



Royal Oak
Intermediate
School

Minutes of Meeting of Royal Oak Intermediate School Board of Trustees
Tuesday 16 December 2014 in the Boardroom at 5:45pm



1.0 Welcome and Apologies

Present: Derek Linington (Principal), Helen Stuart, Erina Kent (Chair), Sarah MacDonald, Nisi Pulu
Clive Sharpe, Melinda Bell

In Attendance: Collene Roche, Anne Longson

Apologies : Frankie Schaumkel

Conflicts of Interest:

Erina Kent - Mercer Stainless Steel.

2.0 Minutes

Matters arising – All items on “to do” list done.

Motion: To accept Minutes of the Board Meeting held on 25 November 2014 subject to amendment.
Moved Nisi/Seconded Derek **Carried**

3.0 Principal's Report with Appendices:

Appendix 1: NAG 4 Procedures – Sourcing Funding from Foundations/Trusts

Appendix 2: National Standards MoE Spread Sheet (NAG 2A(c))

Appendix 3: National Standards MoE Word Template (NAG 2A(b))

Appendix 4: Draft Charter Document

Appendix 5: ERO Arotake Paetawhiti Progress Update for ROIS

Taken as read – Points raised:

Derek has accepted some out-of-zone students after the advertised cut off date as places were still available, and they had valid reasons for missing the date. The BOT are happy to rely on Derek's discretion in this matter but would like confirmation of correct procedure for the future.

Motion: That the Board of Trustees pass a resolution to apply to the Infinity Foundation Ltd for \$5,244 (inc GST) in support of covering the costs of transporting our Year 8 students to and from the Camp in Ngaruawahia. Moved Sarah/seconded Nisi **Carried**

Motion: That PlayMatta be approached to begin the work in the school holidays and invoice us for the 2014 financial year. That the Board of Trustees approve the over budget expenditure of \$2,353 from the contingency money. Moved Helen/seconded Erina **Carried**

At 6.09pm it was moved that the public be excluded from the following part of the meeting, namely staffing (PEB) and discipline (PEB). 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**
Collene remained in attendance. Anne Longson left at 6.09pm
Melinda Bell left at 6.11pm
The BOT came “out of committee” at 6.18pm.
The Board Chairperson will enact the decision made “in committee”.

Motion: That the Board of Trustees ratifies the six teacher call back days in 2015.
Moved Derek/seconded Melinda **Carried**

A DVD disk was made available to be viewed by all Board members, showing student voice in regards to the proposed motto. This was in addition to the consultation of parents and staff.

Motion: That the Board of Trustees ratify the change of the school motto. (Gliding from the past, rising in the present and soaring to the future.)
Moved Derek/seconded Sarah **Carried** Against Helen Stuart

Strategic Aim 2 (NAG 1, 2a, 4c) - Identifying effective blended e-learning strategies.
This is still a work in progress. Targets will be carried over to 2015 annual plan.

National Standards Report

The BOT has reviewed the NSR and feel improvements can be made. It is concerning that 60% of students are in the “below” or “well below” categories.

The BOT is assured of teacher best practice. Derek would like to implement the PaCT tool for accurate evaluation. The BOT will consider their next steps to improved student achievement including provision for PD focused on pedagogical shift to be made in the 2015 budget.

The BOT has been provided with the procedures for sourcing funding from Foundations and Trusts (NAG 4).

Motion: To accept the Principal’s report
Moved / Seconded **Carried**

4.0 LSM Report

Tabled – taken as read. Points raised:

The LSM has received the resignation of Ms Denise Faloan, who is moving to Wellington.

Trustee appointments to the Personnel Subcommittee - Clive Sharpe (Committee Chair) & Erina Kent

Motion: That the LSM Report be received
Moved Sarah/Seconded Melinda **Carried**

5.0 Strategic Discussions and Decisions

Approve Charter (Strategic Section 2015-2017)

Motion: That the Board of Trustees approve the Charter.

Moved Sarah/Seconded Nisi **Carried**

Approve Budget for 2015 – Draft Budget tabled.

The BOT decided to defer approval of the draft budget until February 2015 for the following reasons:

- The provision for IT is not adequate for the stated aims of e-learning in the Charter.
- Teacher PD remains a priority. Although some of this is funded by the MoE provision still needs to be made in the Budget.
- The maintenance budget re: internal painting needs confirmation.
- Provision needs to be made for NZSTA Conference fees.

Board Self-review.

In line with the ERO recommendations the BOT has decided to add a separate self-review report to the BOT minutes once a term.

Motion That a Self-review report be added to the Board of Trustees minutes at the end of each term. Moved Sarah/Seconded Nisi **Carried**

School Policy (GM) was returned to the Policy Subcommittee, the Board will await their recommendation.

Special Needs Report

The BOT would like to acknowledge work of Denise Faloon for her continued efforts and excellent results in this area.

6.0 Property Report

Received and taken as read. Points raised:

The new hall roof has leaked, damaging the new sound system. Derek has e-mailed the project manager about this as it should be covered by the warranty and the contractors' insurance.

The Property Subcommittee will establish a maintenance book for use by the caretaker as well as the cleaners and student council.

The Board of Trustees is happy with the appearance of the grounds.

7.0 Finance Report

Statement of Financial Position document tabled.

Motion: That the Board of Trustees approve the additional allocation of \$7,000 to the 2014 Current Provision for Programmed Property Services. Moved Derek/Seconded Sarah **Carried**

Motion: That the management accounts as tabled for November 2014 be accepted.

Moved Derek/ Seconded Melinda **Carried**

Motion: That the schedule of payments for November 2014 be accepted.
Moved Sarah/ Seconded Derek **Carried**

8.0 Administration

A list of correspondence was tabled, both inwards and outwards.

Board Chair Review Report – Tabled.

The report is reflective of the Chair having a good relationship with the BOT, with an emphasis on self-review. The BOT/Chair now needs to focus on succession planning.

Confirm Proposed Meeting Dates 2015

The February BOT meeting is to be on 17 February to pre-date the ERO visit.

The December 2015 will be on Wednesday 16 December to avoid a clash with the Year 8 leaving night.

At 8.19pm it was moved that the public be excluded from the following part of the meeting. The grounds are that 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 Board goes “in committee” Moved Erina **Carried**

The BOT went “in committee” at 8.19pm

Collene remained in attendance. Anne Longson left room at 8.19, Erina Kent left room at 8.21pm.

Refer to ‘In Committee’ minutes

Erina Kent and Anne Longson returned to the room at 8.27pm.

The BOT came “out of committee” at 8.28pm.

The Board Chairperson will enact the decision made “in committee”.

The BOT would like to congratulate the staff and students on the behavior of the students at the Buchanan Assembly.

The 2014 Yearbook is now printed and looks fantastic. The BOT will provide ten copies to local schools and libraries, the cost of which will be covered from the 2014 budget.

Meeting evaluation based on ERO’S Self review: a continuum of capacity (understanding and practice). Trustees evaluations fell mainly within the ‘developing self review’ stage, which when compared to earlier evaluation demonstrated the Board’s progress in this development activity.

Meeting closed 8.42pm

Next Board meeting 17 February 2015 5.45pm

ERO Onsite Meeting 23 & 24 February

Hui/Fono 19 March 2015

To-Do checklist

Task	Who	When
Correctly update Governance Manual	Erina	Feb meeting
Bring the School Policy to meeting	Policy Committee	Feb meeting
Order Trusteeship guide (4 copies) for the new Trustees	Erina	ASAP
E-mail ERO report	Derek	ASAP
Investigate PD for pedagogical shift, NZSTA Conference fees and adequate IT provision for e-learning. Provide final recommendations for Budget.	Derek	Feb meeting
Adjust Property Sub-committee dates, email to Erina.	Derek	ASAP
Send out confirmed meeting dates	Erina	ASAP
Date for Consultation Subcommittee meeting to be set prior to Hui/Fono 19 March 2015 so BOT may inform consultation.	Derek & Melinda	Early February
Yearbooks to other schools & libraries	Derek	ASAP

Signed : Erina Kent, Board Chairperson

Date