



### **1.0 Welcome and Apologies**

Present: Erina Kent (Chair), Derek Linington (Principal), Ryan Langford, Clive Sharpe, Melinda Bell, George Woodward

In Attendance: Ann Longson

Mr Jeff Stirling and Mr Mark Steinmetz (6.25pm to 6.55 pm)

Apologies : Gary Briggs-Canavan and Rebekah Wardrop (tendered prior to meeting via email)

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

### **2.0 Minutes**

**Motion:** To accept Minutes of the Board Meeting held in July subject to amendment.

Moved Melinda/Seconded George **Carried**

**Motion:** To accept the Electronic Motion dated 1/8/2016

Moved Derek/Seconded Melinda **Carried**

**Motion:** To accept Minutes of the Incommittee Meeting held in July.

Moved Erina **Carried**

**Electronic Motion: Te Papapa School's Application to retain Year 7 & 8 Māori Bilingual ākonga**

The Royal Oak Intermediate School Board of Trustees opposes Te Papapa's Application and submits its response in two documents: 1) an official response and 2) a supporting document that provides more detail in support of our opposition.

**Proposed by:** Derek Linington

**Seconded by:** Melinda Bell **All those in favour: CARRIED UNANIMOUSLY**

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

### **8.0 Finance Report**

**Motion:** That the Board of Trustees approves the depreciation split for inclusion in the 2016 Financial Statements.

Moved George/Seconded Ryan **Carried**

See attached document: Edtech Financial Services – Depreciation Split

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

Moved George/Seconded Clive **Carried**

**Motion:** To grant speaking rights to Mr Jeff Stirling and Mr Mark Steinmetz (BoT Financial Advisor)  
Moved Erina **Carried**

Mr Jeff Stirling (Managing Director of Edtech) attended the BoT meeting to answer questions, and explain some areas of the Budget, in response to the Finance Sub-committee seeking clarification on a number of items therein. He provided information on how the Provision for Cyclical Maintenance is calculated, explained budget items such as current and non-current provision, working capital, and clarified other accounting procedures.

It was noted that the school buildings are leased from the MoE and repainting is a requirement in the cyclical maintenance budget. An annual provision is made in the budget for this so the cost is spread across several years. This comes out of the operational grant.

**Motion:** That the Board of Trustees approves the Budgeted Statement of Financial Position.

Moved George/Seconded Ryan **Carried**

See attached document: Edtech Financial Services – Budgeted Statement of Financial Position

It was noted that long service leave and staff accruals could have an impact on the budget.

**6.55pm** Jeff and Mark left.

The Board of Trustees would like to express their thanks to Mark for his continuing help on the Finance Sub-committee.

**Motion:** That the Management Accounts as tabled for June and July 2016 be accepted.

Moved George/Seconded Ryan **Carried**

### **3.0 Principal's Report**

Includes - Technology Access Survey Consolidated  
Complaints Register

Tabled and taken as read. Points raised:

Marketing Plan: Derek has reviewed and completely changed ROI's "marketing visit" programme. He worked with a large group of ākonga to establish a comprehensive "show", then visited eight primary schools over two weeks. Melinda, who works at one of the schools, commented on how well received it was. The school's Parent Information evening and Open Morning were well attended.

Attendance: It was noted that the past calculation for the attendance rate was incorrect, as students on camp, EOTC, sports days etc were not classed as present. This is now rectified and records of attendance rates have lifted. As a result the attendance report for Terms One and Two is very positive. There was discussion around "unjustified absences". Derek will provide a more detailed attendance report in the future.

Achievement: In February 2016 our Year 7 ākonga completed a reading AsTTle test. In late June the same test was given to them again and progress tracked. Between the two dates our ākonga progressed at a faster rate compared to the national norm. In most cases the accelerated progress brought our ākonga either in line with or closer to the national norm for this assessment tool. It is pleasing to note that the long tail of underachievement is significantly shorter than the national norm.

Sponsor's for AIMS Games: An enquiry was made on what action is taken to thank those companies that have provided funding for our AIMS team. Derek will write letters on behalf of the Board and students write letters and send photos upon their return. The BoT would like to thank Mangere Cosmopolitan Club, Stone and Water World, Sanitarium and Pak'nSave for their donations.

Wider Education: Derek attended a MoE half-day principals' consultation workshop on the new school funding proposals. The likelihood of this set of changes being implemented is not known, however there will be no change next year.

Target Students: Derek has worked closely with the teachers of ākonga who (using the mid-year tracking data) look as if they will not reach their targets. The teachers have written up action plans targeting two specific indicators to concentrate on.

Te Papapa School's application to retain Year 7 and 8:

The BoT has submitted a detailed Official Response and a Submission Support pack to the MoE regarding this matter. It is not known how long it will take to get a response, however it is usually around three months.

Assurance: The BoT is assured that all parent volunteers attending the AIMS Games have been police vetted and had the identity check completed.

e-Learning Vision: A discussion paper is to be tabled at the next meeting.

Amendments to the Principal's Report:

Two incidences to be recorded as "near misses" on the Hazard register.  
Year 8 Roll chart to be updated..

2017 Academic Year: There was robust discussion around the timing of staff call back days.

**Motion:** That the Board of Trustees ratify the call back days as listed in the Principal's Report.

Moved Derek/Seconded Erina **Carried** (6 for, 2 against)

**Motion:** To accept the Principal's Report subject to amendments.

Moved Melinda/Seconded George **Carried**

**4.0 In-Committee:** Personnel Sub-Committee Minutes

Principal's 360 Appraisal

At 7.45pm 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 8.03pm

## 5.0 Policy Report

Policy Sub-committee Report Minutes tabled and discussed.

The Health and Safety audit Terms of reference have been established. The audit will likely start in the first week of October 2016. Child Protection Policy review deferred. The International Student Policy gap-analysis vis-à-vis new code is underway.

## 6.0 Strategic Discussions and Decisions

AIMS Games Budget: These figures are estimated rather than actual. This is because the amount of money asked of students is calculated after fundraising has finished.

The BoT were very impressed with the fundraising organized by Mr Mike Webber.

It was noted that the Finance Sub-committee needs to adjust the 2017 budget line to account for the increased number of students attending. (A netball team was added this year.)

**Motion:** That the Board of Trustees approve the AIMS Games Budget.

Moved Ryan/Seconded Melinda **Carried**

Hautu Review: The BoT is currently working through Stage One – What we know.

This meeting covered Accountability and Employer Role.

The information gathered will feed into the Charter Review.

Term 3 Self-review report:

**Motion:** That the Board of Trustees approve the reviewed and updated Term 3 draft Self-review report. Moved Melinda/Seconded Derek **Carried**

Review Governance Manual

The BoT has reviewed the GM section – Board roles and responsibilities, recommending no change.

Approve Health and Safety Team Terms of Reference:

**Motion:** That the Board of Trustees approve the Health and Safety Audit Teams Terms of Reference as recommended by the Policy sub-committee.

Moved Melinda/Seconded George **Carried**

## 7.0 Property Report

Tabled and discussed. Derek will arrange a meeting with Leona Blair, MoE, to see if the north facing classroom window replacements can be done under the next 5YA.

## 9.0 Administration

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

Log of voluntary hours for Audit – BoT members were briefed

Melinda Bell volunteered to write the next BoT newsletter.

Hui/fono has been rainedated to mid Term 4. Board members of the Consultation SC to review Annual Consultation Plan to check impact and recommend to Board any changes required to Plan.

### Meeting closed 9.00pm

Next Board meeting **THURSDAY** 22 September 2016 5.45pm

### To-Do checklist

	Who	When
Property SC to adjust Property Plan of Works 2016 to reinclude "Visual inspection..." Note. <b>Deferred to Sept</b>	Property SC	Sept
Student feedback re. Learning Assistants	Derek	ASAP
Thank you letters to Sponsors.	Derek	ASAP
Finalise feedback from staff/committee on e-learning vision.	Derek?	Sept
Add to Agenda – Gifted and Talented discussion paper to be tabled.	Erina	Sept
Reinsert Term 2 notes into updated Self-Review Report	Erina	ASAP
Acknowledge Mr Woodward's request for prior leave for October BOT meeting	Erina	At Sept BOT mtg
Email Mr Woodward Attendance procedures	Derek	ASAP
Board members of the Consultation SC to review Annual Consultation Plan to check impact and recommend to Board any changes required to Plan.	Melinda Rebekah	In time for Sept BOT mtg
Term 3 newsletter	Melinda	ASAP

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Signed : Erina Kent, Board Chairperson

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Date