



1.0 Welcome and Apologies

Present: Erina Kent (Chair), Helen Stuart, Frankie Schaumkel, Clive Sharpe, Melinda Bell

Apologies: Derek Linington, Sara MacDonald, Nisi Pulu, Gary Briggs-Canavan.

In Attendance: Ann Longson

Conflict of Interest: Erina Kent – Mercer Stainless Steel

Resolution: That the order of the Agenda be changed.

Moved Frankie/Seconded Melinda **Carried**

2.0 Minutes

Matters arising from Minutes including “To do” list. Five items carried over from Aug to Sept.

Community Consultation Plan – Completion of questionnaire.

The questionnaire is based on the requirements of the PACE charter. There will be a parent/caregiver version and a student version. Achieving questions already supplied.

Parent/caregiver questionnaire

Partnering

- (1) The school ensures that complaints, concerns and student conflicts are being resolved in a timely manner.
- (2) The school works well to establish and maintain partnerships with parents and whanau to support student learning.

Engaging

- (1) The school (leaders, teachers and staff) understands my child, their family values and culture.
- (2) My child’s interests and strengths are being developed at school resulting in them enjoying school and wanting to learn more.

Communicating

- (1) I know my child’s academic achievements and I am supported by the school to continue their learning at home.
- (2) Royal Oak Intermediate School is seen positively by the community.

Student questionnaire

Partnering

- (1) Teachers listen to my issues and concerns about conflict and assist me to resolve them.
- (2) The school works well to establish and maintain a partnership with my parents and whanau to support my learning.

Engaging

- (1) The school (leaders, teachers and staff) understand my family values and culture.
- (2) I enjoy school and want to learn more.

Communicating

- (1) My parents know my academic achievements and support me in my learning at home.
- (2) Royal Oak Intermediate School is seen positively by the community.

Motion: To accept Minutes of the Board Meeting held on 28 July subject to amendments.
Moved Frankie/Seconded Clive **Carried**

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

Electronic Motion dated 3/8/2015 is as follows:

Motion: that the Board of Trustees approve the opening of a Credit Card solely for use at the AIMS Games in September 2015. The card will have a credit allowance of \$500 but will also be preloaded with \$1,000 to cover petrol and other incidentals. Mr Lee Tibble will be the authorized user of the card.

Proposed/Moved: Derek Linington/Seconded Nisi Pulu **Carried**

Electronic Motion dated 10/8/2015 is as follows:

Motion: that the Board of Trustees approve 1 day’s annual leave for Principal Derek Linington and the appointment of Deputy Principal Rebekah Watts to the position of Acting Principal for that same day being Friday the 14th of August, 2015.

Proposed/Moved: Erina Kent/Seconded Clive Sharpe **Carried**

Motion: that the Board of Trustees accept the two Electronic Motions
Moved Melinda/Seconded Frankie **Carried**

3.0 Principal’s Report – Deferred to September meeting due to Principal’s Absence

6.0 Finance Report

Tabled and taken as read.

Noumea: The Board is aware that the Edventure payment covers the cost of one adult on the trip, in this case, Mrs Moate. The Board payment towards the trip is for Mr Francis.

Motion: that the board of Trustees accept the Noumea Budget

Moved Melinda/Seconded Frankie **Carried**

Motion: that the Board of Trustees approve the payment of \$1677.50 to cover the cost of the Rainbows End trip for the students from New Caledonia and the host students.

Moved Frankie/Seconded Melinda **Carried**

Motion: that the Board of Trustees put funds toward a gift from ROI to our sister school. If providing \$80 the Board paid cost can be increased to \$3200.

Moved Helen/Seconded Erina **Carried**

Motion: that the June and July schedule of payments be accepted.

Moved Frankie/Seconded Melinda **Carried**

Motion: that the management accounts as tabled for July be accepted.

Moved Helen/Seconded Frankie **Carried**

The auditors RSM Hayes have forwarded the proposal for a three year contract, 2015-2017. RSM Hayes visit twice a year, last semester and first semester before providing a report to the MoE in March.

Motion: that the Board of Trustees approve the Audit fee proposal for 2015-2017.

Moved Frankie/Seconded Clive **Carried**

4.0 Strategic Discussions and Decisions

AIMS Budget:

Motion: that the Board of Trustees accept the AIMS Budget

Moved Melinda/Seconded Clive **Carried**

Revised E-learning vision document: discussion on this document is deferred until September meeting.

Review Governance Manual meeting process, procedure and agenda.

Motion: that the reviewed Governance Manual "meeting process" and "procedure" remain the same. "Agenda" will be adjusted to reflect the current format.

Moved Frankie/Seconded **Carried**

Policy Subcommittee Policy Recommendation

The Draft Child Protection Policy was tabled.

Motion: that the Board of Trustees approve the Child Protection Policy subject to amendments.

Moved Frankie/Seconded Clive **Carried**

5.0 Personnel Report – deferred until September meeting.

7.0 Property Report

Tabled and discussed.

The issue of CCTV cameras was raised as a preventative measure for vandalism. The BOT will consider this idea once costs are established.

8.0 Administration

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

NZSTA Conference feedback. Melinda reported that this was a very worthwhile experience, and would encourage other BOT to go if/when they get the chance. Sadly it is quite expensive.

At 7.51pm 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 moves “in committee” Moved Erina **Carried**

The BOT came “out of committee” at 8.07pm.

The Board Chairperson will enact the decision made “in Committee”.

Evaluation:

The Board of Trustees attended, and enjoyed, the Hui/Fono. The BOT would like all parents to be able to attend the strategies for learning workshops. It was suggested that these could be added to 3-way conference evenings.

Meeting closed 8.20pm

Auckland Regional Executive Pasifika Fono, Mangere – Sat Sept 12th 8.30-1pm

Next Board meeting 29th September 2015 5.45pm

To-Do checklist

	Who	When
Support Staff Budget Carried over	Maxine	Sept
Contact the Fire Department Carried over	Derek	Sept
Special Needs Student data Carried over	Derek	Sept
Present New Information re cost of prosecution Carried over	Derek	Sept
Insure attendance procedures are correctly documented Carried over	Derek	Sept
Follow-up with Gary re e-learning vision	Erina	Sept
Adjust meeting agenda for Gov Manual	Erina	Sept
Amended Child Protection Policy e-mailed to Derek	Erina	Sept
Find secretary for September meeting	Derek	Sept

Signed : Erina Kent, Board Chairperson

Date