



**Minutes of Meeting of Royal Oak Intermediate School Board of Trustees
Tuesday 28 October 2014 in the Boardroom at 5:45pm**



1.0 Welcome and Apologies

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

In Attendance: Anne Longson

Apologies: Collene Roche

Absent: Satendra Kumar

Prior leave arranged by Frankie Schaumkel

Conflicts of Interest:

Erina Kent - Mercer Stainless Steel.

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

Helen Stuart – issues pertaining to the role of Returning Officer.

2.0 Minutes

Matters arising – two items carried over, all other items on “to do” list done.

Accept Electronic Motion dated 26 September 2014 as follows:

“That Helen Stuart be appointed as the school’s returning officer for the upcoming Board of Trustees Election and that Peter Oakley be requested to act as the scrutineer.”

Proposed/Moved Derek Linington Seconded: Frankie Schaumkel **Carried**

7 in favour Abstained: Helen Stuart

“The Board notes that Mr Oakley would only be requested to act as a scrutineer upon a candidate’s request”.

Motion: To accept/confirm electronic motion of 26/9/2014

Moved Derek/Seconded Jo **Carried** Abstained: Helen Stuart

Motion: To accept Minutes of the Board Meeting held on 23 September 2014 subject to amendments.

Moved Jo/Seconded Nisi **Carried**

Motion: That the Board accept the “in committee” Minutes of the Board Meeting held on 23 September 2014.

Moved Nisi/Seconded Jo **Carried**

3.0 Principal's Report

Taken as read. Points raised:

No ballot is required for out of zone enrolments as not all available spaces have been filled.

The BOT is assured that continuing effort is being made to raise attendance.

The BOT would like to thank both the Rotary Group, for sponsorship of the Yearbook, and Sheryl Campbell for maintaining this positive relationship.

Strategic Aim 1

Annual Aim 1.8 - Replace current SMS:

Senior Management have decided to proceed with eTap, which will need to be budgeted for. This will be more expensive in the first year but cheaper thereafter.

Strategic Aim 3:

Annual Aim 3.2 – Student engagement:

Recommendation – PB4L remain a focus in the revised Charter and a budget be considered.

Annual Aim 4.1 – Positive relationships with all local schools:

The BOT will reach out to Mangere Bridge School now that their new principal has had time to settle in.

Annual Aim 4.3 – Consultation with Maori and Pasifika:

The staff have been asked to explore the possibility of Maori and Pasifika classes in answer to a request made at the Hui/Fono. Discussion took place regarding inclusivity. The need for these skills will be taken into account when filling the two teaching positions open next year.

Sticky TV

One of our Year 8 girls in Room 15 won a competition, run by Sticky TV, for a classroom make over.

The producers loved the Rere concept and not only made over Room 15, but also made over a prefab classroom into a Reward Room. The BOT would like to acknowledge the work done by Sticky TV.

Appendix C – AIMS Games Report

The BOT would like to acknowledge the excellent results, and outstanding behavior, of the students involved as well as the hard work of the support staff and families.

Motion: To accept the Principal's report

Moved Sarah/ Seconded Jo **Carried**

4.0 LSM Report

Tabled – taken as read

Motion: That the LSM Report be received

Moved Helen/ Seconded Sarah **Carried**

5.0 Strategic Discussions and Decisions

Draft Vision Statement

Derek presented suggested ideas from the Staff Vision Development meeting for discussion.

The BOT agreed on the following:

“Together empowering confident learners, achieving success in all walks of life.”

Community consultation will take place with a request for feedback, along with the proposed motto –

“Gliding from the past, rising in the present and soaring to the future.”

Investing in Educational Success – Discussion and Decision

There was rigorous debate around this issue. Points raised:

- OHS is filing an “Expression of Interest”, and is inviting cluster schools to participate.
- There is no further information on whether Primary Schools will participate, currently they remain opposed.
- The majority of ROI staff are against participation. The BOT want the staff to feel supported by them.

Motion: Mindful of the staff feedback on IES we decline OHS’s invitation to participate in an IES cluster with them.

Moved Derek/Seconded Jo **Carried** 5 in favour Against: Helen Stuart

Policy Nag 5 Health and Safety

Taken as read.

Motion: To approve Health and Safety Policy.

Moved Sarah/Seconded Nisi **Carrie**

Policy Nag 6 General Legislation.

Motion: To take Legislation Policy back to the Policy Subcommittee for review.

Moved Derek/Seconded Jo **Carried**

Te Tiriti o Waitangi Policy

Motion: That the Policy Subcommittee update the existing Te Tiriti o Waitangi Policy.

Moved Erina **Carried**

Draft Budget Approval.

The draft budget was tabled and discussed.

The BOT is assured that the technology fee goes 100% towards take home projects, as stipulated by the MOE.

The BOT decided that the draft budget will be reviewed against the developing Charter and brought back to the board in December to ensure it reflects the priorities as stated in the Charter.

6.0 Property Report

Received and taken as read.

7.0 Finance Report

Tabled and taken as read.

Motion:

- That the management accounts as tabled for September 2014 be accepted.
- That the schedule of payments for September 2014 be accepted.
- That the Fixed Asset Verification schedules tabled and reviewed for impairment by the Finance subcommittee be accepted.

Moved Sarah/ Seconded Jo **Carried**

8.0 Administration

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

NZSTA End of year Survey completed.

Charter Development Meeting Date – Monday 17 November 5.00pm – 7.30pm

BOT Lunch date – Sunday 16 November 12.30pm

8.27pm Helen Stuart left

BOT Elections - potential nominees: discussion had.

Meeting closed 8.45

Next Board meeting 25 November 2014 5.45pm

To-Do checklist

Task	Who	When
Assurance that clear procedures for applying for funding and the correct completion of process and documentation is in place Carried over	Derek	Oct meeting
Apply to foundations and trusts to get financial support to pay for buses to year 8 camp Carried over	Derek	Dec meeting
Term dates for 2015	Derek	ASAP
Advise dates for employer role Workshop	Erina	ASAP
Review General Legislation Policy	Helen	

Signed : Erina Kent, Board Chairperson

Date