



Royal Oak
Intermediate
School

**Minutes of Meeting of Royal Oak Intermediate School Board of Trustees:
24 February 2015 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, Frankie Schaumkel

In Attendance: Anne Longson, Kay Penniall

Conflict of Interest:

Erina Kent - Mercer Stainless Steel.

Motion: To grant speaking rights to Kay Penniall, and amend restriction on time.

Moved Erina **Carried**

Guest Speaker – Kay Penniall (Agenda item 3.0)

Kay Penniall gave the BOT an overview of the Leadership and Assistance Contract that she has been running with the teaching staff. This is a MoE funded programme to improve teaching skills, with emphasis on the current MoE target students (Maori, Pacifica, Special Needs).

The results so far show an overall, medium, educationally significant impact on student achievement. The teaching staff are very positive about using the teaching tools.

5.55pm Sarah MacDonald arrived

Next steps include improving skills at effective modeling, driving learning deeper and using more example prompts. The contract aims to identify what teachers would like continued help with and whether the PD they are doing is actually helping students.

The BOT would like to thank Kay Penniall for her hard work.

6.12pm Kay Penniall left

2.0 Minutes

Matters arising – Items on “to do” list remaining include “Bring the School Policy to meeting” & “Date for Consultation Subcommittee meeting to be set”

Motion: To accept Minutes of the Board Meeting held on 17 December 2014 subject to amendment.

Moved Sarah/Seconded Helen **Carried**

Motion: To accept “In Committee” Minutes of the Board Meeting held on 17 December 2014.

Moved Sarah/Seconded Frankie **Carried**

The BOT is assured the Chair acted on the decisions made in committee.

4.0 Appointment of Chair

As per the NZSTA “appointment of chair” procedures Erina vacated the position of Chair & Helen Stuart chaired this part of the meeting. Nominations were called for the position of Chair. Clive nominated Erina. Seconded by Sarah. No other nominations were tendered. Erina accepted the nomination.

Motion: To accept Erina Kent as Chair **Carried**

The issue of succession planning for Chair was discussed.

5.0 Principal’s Report with Appendices:

Appendix 1: Year 7 e-asTTle Reading

Appendix 2: Year 7 e-asTTle Maths

Addendum: Attendance Report 2014

Taken as read. Points raised:

The role has grown to 396 students, which will bring an additional 1.5 full-time equivalent teachers. The Board is very pleased with the roll growth and as such Derek has employed an additional teacher to open another Year 7 class. Both Principal Linington and the Board would like to thank the staff and community for their patience during this time.

Robyn Bullough has been appointed as Health and Safety Officer.

The SENCO register is established. This contains a greater number of students than last year.

The ERO visited the school on 23 February. Feedback was positive and a written report will follow. They will revisit in May.

Absenteeism.

The school is still struggling to get contact from parents around absences. There will be a focus put on this issue during the Hui/Fono. An inquiry was made as to what happens when the school cannot contact a parent, with regard to the child’s safety.

Year 7 e-asTTle Results.

The students are being given these results to help them set individual goals, and these will be discussed at the Student Led Conferences.

Motion: To accept the Principal’s report.

Moved Melinda/Seconded Sarah **Carried**

6.0 Strategic Discussions and Decisions

Approve full Charter including Annual Plan & Student Achievement Targets 2015-2017

Tabled and discussed. Points raised:

The BOT is assured that the changes to the Annual Aims are embedded as recommended by

the ERO.

Some teachers are using BYOD in their classrooms. A suggestion was made to look for grants to help fund more devices.

The BOT discussed the use of consultation around the development of focus. The Hui/Fono report will feed into the BOT action plan to inform Maori and Pacifica Strategic Plans P5 and E4.

The Student Achievement Targets are set by the teachers using year 6 data combined with entrance testing results.

For 41 Year 7 students accelerated achievement in maths is the priority, for 45 Year 8 students accelerated achievement in writing is the priority.

The targets for the Special Needs students are individualized.

Motion: That the Board of Trustees approve the full Charter including the Annual Plan & Student Achievement Targets 2015-2017 subject to amendments.

Moved Sarah /Seconded Nisi **Carried**

Analysis of Variance. The BOT is pleased to hear of the use of flexible, and differentiated groupings, and thank Derek for his good explanation of this.

Motion: That the Board of Trustees approve the 2015 Budget with amendments.

Moved Sarah/Seconded Nisi **Carried**

The draft Self review report was discussed and updated.

Motion: That the unchanged terms of reference for the Disciplinary, Finance and Property subcommittees be approved by the Board of Trustees.

Moved Erina **Carried**

Motion: That the Personnel subcommittee terms of reference be approved.

Moved Frankie/Seconded Sarah **Carried**

Motion: That the amended Consultation subcommittee terms of reference be approved.

Moved Erina **Carried**

The approval of the Policy Committee terms of reference was deferred. The BOT would like the Policy Committee to recommend these.

Motion: That the Board of Trustees directs that, except where the Board, at its' discretion, otherwise determines, the deputy principal shall, in the absence of the principal from duty for periods not exceeding two weeks and for the full period or periods of such absence, perform all the duties and powers of the principal.

Moved Helen/Seconded Erina **Carried**

Motion: That the Board of Trustees approve that the existing wording for the relationship between the Board of Trustees and Principal, and of the Chairperson and Principal be approved unchanged. Moved Sarah/Seconded Melinda **Carried**

Motion: That the amended schedule of delegations be approved.
Moved Melinda/Seconded Helen **Carried**

Resolution: To extend the meeting to cover Agenda items 7 – 10. **Carried**

7.0 Property Report

Received and taken as read. Points raised:

All items on the “to do” list completed.

The school is responsible for the health and safety of any subcontractors on site . Derek tabled a Health and Safety questionnaire for contractors working at the school.

Derek is to ensure that the Student Council has access to the Maintenance Book.

Motion: That the balance of the 2014 Contingency fund be made available for 2015.
Moved Helen/Frankie **Carried**

8.0 Finance Report

Tabled and taken as read.

Motion: To accept the finance report.

Moved Melinda/Clive **Carried**

9.0 Personnel Report

Tabled. Points raised:

Denise Faloon rescinded her resignation, the LSM then gave approval for Denise Faloon to have one year leave without pay.

Motion: To accept this personnel report. Moved Frankie/Seconded Sarah **Carried**

10.0 Administration

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

Motion: To co-opt Mr Gary Briggs-Canavan to the Board for a three year term.

Moved Derek/Seconded Nisi **Carried**

Meeting closed 9.14pm

Next Board meeting 31 March 2015 5.45pm

Hui/Fono 19 March 2015

To-Do checklist

Task	Who	When
Bring the School Policy to meeting and review policy schedule	Policy Committee	End of term 1
Date for Consultation on Subcommittee meeting to be set prior to Hui/Fono 19 March 2015 so BOT may inform consultation.	Beverly	ASAP
Email induction review to Melinda and Clive	Erina	ASAP

Signed : Erina Kent, Board Chairperson

Date