

# Enthusiastic Learning Through Life

## Minutes of Meeting of Royal Oak Intermediate School Board of Trustees

Tuesday 27<sup>th</sup> May 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, Satendra Kumar, Nisi Pulu

In Attendance: Collene Roche, Anne Longson, Denise Faloon

#### Conflicts of Interest

Frankie Schaumkel, on matter of Hall hireage.

Erina Kent - Mercer Stainless Steel.

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

### 2.0 Minutes

Amendments to minutes of 25<sup>th</sup> March.

- Change to 6.30 Emmy **Williams** leaves (instead of Emmy MacDonald).
- Change to out **of** committee from out if committee.

**Motion:** to accept amended Minutes of the Board Meeting held on 24 March 2014. Moved Frankie/Seconded Derek **Carried**

#### Matters Arising:

- All items on "to do list" covered.
- Property Plan has all business covered.

Confirmation of three Electronic Motions, carried in April 2014 as detailed below:

- That the Board agree to select Sarah MacDonald to fill the position of Selected Parent Representative vacated upon the resignation of the previous Board member. That the Board agree to Co-opt Nisi Pulu to the role of Co-opted Trustee.
- To upgrade the school phone system with inclusion of telephones in all classrooms using VOIP as quoted by OMNI.
- That the Board agree to tick the second box that reads: "The Board believes that the home zone in the present scheme should be amended. A brief outline of the proposed amendment was approved at the Board Meeting on 17 May 2011 and is attached to this document for the Ministry of Education's consideration."

**Motion:** To accept the three Electronic Motions: Moved Helen/seconded Frankie **Carried**

### 3.0 Financial Report

Tabled. Chairperson to sign off relevant paperwork for completed 5YA projects so MOE can update the PMIS in due course.

Finance Sub Committee requests a schedule that supports the PMS contract for current and non-current balances to better understand the costs to PMS over the remainder of the contract.

Noumea recommendation deferred to latter part of meeting. Other three recommendations accepted as detailed below. A hardcopy of 2014 Budget was supplied for insertion into Governance Manual.

**Motion:** That the Finance Sub Committee's recommendations that the management accounts & schedule of payments for March and April 2014 be accepted. Moved Derek/Seconded Jo **Carried**

**Motion:** That the revised contract for waste Management (3 year term) be accepted. Moved Helen/Seconded Jo **Carried**

Jo questioned the tracking of the current Working Capital balance. This should be more clearly stated in the monthly accounts. The Finance Committee will check to ensure clarity.

#### 4.0 Principal's Report

Report tabled and discussed.

- Derek is concerned with the number of stand-downs in Year 8.

Denise Faloon (Deputy Principal) talked to the Board of Trustees about initiatives in dealing with the problem of Truancy, and the e-asTTle results. Points raised:

- Rachel Hett (Attendance Officer) will review patterns of absence to look at who and why, as well as patterns of lateness.
- Standard letters about truancy are being translated into Tongan and Samoan.
- The school has a social worker who will follow-up consistently absent students.
- The Public Health Nurse will do a home visit if no medical certificate is provided when required.
- The teachers are encouraged to make contact with families.
- PB4L – The school rewards the class with the best attendance with a 10 minute extra break time.
- The procedures for absence are documented and easy to follow when Rachel is away.
- Denise has a fortnightly meeting with the outside agencies.

Attendance numbers for Term 1 will be available at the next BOT meeting.

Derek talked about an 'app' to notify the school if someone is absent. Denise will investigate if this would work in our community.

Results of e-asTTle reading.

Senior leadership recognise in Term 1:

- Of the 89 Year 7 ākongā tracking 'well below' the end of year 7 Reading NS, 44 are on the SENC register.
- Of the 106 Year 8 ākongā tracking 'well below' the end of year 8 Reading NS, 48 are on the SENC register.

Jo enquired as to Senior Leadership's response to the other students well below who do not appear on the SENC register. Middle Leadership to respond by ensuring teachers use results to inform planning and address next learning steps. Additionally, Derek noted that scores negatively affected by lack of computer skills, middle management to further improve students' familiarity with e-asTTle online i.e. scroll down through text. Furthermore, Derek noted the limitations of e-asTTle make it difficult to recognise student progress & improvement within a broad category of 'well below'. An example was provided which demonstrated a student can improve considerably and still remain tracking 'well below'.

**6.30pm** Denise Faloon leaves

Other points from the Principal's report

- Board Work Plan for May required reporting on Annual Aims 1.3, 2.6, 3.2 & 3.4.  
In addition to the aforementioned Strategic Aims the Principal's Report covered Annual Aims 1.5, 2.2, 2.6, 3.1, 3.3, 4.1, 4.4.
  - The Decile rating of the school may change. This will lead to a drop in funding.
  - The Onehunga High School entrance testing report shows that ROI pupils performed on par with those from other Intermediate schools in e-asTTle reading and mathematics. Areas of improvement and planned actions for lifting achievement were identified.
  - Special Needs Withdrawal Support. This has been done with Mrs. Webber. \$7,000.00 from last year will be used to carry on with this. Derek is monitoring staff expenditure to find more money for this. Jo asked about family engagement for the SNW students. Derek to find out.
  - Year 8 Camp report. The general feeling was to not go to Chosen Valley again. Emergent self review of camp noted concerns regarding venue, in particular sub standard equipment, health and safety concerns and cost. The report noted a team would be established to investigate other options. Helen suggests getting community feedback on this.
  - In response to a query re: Strategic Aim 4.1 Enrich the positive relationship with all local schools
    - primary and secondary, Derek demonstrated continuing strengthening of relationships through Maungakiekie Principals' meetings/gatherings, OHS Entrance Test Analysis, meeting with ROPS teachers, Rm 10's Te Papapa school visit. Board needs to be mindful that Derek does give due consideration to the timing of visits & events (taking in to account his knowledge of the business as usual at other schools) which may lead to rain checking of invitations. Nevertheless the principal's report reflects pleasing progress towards the annual aim.
- Motion:** To accept Principal's report. Moved Erina/Seconded Frankie **Carried**

## **5.0 Strategic Discussions and**

### **6.0 Strategic Decisions**

#### **Charter**

The Board is in the process of reviewing the charter. This meeting – Existing Charter on Student Achievement. (doc 5.4) Points raised

- Existing charter needs input from Community, iwi, parents, teachers and students.
- Thinking from vision down i.e. how is this raising student achievement?

Amendment to Education Act 1989, Section 75 states “A school's board must perform its functions and exercise its powers in such a way as to ensure that every student at the school is able to attain his or her highest possible standard in educational achievement.”

- Student Achievement Charts tabled, minor adjustments required see To Do Checklist.
- Helen suggested using a facilitator from NZSTA to help the review process. Erina will find out about this.
- Use of evidence based information i.e. parent questionnaire.
- Derek thinks original vision statement ‘to be school of choice for local community’ is not specific enough.

Erina went over the completed Board Work Plan for 2014, a hardcopy of which was provided for insertion into the Governance Manual.

### **7.0 Policy Committee**

**Motion:** To accept the recommendation of the Policy Committee to approve the Documentation and Self Review Policy. Moved Erina/Seconded Frankie **Carried**

### **8.0 LSM Report**

Report tabled and discussed.

Mrs. Mehar Nabi won an Excellence in Teaching award.

The LSM is satisfied that the Board has incorporated self-review processes as part of all processes.

**Motion:** That the LSM report be received. Moved Sarah/Seconded Jo **Carried**

### **9.0 Property Report**

Tabled and discussed.

- PMIS are still on hold. Block one process is still open.
- Re Dental Clinic: 10% not reimbursed as the money was not spent.
- There are still issues with the gas inlet. Derek is working on it.
- The toilet block upgrade by the specialist block has been postponed to next 5YA.
- Helen proposed future budgets contain general maintenance component for AstroTurf & Playground.

### **10.0 Noumea RAMS and Budget**

Discussion:

Erina found some accounting errors, which have been amended.

In 2013 the Board endorsed a staff member’s participation to ensure succession planning and show commitment to the MOU. In 2014 Rebekah Watts will go to Noumea alongside Andrew Francis.

Derek is looking into hiring vans in future, as buses are very expensive.

The students are spending a weekend at home with a billet family. It was noted that this may raise additional Health and Safety issues and the RAMS have been updated accordingly. The Board agreed that the RAMS be accepted with the one provision that any health curriculum lessons attended by ROI students during their stay be reviewed and considered appropriate.

**Motion:** To accept the Noumea RAMS and Budget. Moved Helen/Seconded Jo **Carried**

## 11.0 General Business

The Correspondence list both inwards and outwards was tabled.

### ERO Progress Report

The next visit from the ERO is on Monday 9<sup>th</sup> June.

A survey needs to be sent to parents/caregivers requesting feedback on the whole of the Health Curriculum delivered in Term 1. Derek will draw one up. The LSM suggested sending out a document and asking for comment. It is important that parents know they can withdraw their child from the pubertal change/sexuality section of the Health Curriculum if they wish.

### Electorate Boundary Changes

The Board would like to thank Helen for the time she spent on this. ROI is now in the Mt Roskill Electorate. The Board will send a letter to both Maungakiekie MPs acknowledging our relationship and thanking them for their ongoing support.

### BOT newsletter.

The Board will officially announce the selection of the new trustees in the Term 2 BOT newsletter, to be drafted by Jo.

### Delegate to NZSTA Conference

The Board indicated their wish for the delegate to vote for remits #1 & #2, and as the delegate sees fit for remit #3.

**Motion:** To accept Erina as delegate to NZSTA Conference. Moved Helen/Seconded Nisi **Carried**

### Request for Hall Hire

Frankie tabled a request for a group who wanted to hire the Hall for an overnight stay. This would have conflicted with the current hirers. The Board voted by secret ballot not to accept this. Frankie abstained due to a Conflict of Interest.

### Community Consultation

This month gone Derek, Rebekah and Erina met with Ngati Whatua o Orakei and our local Kaumatua, Turutu Haru.

Meeting closed 9.45pm. Next meeting Tuesday 24<sup>th</sup> June.

**To-Do checklist**

<b>Task</b>	<b>Who</b>	<b>When</b>
Sign off completed 5YA projects	Erina	ASAP
Schedule to support the PMS contract including current and non current balances required	Property Committee	By June Fin SC meeting
Ensure working capital is clearly reflected in reports	Finance Committee	By June BOT meeting
Check on camp deposit	Derek	ASAP
Follow up with NZSTA re facilitator for charter review	Erina	ASAP
NS Student Achievement Charts – rearrange stacked bar graphs	Erina	ASAP
Follow up on gas pressure issues	Derek	ASAP
Check on deadline for toilet upgrade with Steve	Derek	ASAP
Prepare survey / document on health curriculum	Derek	ASAP
Write letter to MP's	Sarah	ASAP
Draft BOT newsletter	Jo	ASAP
March "In Committee" minutes to be accepted	Erina	ASAP
Schedule that supports the PMS contract for current and non-current balances to be provided. Property committee to provide budget forecast for general maintenance component for Astroturf & Playground.	Property Committee	By June Fin SC meeting

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Signed : Erina Kent  
Board Chairperson

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Date