



1.0 Welcome and Apologies

Present: Derek Linington (Principal), Helen Stuart, Erina Kent (Chair), Sarah MacDonald, Clive Sharpe, Melinda Bell, Frankie Schaumkel, Gary Briggs-Canavan

Absent: Nisi Pulu

In Attendance: Anne Longson

Conflict of Interest:

Erina Kent - Mercer Stainless Steel.

The BOT welcomes its new member Gary Briggs-Canavan who has been co-opted onto the board of trustees. His co-option is for a period of three years.

2.0 Minutes

Matters arising – All items on “to do” list done.

Motion: To accept Minutes of the Board Meeting held on 24 February subject to amendments.

Moved Derek/Seconded Sarah **Carried**

Electronic Motion dated 9/3/2015 as follows:

“That, given the property sub-committee’s recommendation to the Board in December has now been met, Erina Kent sign the contract on behalf of the Board of Trustees.”

Proposed/Moved: Derek Linington/Seconded: Frankie Schaumkel

8 in favour Unable to vote: Gary Briggs-Canavan **Carried**

Motion: That the Board accept the electronic motion dated 9/3/2015

Moved Sarah/Seconded Frankie **Carried**

3.0 Principal’s Report

Tabled and taken as read. Points raised:

- The Board is assured that the March Roll Returns were completed and forwarded to the Ministry of Education on time.
- The meet the teacher evening was exceptionally well attended by parents. The Student-led Conferences were very well attended in comparison to previous years. The teachers have followed up on those families who did not attend. The BOT would like to

- commend the staff for their hard work.
- Student Achievement: The BOT received the e-asTTle writing and GloSS and IKAN Mathematics reports. In writing our Year 7 students are in the 25th Percentile when compared to the national norm. We also have a longer tail of lower achievers in comparison to the national norm. Teachers will be targeting specific weaknesses such as vocabulary, spelling and punctuation. The Mathematics IKAN results show a weakness in understanding and recall of basic facts. These results will be used to inform teaching programmes.
 - PB4L: The BOT received the Term 1 Positive Behaviour for Learning report. The school is now eligible to enter Tier 2 of the Programme. The BOT will write a congratulatory letter to the staff to compliment them on their work in PB4L and to give BOT support to Tier 2. The BOT will look to increasing the budget for PB4L rewards.
 - Procedures for investigating student events such as bullying, random acts, near miss, minor or moderate injuries or other events have been developed. An enquiry was made as to whether the students would have input. Derek will investigate this.
 - An enquiry was made around the effectiveness of support services in returning persistently absent students to school. In these cases the school contacts Auckland Education Services. In the most severe cases the Police are notified.
 - Derek addressed the BOT about the issue of communication with parents, using the satisfactory outcome of a recent complaint, as illustration that the schools' procedures are working well.
 - The instigation of the Feuerstein programme has slowed down due to the absence of Denise Faloon.

Motion: To accept this Principal's report. Moved Clive/Seconded Melinda **Carried**

4.0 Policy Report

The minutes of the Policy Committee Meeting were tabled and discussed.

It was decided that this committee need to remain in place as there is still work to do.

Motion: That the reviewed School Policies section be adopted.

Moved Derek/Seconded Sarah **Carried**

Motion: That the Policy Subcommittee Terms of Reference tabled be approved subject to the following two changes,

- "To ensure that Policies are reviewed according to the BOT Review Schedule ***and community consultation has taken place prior where appropriate.***"

and the following bullet point be removed,

- "When reviewing policy check that any consultation that is required has occurred."

Moved Helen/Seconded Frankie **Carried**

Schedule of Policy Review – Taken as read. This is a work in progress.

5.0 Strategic Discussions and Decisions

Camp RAMS and Budget

Motion: That the Board of Trustees accept the Risk Assessment Management Strategy.

Moved Sarah/Seconded Erina **Carried**

Motion: That the Board of Trustees approve the Camp Budget.

Moved Sarah/Seconded Frankie **Carried**

At 7.17pm 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**

Anne Longson left at 7.17pm

The BOT came “out of committee” at 7.38pm

Motion: That the Board of Trustees Work Plan for 2015 be accepted with amendments.

Moved Melinda/Seconded Frankie **Carried**

The BOT decided that the Self-review report and the Term Newsletter will be done on a rostered basis.

Motion: That the Board of Trustees Consultation Plan be accepted with amendments.

Moved Derek/Seconded Helen **Carried**

The BOT would like to thank Derek and Erina for their hard work.

The ERO Board Assurance Statement and Self Audit document was tabled and discussed.

6.0 Property Report

Tabled and discussed.

Gary Briggs-Canavan will join the Property Committee.

7.0 Finance Report (containing 2014 Annual Report and Financial Statements)

Received and taken as read.

Motion: That the Management Accounts as tabled for December 2014 be accepted.

That the schedule of payments for December 2014 be accepted.

Moved Sarah/Seconded Gary **Carried**

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

Moved Frankie/Seconded Melinda **Carried**

Motion: That the Board of Trustees approve the disposal of the financial records, dated 2007 and before, tabled at the Subcommittee Meeting.

Moved Melinda/Seconded Derek **Carried**

The Board is assured that the disposal is in line with Archive New Zealand.

The Board held off accepting the management accounts as tabled for Feb 2015 pending Derek's review of the 5YA financials.

The 2014 Annual Report and Financial Statement need an amendment as follows:

Kent Chairperson commenced Feb 2014

Stuart Chairperson retired Feb 2014

The Subcommittee reviewed Section 5 of the ERO Self-Audit and can assure the BOT that we are in line with the MoE Handbook Procedures and all relevant legislation.

Grant Application:

Motion: That the Board of Trustees approve the Grant Application to the Lion Foundation for \$3,807.00 for the purchase of 36 netball uniforms. **Motion withdrawn**

The BOT suggested that another foundation within our school zone be tried. The BOT will anticipate an electronic motion for this.

8.0 Personnel Report

At 8.53pm 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**

Anne Longson left at 8.53pm. Derek Linington left at 8.55pm.

The BOT came "out of committee" at 8.58pm.

Resolution: That the meeting time be extended to 9.10pm **Carried**

9.0 Consultation Report – Hui/Fono Meeting Report

Tabled and discussed. The Board is encouraged by the positive feedback from parents.

10.0 Administration

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

The 2015 Enrolment Scheme review is a work in progress.

The Trustee Induction review was mostly positive.

Meeting closed 9.18pm

Next Board meeting 28 April 2015 5.45pm

To-Do checklist

Task	Who	When
Write congratulatory letter to staff	Erina	ASAP
Include Policy Committee Review into Self-review Report	Erina	ASAP
Add delivery of Health & Safety to BOT Consultation	Erina	June
Review 5YA walkway/hall roof financials	Derek	ASAP
Contact MOE re Enrolment scheme review	Erina	ASAP

Signed : Erina Kent, Board Chairperson

Date