



1.0 Welcome and Apologies

Present: Erina Kent (Chair), Derek Linington (Principal), Helen Stuart, Clive Sharpe, Rebekah Wardrop, Kareen Girven, Gary Briggs-Canavan (electronically)

Apologies : Melinda Bell

In Attendance: Ryan Langford, Ann Longson

Resolution: That the Board of Trustees grant speaking rights to Ryan Langford.

Moved Erina **Carried**

2.0 Minutes

Matters arising from Minutes including "To do" list.

All items on "To do" list spoken to.

The Fireworks fundraiser will not go ahead as there was not enough interest for the Noumea trip to happen this year.

Motion: To accept Minutes of the Board Meeting held on 23 February subject to amendment.

Moved Erina **Carried**

Motion: To accept the Electronic Motion dated 29/2/2016

Electronic Motion:

That the Board of Trustees approve the Charter, Annual Plan and four Achievement Targets for 2016.

Proposed by: Derek Linington **Moved by:** Erina Kent All in favour **Carried**

Moved Derek/Seconded Kareen **Carried**

Motion: To accept the "In Committee" minutes of the Board Meeting held on 23 February subject to amendment. Moved Rebekah/Seconded Kareen **Carried**

3.0 Principal's Report

Includes - PB4L Report March 2016

Tracking Student Achievement over time.

2016 Special Needs Report

Student Survey Results March 2016

Complaints Register

Tabled and taken as read. Issues raised:

There has been a slight drop in roll numbers since last year. This has affected our operational grant.

Attendance and Lateness.

The Principal provided a comprehensive attendance report with an action plan for consistently late students. The SENCo and Attendance Officer are working with ACES (Truancy Service) and SWiS to improve attendance and lateness. The school has tried a number of initiatives, but are still unable to increase attendance rates for Maori and Pasifika students.

Curriculum and Achievement

The BoT received the latest Year 7 e-asTTle reading, and Years 7 and 8 e-asTTle writing assessments, and the targeted students GloSS maths and e-asTTle maths results. These results will be used by teachers to assist in individual lesson planning.

Motion: That the number of teacher call back days for 2016 be reduced from 8 to 6 as a result of the Non-violent Intervention Training being cancelled for 2016.

Moved Derek/Seconded Erina **Carried**

SENCo and PB4L

ROIS has 9% of its' students on the SENCo register for behavioural needs.

The RTLB project referral is completed and awaiting acceptance.

Motion: To accept this Principal's report

Moved Erina **Carried**

4.0 Strategic Discussions and Decisions

Camp RAMS and Budget

The BoT would like to thank the teachers involved in producing the RAMS and Budget for their work, and also thank those teachers who are donating their overnight time.

The teachers have double checked the RAMS with the new Health and Safety Guidelines in mind.

The Ngaruawahia Camp RAMS have also been recently updated and sighted. The BoT are assured that parents have been contacted to provide up to date contact details.

Motion: That the Board of Trustees accept the Camp RAMS subject to amendments re hypothermia and Cycling. Moved Erina **Carried**

Motion: That the Board of Trustees accept the Camp Budget.

Moved Clive/Seconded Rebekah **Carried**

2016 Review of Enrolment Scheme – Tabled and Discussed.

Motion: That the Board of Trustees retain the present home zone scheme without amendment.

Moved Kareen/Seconded Clive **Carried**

2016 Board Plan

The BoT would like to thank Derek and Erina for their work on the 2016 Board Work Plan.

Motion: That the Board of Trustees adopt the 2016 Board Work Plan.

Moved Rebekah/Seconded Helen **Carried**

Health and Safety Meeting Minutes and Policy Sub Committee Meeting Minutes
Tabled and discussed.

6.55pm Gary leaves.

The role of the Health and Safety Committee is to:

- Review all hazards, near misses and risk definition.
- Review Health and Safety culture with staff.
- Review RAMS template (to include not only students, but staff and volunteers)
- Review Health and Safety procedures to ensure robustness and alignment with policy and practice ensuring hazards are fully defined and managed within the procedures.
- Register hazards and near misses.

The Committee will report to the BoT via the Principal's report. The report to include:

- # new hazards since last BoT mtg
- # new near misses since last BoT mtg
- any trends

It was decided that the Health and Safety Committee is a school committee, not a Board Committee. If in the future there is a recommendation to review this arrangement the BoT will take into account the robust discussion that has taken place in regards to this issue.

Motion: That the Board of Trustees adopt the reviewed Health and Safety Policy.

Moved Erina **Carried**

Hui/Fono/Meeting Report

An initial feedback report on the Hui/Fono was tabled by the Lead team. Further information on the mural consultation was requested and will be collated for future presentation to the BoT.

Community of Learning Discussion

Some of the Board members, the Principal and Mike Webber(DP) attended a meeting concerning the Governments' Community of Learning initiative, with other prospective schools in our local district. It was decided that Royal Oak Intermediate would be willing to participate in a Community of Learning. The BoT hope that being part of this initiative will encourage more families in the ROI enrolment zone to consider sending their children to their local school.

Memorandum of Understanding - OHS & ROI Sports Field – reviewed.

At 7.38pm 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 was 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 7.50 pm.

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

7.50pm Gary returned.

Disciplinary Committee Terms of Reference

Motion: That the Board of Trustees accept the Disciplinary Committee Terms of Reference as reviewed. Moved Helen/Seconded Rebekah **Carried**

Review Board and Principal Relationship

Motion: That the Board of Trustees approves the Board and Principal Relationship as reviewed. Moved Erina **Carried**

Review Chair and Principal Relationship

Motion: That the Board of Trustees approves the Chair and Principal Relationship as reviewed. Moved Helen/Seconded Gary **Carried**

NZSTA Conference Notice of motion/s

After considering the Notice of motion templates from the NZSTA, the BoT had no motions to present.

5.0 Property Report

Tabled and taken as read. Points raised:

The BoT would like to compliment Derek on his management of the property improvement projects. The Property Sub Committee has asked for a weekly update to the work schedule from the property manager. The windows along the side of the hall that need replacing should be under the 5YA. Next step in the preparation for 5YA and 10YPP is a condition assessment report to be done early 2017 so that it can be lodged by July 2017. Steve reported that there is a remarkable difference in the ground maintenance. The school grounds are now looking well-kept. The Sub Committee would like its’ compliments passed onto the caretaker.

The Sub Committee recommends that “review the Health and Safety Register” be removed from the Property Committee Delegations, because Hazards are not constrained to just plant/maintenance issues. These hazards will now form part of the principal’s H & S Report, which the Health and Safety Committee feeds into.

Motion: That the Board of Trustees accept the amended Property Sub Committee Terms of Reference as discussed.

Moved Kareen/Seconded Clive **Carried**

6.0 Finance Report

Motion: That the management accounts as tabled for February 2015 be accepted.

Moved Rebekah/Seconded Kareen **Carried**

Motion: That the schedule of payments for January and February 2015 be accepted.

Moved Derek/Seconded Clive **Carried**

Motion: That the Board of Trustees make a \$200 contribution to Mr Francis's New Caledonia Professional Development trip to be taken during the school holidays.

Moved Kareen/Seconded Gary

Note – the draft 2015 Financial Statements as tabled.

Board was advised that in order to meet the MoE deadline an electronic motion will follow prior to the 31 May BoT meeting to approve the final audited 2016 accounts.

7.0 Policy Report

Minutes of the Policy Sub committee Meeting were tabled and discussed.

The main focus of this meeting was Health and Safety (NAG 5).

It was noted that the ACC Audit Tool will be ready for the new Board of Trustees in August after the upcoming elections.

Role of the Board: The Board is required to exercise due diligence regarding H & S and have effective processes to monitor and verify H & S matters.

8.0 Administration

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

Trustee Induction Review – Feedback was very positive. A walk-around is to be arranged.

It was agreed that a Site map for the Sharepoint directory would be created to better direct the uploading and organization of online documents.

Meeting closed 8.30pm

Next Board meeting 31 May 2015 5.45pm

Hautu – 2nd Hautu workshop in May

To-Do checklist

	Who	When
BoT Chair to reply to Ministry re 2016 review of enrolment scheme	Erina	ASAP
Update OHS on Memorandum of Understanding	Derek	ASAP
Move electronic motion to approve final audited 2016 accounts	A member of the Fin SC	Subject to Fin SC recommendation to accept 2016 accs. Prior to 31 May
Sharepoint Site map	Gary Derek Erina	ASAP
Arrange walk-about for new BoT members	Derek	ASAP

Signed : Erina Kent, Board Chairperson

Date