

# Enthusiastic Learning Through Life

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

Tuesday 29<sup>th</sup> July 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

In Attendance: Collene Roche, Anne Longson, Denise Faloon (until 7.47pm)

Apologies: Nisi Pulu

Conflicts of Interest:

Erina Kent - Mercer Stainless Steel.

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

### 2.0 Minutes

**Motion:** To accept Minutes of the Board Meeting held on 24 June 2014 subject to amendments.  
Moved Helen / Seconded Jo **Carried**

Matters Arising:

All items on "to do list were raised, those not completed carried over to this month's "to do list".

**Report on NAG 1. Technology Curriculum and Careers Curriculum added to BOT August meeting agenda**

### 3.0 Principal's Report

Tabled and taken as read.

Attendance Report.

There are some questions around the accuracy of the attendance data. Derek and Rachel have spent a lot of time investigating where the errors have occurred. The problem lies with the SMS. ROI has a total absence rate of 10.63%. This compares to a National rate of 10.1%, so ROI is on par with the rest of the country, although ROI has a higher rate of unjustified absences due to limited responses from parents as to why their child is absent. The school has made rigorous efforts to ensure contact is made, such as phoning parents or engaging the social worker to visit.

The Board suggested that a standard monthly reporting template would be useful.

The Board acknowledges that the school leadership will be putting steps into place to redress 10.63% total absence rate.

Student Achievement Report:

Discussion took place regarding the National Standards achievement data presented by the Principal and concern was voiced regarding the progress towards 2014 student achievement targets. The Board acknowledges that senior leadership has tabled a considered response and has been assured that steps will be made to accelerate student achievement over the remainder of the year. Students will resit the NZCER PAT test in Week 3 Term 3 and a progress report will be presented to the Board to determine 'value added'. The Board made the strategic decision to authorize increased resourcing for a teacher-aide to support continued student progress and achievement.

**Motion:** That the Board of Trustees authorize up to \$6,000 to be spent on employing a Teacher Aide  
Moved Derek/Seconded Helen **Carried**

Charter Review (NAG 7):

The process for the review of the Charter has begun. In order to gather the data that will feed into the Charter Review progress we are surveying the community. This is progressing on target. An external facilitator has been arranged.

Special Needs SENCO's report:

Taken as read.

The BOT is pleased with the progress made. Denise reported that she spends 1½ to 2 days a week working in this area. More work could be done but this would have financial implications.

7.47pm Denise Faloon leaves.

Consultation/Surveys (NAG 4, 4.2, 4.3, 4.4)

Aim – 85% of students at or above National Standards by 2017.

As there was so much data presented the Board decided to concentrate on areas of concern raised by one or more members of our school community as a starting point. These fell into four main categories as listed below:

- A. Family and Culture. Whanautanga and Tikanga
- B. Wellbeing and Environment. Hauora and Manaakitanga
- C. Curriculum and delivery. Marautanga and whakaako
- D. Home/school partnership. Whanau tangata and kotahitanga.

	A	B	C	D
Year 7	More emphasis on cultural awareness and acceptance	Respect, dealing with bullying, managing feelings, verbal putdowns	More interesting learning	Requirement for student voice
Year 8	More interest needs to be shown in cultural and	Increase students' knowledge of school rules & who will listen if	More interesting learning	Communication with teachers

	family background	bullying occurs, talking about & managing feelings, communication with supportive teachers		
Y 9-10	Interest shown in cultures.		Learning at an appropriate level, more homework needed, focus on student literacy to articulating across various media	
Parents			Address individual support requirements	More communication with teacher, more individual contact to understand child.
Teachers	Cultural awareness and concepts, practices of tikanga, etc.	Student behavior, reducing bullying and stand-downs, student interrelationships, Health& PE Pgm, Tataiako	PLD – observations of each other teaching. SL team working collaboratively	Sense of belonging for all, development of collective vision

Annual Aim 1.7 – Reporting to parents:

Derek reported that 50% to 60% parents attended the student involved conferences.

A survey for parents has been completed.

Annual Aim 4.2 – Engaging with the community

The new school website is embedded but needs to be kept up to date. Derek will consult with Rachel as to whether the BOT can help with this.

The Friends of the School Committee has been disestablished due to lack of support.

Other issues raised:

- One third of year 8 students do not feel they can ask teachers for help if they have a problem with another student.
- A significant number of students say they disagree or strongly disagree that outside of school there is a parent or adult who they can go to if upset.
- Students enjoyed the “WOW factor” of Intermediate school ie. specialization, AIMS games, Noumea etc.
- School grounds, toilets and playground maintenance needs to be done in a timely manner.

**Motion:** To extend meeting time to 9.30pm. Moved Jo/ Seconded Erina **Carried**

#### 4.0 Finance Report

Taken as read.

Finance Sub Committee Recommendations:

- That the management accounts as tabled for June 2014 be accepted.
- That the schedule of payments for June 2014 be accepted.
- That the Ed Tech Financial Services Limited Support Contract Terms and Conditions be accepted.
- That the BOT approve the setting up of a TradeMe account to sell surplus assets.
- That the BOT approve the updated Delegated authority to Financial Service Provider, as below.

Delegated Authority to Financial Service Provider – Edtech Financial Services Ltd (confirmed 29 July 2014)

1. Power of Attorney to manage the bank funds and to arrange term investments.
2. Power of Attorney to make payment of creditors and by e-banking as from 1 July 2014 as and requested by the school. Providing Edtech Financial Services Ltd follows the e-banking procedures and makes payments on receipt of the signed "batch Edit Listing Report and Batch Header, the school accepts responsibility for the payments made by e-banking.
3. Power of Attorney to complete and make payment of GST returns via ASB Fastnet.

Review schedule: Annually

**Motion:** To accept the recommendations of the Finance Sub Committee as above.

Moved Jo/ Seconded Erina **Carried**

#### 5.0 Strategic Discussions and Decisions

AIMS Games RAMS and Budget:

Taken as read. Points raised:

- The RSA declined the request for funding support for the AIMS Games.
- Mr Lee Tibble will accompany Mr Peter Oakley as understudy.

**Motion:** that the BOT approve the AIMS Games RAMS and Budget in principle subject to any changes.

Moved Derek/ Seconded Jo **Carried**

**Note - At this point of the meeting, Helen had to leave the meeting at 9:20 therefore the Property Report was brought forward for discussion. 5.0 Strategic Discussions and Decisions is continued after the Property Report.**

## **7.0 Property Report**

Taken as read

Property Sub Committee Recommendations:

- The Board Chair signs Form 14 for Roofing Project to send to MOE (closes the project)
- Board Chair signs paper work to MOE to open project for Hall Roof and Covered Walkway (QJB quote accepted)

**Motion:** that the BOT approve the agreement for twice yearly maintenance of the Tigerturf for a minimum of 3 years (at a cost of \$330 plus GST per annum).

Moved Derek/ Helen **Carried**

## **5.0 Strategic Discussions and Decisions continued**

At 9.20pm it was moved that the public be excluded from the following part of the meeting. The grounds are that 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 Board goes "in committee"

Moved Erina **Carried**

**Motion:** that the BOT approve the purchase of a HeartSine Defibrillator.

Moved Satendra/ Seconded Sarah Abstained Jo Not present Helen **Carried**

Refer to 'In Committee' minutes.

The Board came out of committee at 9.30pm.

Helen Stuart departed meeting at 9.25pm.

## **8.0 Administration**

Response to One Tree Hill College:

One Tree Hill College contacted ROI for comment on their proposed enrolment scheme.

The BOT will reply that they are in favor of an enrolment scheme that is not to the detriment to OHS, which has had an enrolment scheme for many years (ie no overlap).

**Motion:** that a reply be sent to One Tree Hill College stating the above.

Moved Erina **Carried**

## **9.0 Closure and Upcoming Dates**

All items from the July agenda not covered in this meeting are deferred to the next meeting – Tuesday 26 August 2014. These items include:

- Inwards and outwards correspondence which was received/tabled but not approved.
- Agenda item 6.0 - The LSM report which was received/tabled but not spoken to.

ERO Next progress report due Friday 26 Sept, next on site visit Monday 24 Nov.

Upcoming PD:

- NZSTA Workshop “Welcome Aboard” Manukau Aug 12 7-9pm
- NZSTA Workshop “Charter Review” Ponsonby Aug 18 7-9pm
- Pasifika Miniconference @ Pasifika Business Centre, Otahuhu Sat Sept 6

Meeting closed 9.43pm

**To-Do checklist**

<b>Task</b>	<b>Who</b>	<b>When</b>
Property maintenance work plan (carried over from June)	Derek, Maxine, Property committee	ASAP
Review 7.4 Crisis Policy (carried over from June)	Policy Committee	For Board Meeting following next Policy Committee meeting
Update 1.3 Technology Curriculum, Careers Curriculum	Derek	August meeting
Present Teachers’ Survey	Derek	August meeting

\_\_\_\_\_  
Signed : Erina Kent  
Board Chairperson

\_\_\_\_\_  
Date