



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, Nisi Pulu

In Attendance: Anne Longson

Conflict of Interest: Erina Kent - Mercer Stainless Steel

2.0 Minutes

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

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

Moved Frankie/Seconded Sarah **Carried**

Motion: To accept “In committee” Minutes of the Board Meeting held on 24 March subject to amendments. Moved Melinda/Seconded Gary **Carried**

Electronic Motion dated 31/3/2015 as follows:

“The Royal Oak Intermediate School Board of Trustees resolved to apply for financial support from the Blue Waters Community Trust to cover the costs of 36 netball uniforms to the value of \$3,807.00 excluding GST from Canterbury TeamWear.”

Proposed/Moved: Derek Linington/Seconded: Frankie Schaumkel

Motion: That the Board accept the electronic motion dated 31/3/2015

Moved Helen/Seconded Melinda **Carried**

3.0 Principal’s Report

Tabled and taken as read. Points raised:

There is continued roll growth, now reaching 400.

Attendance Report: The staff have tried a number of initiatives but are still unable to increase attendance rates for Maori and Pasifika students. The school will keep informing parents about procedures around absences and lateness. It is hoped initiatives around positively engaging the community, and encouraging the students through the house points system, will help to improve the absence rate.

An enquiry was made about what support there is for students with justified absences with regard to work at home. This is provided, and followed up, by the class teacher.

First Aid provision for Year 8 camp: Mr Lee Tibble and Mr Mike Webber completed the two day First Aid course. This is paid for from the PD budget.

Appointment: Mrs Carolyn Edwards has been appointed as SENCO and release teacher.

We will welcome her in May.

At 6.18pm 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 and Melinda Bell left at 6.18pm.

The BOT came “out of committee” at 6.30pm

The BOT would like to thank the Infinity Foundation for their grant of \$3,000 to go toward Year 8 Camp transport.

In accordance with the BOT aim to raise the school’s profile, Derek will contact the Onehunga Community News about the completion of the new Bio-Food Technology Room.

Amendments to Principal’s Report:

NAG 4: Finance and Property. Change statement “A Fire Equipment Verification Certificate for 2014/2015 was issued.” to “ A Fire Equipment Verification Certificate for 2015/2016 was issued”.

Remove student’s name from the Attendance Report absenteeism information.

Motion: To accept this Principal’s report with amendments.

Moved Gary/Seconded Clive **Carried**

4.0 Strategic Discussions and Decisions

Charter – Annual Aims:

P4 - Strategic approach to managing conflict resolution is in place. Points raised:

Health and Physical Education Curriculum finalized and includes the teaching of a unit around conflict resolution.

To ensure stakeholders’ concerns are addressed promptly, Erina tabled a draft Complaint Register to chart actions, follow through and response times.

A4 – Continue revising and developing curriculum.

The Health and Physical Education Curriculum has been finalized. An Arts Curriculum Team has been established.

Discussion took place regarding curriculum review. The Board should like to have information presented to them about curriculum areas under review and requested that Derek gives the Board a brief description (paragraph or half a page) outlining the key aspects of the Curriculum area under review.

ERO Board Assurance Statement and Self-Audit

The BOT completed the Self-Audit checklist.

Review Governance Manual: p14 Staff Trustee Role Description

Motion: That upon reviewing the Staff Trustee Role Description it will be kept as it is.

Moved Sarah/Seconded Helen **Carried**

Public Attending Board Meeting Procedure (p17/18)

Motion: That the Public Attending Board Meeting Procedure be amended to include “Members of the public may apply in writing to the Board of Trustees via the Board Chair to have a matter considered within a subsequent Board Meeting agenda. Written acceptance to add to the agenda, tendered at the Boards’ discretion.”

Moved Frankie/Seconded Gary **Carried**

Self Review Report Update

Two teachers are to undertake Feuerstein training in July.

Derek informed the BOT that he has met with all the Year 7 teachers to discuss each individual target student’s achievement plan, and will do this for the Year 8 target students as well.

At 7.48pm 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.

The BOT came “out of committee” at 8.02pm

5.0 Finance Report

Tabled and taken as read.

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

Moved Frankie/Seconded Melinda **Carried**

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

Moved Helen/Seconded Gary **Carried**

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

Moved Melinda/Seconded Nisi **Carried**

The Block B Project Certificate was presented to the Board Chair and subsequently signed off.

6.0 Administration

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

A draft Board Newsletter was tabled by Helen.

Sarah MacDonald requested leave for the May 28, meeting.

Meeting closed 8.26pm

Next Board meeting 26 May 2015 5.45pm

To-Do checklist

Task	Who	When
Investigate whether students know procedures for reporting near miss incidents.	Derek	May
Write letter to our Maori community following on from hui/fono and to meet the NAG 1(e) obligations	Erina/Derek	ASAP
Raise in Principal's Report 1. Inclusive SENCO report 2. PB4L report 3. Cons 1 Ongoing consultation to inform strategic decisions to ensure student achievement. 4. Prop 2 A vision/purpose for the Knowledge Centre. 5. Boiler check progress update	Derek	May
Review format for Self Review report draft	Gary	May
Derek to give BOT brief outline of contents of Health & PE Curriculum	Derek	May
Interested BOT members to confirm availability for NZSTA Conference	BOT	ASAP

Signed : Erina Kent, Board Chairperson

Date