



**Minutes of Meeting of Royal Oak Intermediate School
Board of Trustees
Tuesday 23rd September 2014 in the boardroom at 5.45pm**



1.0 Welcome and Apologies

Present: Derek Linington (principal), Erina Kent (chairperson), Jo Kelly, Helen Stuart, Frankie Schaumkel, Satendra Kumar, Nisi Pulu (arrived at 5.53pm)

In Attendance: Collene Roche (LSM), Rebekah Watts (minutes/secretary)

Apologies: Sarah McDonald

Declaration of conflict of interest: Erina Kent, Mercer Stainless Steel
As before, all Kelectric services are marked to ensure transparency.

Motion: to change the meeting agenda

Moved: Erina Kent **Seconded:** Derek Linington Carried.

2.0 Minutes of the previous meeting

Motion: to accept minutes of the board meeting held on 27th August 2014.

Moved: Frankie Schaumkel **Seconded:** Helen Stuart Carried.

Went through the to-do checklist. Completed.

Confirmation of the two Electronic Motions, carried in September 2014 as detailed below:

“That the Board of Trustees approve the payment of \$2478.50 to the NZ Community Trust to reimburse the balance of the \$5000.00 grant for which records cannot be found.”

Proposed/Moved: Derek Linington **Seconded :** Erina Kent All in favour **Carried**

“That the Board of Trustees accept the Property Sub-Committee’s recommendation to approve the construction of a covered walkway outside the old dental clinic. The work will be granted to Awesome Awnings at a cost of \$23,000 incl GST, which will be coded against the contingency fund.”

Proposed/Moved: Derek Linington **Seconded:** Helen Stuart (Telephonically & Electronically)
All in favour **Carried**

Motion: to accept electronic motions that happened over the last month.

Moved: Derek Linington **Seconded:** Helen Stuart Carried.

Discussions: procedures for applying for and receiving grants and follow up.

Derek to query Edtech as to whether or not there are generic procedures available.

3.0 Principal’s Report

Derek Linington presented his report.

Under suspensions it should read 'spring loaded pellet gun not BB gun'. A concern was raised about there being no consultation at the Hui/Fono about the change of uniform. It was explained that current students and future parents were consulted. A concern was raised about timeline; there will be a transition period of 2 years. In 2017 all students will be in the same uniform. A concern was raised about low enrolments to date. A board member talked about the perception in the community about students having to catch public buses to get to school, need to explain the bus system to Year 6 students. All board members felt the Writing Achievement report was very clear and easy to read.

Motion that the Principal's Report is accepted

Moved: Derek Linington **Seconded:** Nisi Pulu Carried.

4.0 Property Report

Helen Stuart presented the report.

A motion that the Board of Trustees pass a resolution to apply for funding support (\$12,481.59 excluding GST) from a Foundation/Trust to replace the mat under the adventure playground was put forward.

Moved: Helen Stuart **Seconded:** Jo Kelly Carried

Motion to the board of trustees to pre-approve upgrading of guttering, downpipe and storm water draining, funding will be at the principal's discretion. Discussion was had.

Moved: Helen Stuart **Seconded:** Derek Linington Carried

Derek confirmed that Edtech had opened a contingency fund code against which approved property jobs will be costed.

5.0 Finance Report

Satendra Kumar presented the report.

Motion to accept the financial report and August 2014 payments.

Moved: Satendra Kumar **Seconded:** Frankie Schaumkel Carried

6.0 Strategic Discussions and Decisions

Derek Linington spoke about resiliency training – professional development initiative for teachers that will see not only teacher resiliency enhanced, the development of a resiliency programme for our students.

A motion that the board apply to Akoranga Community Trust for \$5,400 excluding GST to fund the professional development of Resiliency Training for teachers was tabled.

Moved: Derek Linington **Seconded:** Jo Kelly Carried

The board discussed the professional development programme for 2015.

BOT Term 3 newsletter – elections, charter, thanks for doing survey/attending hui fono

9.0 Closure and Upcoming Dates

- ERO next progress report due Friday 26 September
- Board combined staff development of Vision meeting Monday 13 October
- Combined Finance/Property sub-committee meeting Tuesday 21 October
- ERO next onsite visit Monday 24 November

Meeting self-review:

High yellow for Governance – 1 x 8, 2 x 7, 4 x 6

Green for Student achievement – 5 x 7, 2 x 6

Green for Self-review – 6 x 8, 1 x 7

Frankie Schaumkel requested prior leave for the meeting 28 October 2014

Meeting closed at 7.47pm and a training workshop commenced.

10.0 Te Tiriti o Waitangi Workshop

Erina Kent facilitated a workshop on Te Tiriti o Waitangi and linked this to the Board of Trustees' role as a Crown Entity.

To-do checklist:

Task	Who	When
Email Sarah to invite to the combined finance and property committee meeting in October	Erina	Before meeting
Assurance that clear procedures for applying for funding and the correct completion of process and documentation is in place	Derek	October
Defer to December: apply to foundations and trusts to get financial support to pay for buses to Year 8 camp	Derek	December meeting
Complete the work required to formulate a roll for the up and coming Board of Trustees Election	Derek	asap
Contact NZSTA to determine whether it is a conflict of interest if a sitting Board member acts as the Returning Officer for the Board's 18 month Election	Helen	asap

Minutes confirmed

Erina Kent
Board of Trustees Chairperson

Date