



### **1.0 Welcome and Apologies**

Present: Erina Kent (Chair), Helen Stuart, Frankie Schaumkel, Melinda Bell, Gary Briggs-Canavan, Nisi Pulu (arrived 5.51pm) Derek Linington

Apologies: Clive Sharpe

In Attendance: Rebekah Wardrop

**Motion:** To grant Rebekah Wardrop speaking rights.

Moved Erina **Carried**

### **2.0 Minutes**

**Motion:** To accept Minutes of the Board Meeting held on 25 August.

Moved Helen/Seconded Frankie **Carried**

The Board was assured that attendance procedures are correctly documented with defining roles and responsibilities allocated to staff.

Electronic Motion dated 11/9/2015 is as follows:

**Motion:** The board passes a resolution to delegate the investigating committee the responsibility to make decisions.

Proposed/Moved: Erina Kent All in favour **Carried**

Electronic Motion dated 11/9/2015 is as follows:

**Motion:** The board grants the Personnel Committee the 'power to act' in order for it to pass a resolution to authorize non-budget expenditure to proceed with the investigation.

Proposed/Moved: Erina Kent All in favour **Carried**

**Motion** that the Board of Trustees accepts the two Electronic Motions

Moved Gary/Seconded Frankie **Carried**

### **3.0 Principal's Report –**

The August Principal's Report was tabled and taken as read.

e-asTTle Maths data was tabled and spoken to.

The September Principal's Report was tabled and taken as read.

New Caledonia Exchange – Adult Helper's Report was tabled.

The Principal was going to investigate transport options for students in regards to groups of

students attending events e.g. Central Zone sports competitions and this to be considered when setting the budget.

The Board was assured that the procedures for Health and Safety will be reviewed.

**Motion:** that the Board of Trustees accept the August and September Principal's Report  
Moved Nisi/Seconded Frankie **Carried**

#### **4.0 Strategic Discussion and Decisions**

The revised e-learning Vision document was tabled and taken as read.

**Motion:** that the board approves the revised e-learning vision document.

Moved Derek/Seconded Gary **Carried**

Review of the Crisis Management Policy was referred to the Policy Committee.

**Motion:** that 60 out of zone enrolment spaces are made available for the Year 7 2016 cohort.

Moved Derek/Seconded Frankie **Carried**

**Motion:** that 10 out of zone enrolment spaces are made available for the Year 8 2016 cohort.

Moved Derek/Seconded Nisi **Carried**

Review of Governance Manual

Board review of Governance (p20)

Committee Principles (p21)

Conflict of Interest (p13)

Adjust Terms of Reference of the Consultation Committee to feed back into the Consultation Plan.

**Motion:** that the Board of Trustees approve the revised amendments to the governance manual as discussed (as above).

Moved Gary/Seconded Frankie **Carried**

Rebekah Wardrop departed the meeting at 7.45pm.

#### **5.0 Personnel Report**

**Motion:** that the Board of Trustees ratify Mr. Steven Drury's permanent appointment.

Moved Gary/Seconded Frankie **Carried**

Gary was appointed secretary for in-committee minutes.

At 7.49pm, 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 8.55pm.

Derek will enact the resolution made “in committee”.

The Board Chair will enact the decisions made “in committee”.

The Board would like to congratulate Derek on his positive appraisal. It shows strong support from Team Leaders and influence on student achievement and learning.

A resolution was proposed to extend the meeting until 9:30 pm.

Moved Erina **Carried**

Gary departed the meeting at 9.10pm.

## **6.0 Finance Report – deferred until September meeting.**

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

Moved Helen/Seconded Nisi **Carried**

**Motion:** That the schedule of payments for August 2015 be accepted.

Moved Frankie/Seconded Melinda **Carried**

**Motion:** That the Fixed Assets useful lives remain the same as 2014.

Moved Nisi/Seconded Derek **Carried**

**Motion:** That the Lady Care contract be accepted (1 year contract/same cost).

Moved Derek/Seconded Erina **Carried**

**Motion:** That the Fixed Asset Register for Furniture & Equipment and A/V Equipment is tabled and accepted and Assets highlighted as missing or of no value be written off.

Moved Frankie/Seconded Melinda **Carried**

The Board is thankful to the Parent/Whanau community for donations, both financial and time wise to the school. The Board would like to thank Mark Steinmetz for his continued support and expertise on the Finance Committee and his dedication to Royal Oak Intermediate.

## **7.0 Property Report**

Tabled and taken as read.

The internal painting of the hall was referred back to the Property Committee.

**Motion:** That the Principal be granted the authority to get the roofing repair on the Resource Room butanol roof done on the basis of two quotations that compares apples with apples. The money is to come from the Contingency reserve and to be no more than \$20 000 ext GST.

Moved Helen/Seconded Nisi **Carried**

## 8.0 Administration

Appointment to the Finance committee was discussed. Trustee professional development was discussed. Hautu Self Review discussion was deferred to October.

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

The Board would like to thank and recognize Sarah MacDonald's contribution as a selected Parent trustee and wish her all the best for the future.

### Meeting closed 9.32pm

Next Board meeting 27<sup>th</sup> October 2015 5.45pm

### To-Do checklist

	Who	When
Support Staff Budget <b>Carried over</b>	Maxine	Oct
Contact the Fire Department <b>Carried over</b>	Derek	Oct
Special Needs Student data for 7 target students <b>Carried over</b>	Derek	Oct
PACT Math's	Derek	Oct
PAI Data	Derek	Oct
Lockdown Drill to be completed and reported on.	Derek	Oct
Projected roll information to be emailed to BOT members	Derek	Oct
PB4L Report with assurance PB4L remains effective	Derek	Oct
Parent & Student Satisfaction Survey (linked to charter)	Derek	Oct
Annual Aims deferred P3, E1, E4	Derek	Oct
Further develop Gifted and Talented pgm	Derek & Clive	Oct
Procedures for Health and Safety	Derek	Oct
Provide terms of references to all committee members	Erina	Oct
Review Crisis Management Policy	Policy Com	Oct
Consultation Committee is responsible to update Consultation Plan	Consultation Committee	Oct/Nov
Term 4 Board newsletter	Frankie	Oct

Term 4 Self-review report	Clive	Oct
Feuerstein – what now?	Derek	Oct

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Signed: Erina Kent, Board Chairperson

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Date