



1.0 Welcome and Apologies

Present: Derek Linington (Principal), Erina Kent (Chair), Helen Stuart, Melinda Bell, Frankie Schaumkel, Gary Briggs-Canavan, Nisi Pulu

Prior Absence Requested: Sara MacDonald

Apologies: Clive Sharpe

In Attendance: Anne Longson

Conflict of Interest: Erina Kent - Mercer Stainless Steel

2.0 Minutes

Matters arising – Three items on “to do” list done, refer to new “to do” list for carried tasks.

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

Moved Helen/Seconded Erina **Carried**

Motion: To accept both “In committee” Minutes of the Board Meeting held on 28 April subject to amendments. Moved Frankie/Seconded Derek **Carried**

3.0 Principal’s Report

Middle Years Information System First Report 2015

English for Speakers of other Languages – ESOL Verification Report

Complaints Register

Year 8 Camp – Post Camp Evaluation Report

Health and Safety – Preventing Workplace Accidents

PB4L Report

Appendix to the Principal’s Report

Tabled and taken as read. Points raised:

Attendance. The BOT discussed whether they would be prepared to prosecute parents who allow their children to be absent from school for lengthy periods without justified reasons. Schools have the power to prosecute, but shy away because of the interest that will be generated in the media. Although the BOT would prefer a more holistic approach they acknowledge that the current policy lacks teeth. Parents know it is illegal to keep students away but there is no consequences when they do. Prosecution would send a clear message to the community that the school is serious about attendance. An enquiry as to the cost of prosecution will be made to the MoE.

Roll Update. An enquiry was made as to whether the Principal's Report would be better showing why students are arriving/leaving rather than where they are going to/from.

The Board is assured that the required documents and a thank you letter was sent to Infinity Foundation.

BioFood Technology Room

Motion: That the Board of Trustees approve the purchase of a stainless steel cabinet from Brayco Stainless Steel for \$2040 inc Gst.

Moved Melinda/Seconded Nisi **Carried**

First Aid Training: The BOT request that the Finance Subcommittee make an allowance in the budget for five First Aid refresher courses in 2016.

ESOL: Sheryl Campbell (ESOL teacher) met with the MoE verifier Barbara Henrickson on 5 May to discuss the schools' ESOL provision. The BOT would like to thank Sheryl for all her hard work and the excellent feedback.

Post Year 8 Camp Evaluation Report. Points raised:

In future the school needs to include full addresses and parents' names with camp information as some SENCO students do not know these. Emergent review: Students with hearing difficulties will be pulled aside and given one-on-one instructions.

The school received fantastic feedback from the camp manager and others involved. The BOT would like to thank the teachers for their excellent preplanning, and the students for representing the school with respect and excellence.

SENCO: Derek has been significantly involved with SENCO related matters this month.

A new SENCO teacher, Mrs Carolyn Edwards, started on 18 May. The BOT is assured that Inclusive Practice in regards to special needs students is alive and well at ROIS.

The BOT would like to thank the Blue Waters Community Trust for their grant of \$3,807 for new netball uniforms.

The BOT is assured that the following procedural statements were reviewed this month: NAG 1 – Homework, NAG 5 – Preventing Workplace Accidents, NAG 6 – Attendance Procedures.

Amendment to Principal's Report: Mr Lee Tibble and Mr Mike Webber completed the two Day First Aid course in the 1st week of term 2.

Motion: To accept this Principal's report with amendments.

Moved Frankie/Seconded Melinda **Carried**

4.0 Finance Report

Tabled and taken as read.

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

Moved Gary/Seconded Derek **Carried**

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

Moved Frankie/Seconded Melinda **Carried**

Motion: That the proposal from the Property Committee to terminate the Property Services Contract be supported.

Moved Helen/Seconded Erina **Carried**

Motion: That the 2014 Annual Report and Financial Statement as tabled be approved.

Moved Melinda/Seconded Frankie **Carried**

Motion: The Finance Subcommittee has reviewed the Auditors' letter and propose that three following changes be delegated to the Finance Subcommittee –

- Ensure that a Board of Trustees member of the Finance Subcommittee initial the management accounts and schedule of payments that are reviewed and recommended for acceptance by the BOT.
- That the Finance Subcommittee review, accept and initial all ROIS credit card statements.
- That the Finance Subcommittee review any payments authorized by the Accounts Officer.

Moved Frankie/Seconded Gary **Carried**

Motion: That the Board of Trustees accept the Auditors' Letter.

Moved Helen/Seconded Nisi **Carried**

A Representation letter to RSM Hayes was signed by the Board Chair and the Principal.

5.0 Policy Report

Derek explained that the review of procedures is a rolling work in process and is underway for NAG1, NAG 2 and NAG 5. Procedures are updated via both emergent review and regular review. As policies fall due for either annual or triennial review the regular review of relevant supporting procedures is required to ensure they remain concurrent.

The Board was assured that all sections of the Governance Manual/Policy framework are on a review schedule.

6.0 Strategic Discussions and Decisions

Complaints Policy: New policy tabled and discussed.

Motion: That the Board of Trustees adopt the Complaints Policy (NAGs 3, 5) subject to agreed amendments. Moved Gary/Seconded Frankie **Carried**

Review of the International Student Policy: An extract of the minutes of the ROIS BOT for Tuesday 29 October 2013 (Strategic Decisions) was tabled.

It was noted that Royal Oak Intermediate has not applied for International Group Status.

The BOT has noted that the Code for Pastoral Care for International Students is currently under review. This will be documented in Self Review Report under 'planned items'.

Motion: That the Board of Trustees set the International Student Fee at \$12,000 inc. GST for the 2016 school year, or \$3,500 inc GST per school term.

Moved Melinda/Seconded Derek **Carried**

Motion: That the reviewed dossier of International student Policies be readopted.

Moved Gary/Seconded Derek **Carried**

Self Review Report: A draft Self Review Report, with an updated format, was tabled by Gary.

At 7.52 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 moved "in committee" Moved Erina **Carried**

Ann Longson left at 7.52 pm.

The BOT came "out of committee" at 8.00pm.

7.0 Property Report

The Property Subcommittee Meeting minutes were tabled.

The BOT is assured that the Boiler has been checked.

The BOT has been made aware that the work needed on the covered walkways near the hall will have a negative impact on the Buildings R & M Budget.

8.0 Administration

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

ROIS received correspondence from Auckland Seventh Day Adventist High School seeking ROIS views on their proposal to change their roll from Year 9-13 to Year 7-13. This will have an impact on ROIS. A response will be written by Erina and Derek.

Gary Briggs-Canavan and Melinda Bell will attend the upcoming annual NZSTA Conference.

Motion: That Gary Briggs-Canavan be appointed as the NZSTA delegate for the AGM.

Moved Melinda/Seconded Helen **Carried**

The Trustees discussed upcoming Personal development Workshops.

Meeting closed 8.30pm

ERO meeting 30 June 2015 8.30am

Next Board meeting 30 June 2015 5.45pm

To-Do checklist

Task	Who	When
Investigate whether students know procedures for reporting near miss incidents. Deferred to June	Derek	June
Write letter to our Maori community following on from hui/fono and to meet the NAG 1(e) obligations Reconsider & defer to June	Erina/Derek	June
Derek to give BOT Brief outline of contents of Health & PE Curriculum. Deferred to June	Derek	June
Complete first set of "in committee" minutes from April	Erina	ASAP
Access PB4L funding	Derek	ASAP
Make amendments as suggested to Self Review Report and email to Derek so it may be fwded to ERO	Gary	ASAP
Next Self Review Report	Sarah	Term 3
Finance Subcommittee to check spending at end of April for Property Subcommittee	Erina	June
Fax NZSTA form for delegate to go to AGM	Maxine	ASAP
Contact MoE re: prosecution costs	Derek	ASAP
Reply to Seventh Day Adventist High School	Derek, Erina	ASAP

Signed : Erina Kent, Board Chairperson

Date