm start.

To-Do checklist

	Who	When
Update blurb for the prospectus	Erina	ASAP
Appoint delegate for NZSTA AGM	Erina	ASAP
Update Policy Review schedule and Governance	Erina	June
Libelle contract renewal	BoT & Principal Deveraux	July
Boiler check results.	Principal Stuart Myers	ASAP
Get new quote form iFusion based on walkthrough	Property SC	June

Signed

Erina Kent, Board Chairperson

Date