



1.0 Welcome and Apologies

Present: Derek Linington (Principal), Helen Stuart, Frankie Schaumkel, Clive Sharpe, Sara MacDonald, Nisi Pulu, Gary Briggs-Canavan (Acting Chair)

Apologies: Erina Kent, Melinda Bell

In Attendance: Ann Longson

Motion: To appoint Gary Briggs-Canavan as acting Chairperson

Nominated by Helen/Seconded Sarah **Carried**

2.0 Minutes

Motion: To accept Minutes of the Board Meeting held on 27 June subject to amendments.

Moved Sarah/Seconded Helen **Carried**

Matters arising including "To Do" list

Nisi tabled a copy of the BOT Newsletter. The BOT discussed the provision for consultation with parents/community on the direction of the school. It was decided to incorporate a questionnaire with the school newsletter. This will be formulated by the BOT in the coming weeks. Derek will check on the system for ensuring that First Aid Certificates are kept up to date, as they are more costly to renew if they lapse.

Support Staff Budget carried over, all other items on the "To do" list actioned.

Motion: To accept "In committee" Minutes of the Board Meeting held on 27 June.

Moved Frankie/Seconded Sarah **Carried**

3.0 Principal's Report

Tabled and taken as read. Points raised:

Fire Evacuation Drill: An evacuation drill was held on 1st July. The evacuation time was longer than optimum (5 minutes or less) due to the geography of the school. Derek has requested a visit from the Fire Department to assure that everything is being done correctly. And to identify possible alternate evacuation options.

e-asTTle Writing: Students wrote an e-asTTle Writing assessment at the start of Term 1 and another assessment at the end of Term 2, which show that a significant percentage of students (83%) made progress. This can be partly attributed to the success of the Leadership and Assessment Professional Development in Writing being undertaken by staff.

Curriculum: The English Statement is being reviewed in light of the oral feedback received from the ERO Officers. Derek has provided the BOT with a link to view the curriculum movie.

The school is reintroducing a Speech competition, with the format modified to maximize efficient use of time.

Grant Applications: The application to the Pelorus Trust was declined due to insufficient funds being available for disbursement in ROIs geographic area.

Derek proposed a motion that the BOT apply to the Lion Foundation for \$12,000 to purchase a projector and sound system for the school hall. However the Lion Foundation have moved from our area, so the BOT will apply to the Akarana Trust.

Motion: That the Board of Trustees approve a funding application to the Akarana Trust for \$12,000 plus GST to purchase a projector and sound system for the school hall. The school will contribute \$1,900.50 towards the project.

Moved Frankie/Seconded Clive **Carried**

Property: ROI Building Warrant of Fitness was issued.

At 6.35pm 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 Gary **Carried**

The BOT came "out of committee" at 6.49.

Motion: To accept this Principal's Report.

Moved Sarah/Seconded Nisi **Carried**

4.0 Strategic Discussions and Decisions

The following documents were tabled: Revised AIMS EOTC Event Proposal
Revised AIMS RAMS
Revised New Caledonia RAMS

AIMS Budget: To help keep costs to caregivers down most teachers are not claiming their overnight allowance, as well as doing the cooking. The BOT will send them a thank you letter to express their appreciation.

ROI has received a donation from Stone and Water World (via a parent) for the cost of the AIMS polo shirts. The BOT will send a thank you letter.

Royal Oak Pak 'n Save has donated \$1000 dollars worth of food.

The AIMS budget remains in draft as there are still some matters to clarify. Derek will provide this information to BOT members via e-mail and organize an electronic motion for approval. The Board would like to thank Lee Tibble, Mike Webber, Frankie Schaumkel, Sheryl Campbell, Miranda Steel and Te Hoia Watford for their hard work organizing and fund raising for this event.

Motion: That the Board of Trustees approve the revised AIMS EOTC Event Proposal and RAMS.

Moved Helen/Seconded Nisi **Carried**

Approval of New Caledonia Exchange: The finalization of the budget will be presented at the August meeting.

Motion: That the Board of Trustees approve the New Caledonia EOTC Event Proposal and revised RAMS.

Moved Sarah/Seconded Helen **Carried**

E-learning Vision draft: Erina provided a draft document on e-learning which was discussed at length. Points raised:

- The e-learning vision needs to be relatable to both the ROI vision statement and the PACE Charter.
- The BOT need to decide on whether to go with BYOD or blended e-learning, how to get community input, and how to measure the impact of e-learning on overall achievement.

It was decided that Gary Briggs-Canavan will coordinate all the BOTs input for the e-learning document electronically. Helen will work on “first steps”.

Self-Review Report: Sarah MacDonald presented the BOT Self-Review Report for discussion.

Points raised:

- Attendance is an on-going issue. Derek will investigate an App for communication with families on lateness/absence and will provide an update on status at the September board meeting.
- Addition to Self Review report – investigate methods for raising achievement for boys.

Community Consultation Plan (to comply with Charter)

The BOT members will develop a questionnaire based on the requirements of the Charter for community consultation. Initial proposal is that the questionnaire will contain 5-8 questions and provide a free text option for comments. This will be sent out with the school newsletter when completed.

5.0 Finance Report

Tabled and taken as read.

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

Moved Frankie/Seconded Sarah **Carried**

Motion: That the 2015 Balance sheet budget tabled with the Board be accepted.

Moved Nisi/Seconded Derek **Carried**

The schedule of payments for June 2015 has been deferred.

6.0 Administration

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

MoE Resourcing Audit letter: An inquiry was made as to whether ROIs attendance procedures are correctly documented and monitored as stated in the MoE letter. Derek will ensure this is being done correctly.

Team Building Dinner date – Thursday 13th August - Sarah to book

Meeting closed 8.50pm

Next Board meeting 25th August 2015 5.45pm

To-Do checklist

Task	Who	When
Support Staff Budget Carried over	Maxine	ASAP
Succession Plan for BOT chair. Indicate interest to Erina Carried over	BOT	ASAP
Lateness Report for August	Derek	August
Contact Fire Department	Derek	ASAP
Policy Committee meet in response to Vulnerable Children,s Act (see Principal's Report)	Policy Com	Before next meeting
Special Needs target students data	Derek	August
Prepare letter to thank AIMS Teachers Prepare letter to thank Stone and Water World	Derek + BOT	ASAP
e-learning vision – work in progress	Gary	August
Present new information re cost of prosecution	Derek	August
Ensure attendance procedures are correctly documented	Derek	ASAP
NZSTA conference feedback	Gary + Melinda	August

Signed : Gary Briggs-Canavan, Acting Board Chairperson

Date