



**Minutes of Meeting of Royal Oak Intermediate School Board of Trustees
Tuesday 27th August 2014 in the Staffroom at 5:45pm**

1.0 Welcome and Apologies

Present: Derek Linington (Principal), Helen Stuart, Jo Kelly, Erina Kent (Chair), Frankie Schaumkel, Sarah MacDonald, Nisi Pulu

In Attendance: Collene Roche, Anne Longson

Rebekah Watts(DP), Mikayla Greening, Mckenzie Amodeo(students).

Apologies: Satendra Kumar

Conflicts of Interest:

Erina Kent - Mercer Stainless Steel.

As before, all Kelectric services are marked to ensure transparency.

2.0 Noumea Trip Student Report

Motion: to grant speaking rights to Mikayla and Mckenzie

Moved Erina **Carried**

The Board watched a short video about the recent trip as Mikayla and Mckenzie narrated and then answered questions from the Board.

The Board noted that

- The trip was a very positive experience for the students and they learned a lot – including life skills.
- The students thought the trip was the right length, and the homestays were good.
- The students would like to thank Mr Francis and Mrs Watts for accompanying them.

5.55 pm Rebekah Watts, Mikayla and Mckenzie leave.

3.0 Minutes

Matters arising – all items on the August minutes “to do” list done.

Motion: To accept Minutes of the Board Meeting held on 29 July 2014 subject to amendments.

Moved Erina **Carried**

Motion: That the Board accept the “in committee” Minutes of the Board Meeting held on 29 July

2014 with the addition of Helen's leaving time (9.25pm).

Moved Erina **Carried**

Items deferred from previous meeting:

LSM Report – Taken as read.

Inwards and Outward Correspondence – Taken as read.

4.0 Principal's Report

Taken as read. Points raised:

Annual Aim 1.3 (NAGs 1a, 1b, 1d,1f)

Derek reported that the Technology and Career Education curricula have been completed and finalised.

Annual Aim 1.9 (NAGs 1e, 4)

A Te Reo Maori review was presented to the Board which included both student voice and teacher feedback. The results were favourable, notably in student engagement and increased teacher confidence in Te Reo Maori.

Annual Aim 2.4 (NAGs 1, 2a, 4c) – A vision/ purpose of the knowledge centre will be determined. A review has begun on inquiry learning as reported to the board previously.

Strategic Aim 5 - Analysis of Variance (NAG 8) s

The Board was advised that going forward mid-year (MY) national standards data will be presented as 'tracking towards' ie. Teachers will predict where students might be at the end of year (EoY), rather than measure student achievement against the EoY at MY.

Progressive Achievement Testing (NAG 1)

The school re-tested students, using the same PAT as at the beginning of the year, in Week 3 of Term 3. Using this one assessment tool, it is evident that students at ROI have made excellent progress in both reading comprehension and mathematics. Derek reported that both the staff and students were pleased with the results, as is the Board.

Assurances

Health and Safety procedures are working well. The Board is assured that the Health and Safety Consultation Review has occurred. A detailed lateness report including actions taken was requested and received by the Board. The Board is assured that the Abuse procedures have been reviewed.

The Board acknowledges a positive report.

Motion: To accept the Principal's report

Moved Sarah/ Seconded Jo **Carried**

5.0 Finance Report

Tabled – taken as read

Motion: That the management accounts as tabled for July 2014 be accepted and that the schedule of payments for July 2014 be accepted.

Moved Derek/ Seconded Frankie **Carried**

Motion: That the 36 month Operating Lease for 4 teacher laptops be accepted.

Moved Sarah/ Seconded Derek **Carried**

6.0 Strategic Discussions and Decisions

Crisis Management Policy (NAG 5) – taken as read.

Motion: To approve Crisis Management Policy

Moved Jo/ Seconded Sarah **Carried**

Finance and Property Policy

This will replace the Financial Planning, Financial Condition and Asset Protection policies within the Governance Manual

Motion: To approve the Finance and Property Policy with noted amendment

Moved Derek/ Seconded Helen **Carried**

A Special Needs Policy was tabled. Discussion took place regarding its suitability as a Special Needs procedure.

Out of zone student numbers

Motion: That the out of zone places for 2015 will be 65 year 7 and 65 year 8.

Moved Derek/ Seconded Sarah **Carried**

Board Workplan – Review of Governance Manual

The 2 page Policy review schedule redrafting is in hand.

Motion: That a change be made to the Governance Manual as follows –

Section: Other Delegations to the Principal. 6. Reporting to the Board, (pg 45)

Therefore, the principal shall16. report on any matter requested by the board and within the specified timeframe, the board being mindful of the board workplan and that the report be used to guide strategic decision making.

Moved Jo/ Seconded Nisi **Carried**

Appointment of Returning Officer – Derek is working on this.

Motion: That the board accept the common election date of 14 November 2014

Moved Helen/ Seconded Sarah **Carried**

7.0 LSM Report

Received and taken as read.

8.0 Property Report

Tabled and taken as read.

Motion: That the money for the doors and sills be paid for out of the \$75,000 contingency money so that this can proceed this year.

Moved Helen/ Seconded Erina **Carried**

9.0 Administration

Skills Audit – A skills audit of current and future trustees was undertaken.

The board identified the following areas where more skills would be helpful: strategic thinking, strategic expertise, legal, risk management, knowledge of property.

Other issues to consider were gender balance and time.

The board will advertise the upcoming BOT election in the Term 3 BOT newsletter.

The Induction Survey for the new BOT members has been completed.

An assessment of the Trustee's prior knowledge of Te Tiriti o Waitangi was taken.

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

BOT Term 3 Newsletter (tasked to Sarah) – issues to cover:

- home/school partnerships valued by the board.
- that the board appreciates, and will use, feedback from surveys etc.

Hui/Fono – The board will text or phone invitations to all Maori and Pasifika parents.

NZSTA Board Chair Report & Communicating Learning Report – Tabled

Professional development - several Board members confirmed they will be attending the upcoming Pasifika miniconference,

Prior leave requested for the September BOT meeting from Sarah MacDonald

EVALUATION as per Governance Manual

Meeting closed 8.27pm

Upcoming Dates:

T3 Hui/Fono, Thu 4 Sept 6.30pm

Pasifika half day Miniconference, Otahuhu Sat 6 Sept

Te Tiriti o Waitangi PD @ BOT Mtg Tue 23 Sept

ERO Next progress report due Fri 26 Sept

Board combined Staff development of Vision mtg Mon 13 Oct

ERO Next on site visit Mon 24 Nov

To-Do checklist

Task	Who	When
Contact ETech to request MOE projects closed	Finance committee	Sept meeting
Term 3 Newsletter	Sarah	ASAP
Complete registration for Pasifika miniconference	Derek	ASAP
ERO Report update	Erina to initiate BOT to feedin	Sept meeting

Signed : Erina Kent
Board Chairperson

Date