

Enthusiastic Learning Through Life

Minutes of Meeting of Royal Oak Intermediate School Board of Trustees

Tuesday 24th June 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, Nisi Pulu (arrived 6.11 pm)

In Attendance: Collene Roche (arrived 6.35pm), Anne Longson, Rebekah Watts (until 6.14 pm)

Conflicts of Interest:

Erina Kent - Mercer Stainless Steel.

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

2.0 Minutes

Motion: to accept "in committee" Minutes from the Board Meeting held on 25th March.

Moved Erina / Seconded Jo **Carried**

Motion: to accept Minutes of additional Board meeting held on 3rd June.

Moved Frankie / Seconded Sarah **Carried**

Motion: to accept amended Minutes of the Board Meeting held on 27th May 2014.

Moved Erina **Carried**

Matters Arising:

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

3.0 Principal's Report

Tabled and taken as read.

Motion: that Erina accord speaking rights to Rebekah Watts (Deputy Principal) **Carried**

Rebekah Watts attended the Board meeting to answer any questions raised about the Mathematics Reports tabled. These were the IKAN results (progress over Terms 1 & 2) and the e-asTTle results. The Board noted that these results show a significant improvement. This is very encouraging and a credit to the staff.

Jo enquired as to whether Board should support staff to undertake further Professional Development (PD) in this area. The Board enquired as to if any PD done targeted Maori and/or Pacifica. Derek noted that the staff have been doing PD around writing this year, which has been

very demanding, so formal Maths PD would not be undertaken this year. However, the current PD should have a beneficial flow-on effect.

The IKAN results give teachers access to students' individual needs.

6.11 pm Nisi Pulu arrives.

6.14 pm Rebekah Watts leaves.

Charter

Annual Aim 1.5 (NAGs 1a, 1b, 1c, 1d, 2b, 2a, 3a)

The Board inquired as to what procedures have been put in place to anticipate and alleviate absences of, or changes of teachers on student achievement.

Derek noted that so far this year the school has not had the prolonged absences that have happened in the past. The school now has a regular relievers list in place, as well as utilising our part-time teachers to cover absences.

Rebekah coordinates relievers and class lessons. The new teacher who starts next term has already attended a staff meeting and will spend time in the classroom this term, as well as attending the student conferences, and the school induction program.

Annual Aim 2.2 (NAGs 1a, 1d, 2a) Progress Report

A sub-committee has been formed to self-review the ROI inquiry and integrated model. It is envisaged that Anna Kerr will be released from class to spend time on this and that the school may also employ an adviser. Derek noted that the model may include a future focus towards blended e-learning. More funds will be required.

Annual Aim 1.8

Derek is investigating updating the SMS to a cloud based system.

ERO Report

The Board would like to acknowledge the hard work done by Derek, the senior leadership team, and all staff that have led to a positive report.

The Board discussed ways of getting this positive information out to the school community and prospective school community. It was decided that Derek will select some bullet points from the report to include in the school newspaper and other similar communications.

6.35pm Collene Roche arrives.

Recommendations

- That the two student achievement reports be accepted.
- That the Board ratifies the International Students Policies at the June meeting.

- In the matter of the covered walkway for the old dental clinic: that the Board ratifies the use of our contingency fund to engage a draftsman, or similar, and apply for a permit from the Council.

Motion: That the Principal's Report recommendations be approved.

Moved Derek / Seconded Jo **Carried**

4.0 Strategic Discussions and decisions

International Student Policies

It is a legal requirement that these be reviewed every year. Derek has tabled revised editions for the Boards' approval.

Motion: to accept the International Students' Policy.

Moved Sarah / Seconded Nisi **Carried**

International Students Medical and Travel Insurance Policy

The Board recommends to International students at ROI the Southern Cross Medical and Travel Max Insurance Policy which meets The Code of Practice (revised 2013) requirements. This should mitigate any unforeseen financial risk to either the school or international students.

Motion: To accept the International Students Medical and Travel Insurance Policy.

Moved Jo / Seconded Satendra **Carried**

Motion: to accept the International Students Fee Protection Policy subject to amendments.

Moved Jo / Seconded Sarah **Carried**

Motion: to accept the International Students Refund Policy.

Moved Sarah / Seconded Frankie **Carried**

Motion: to accept the International Students School Attendance Policy as per amendments.

Moved Derek / Seconded Helen **Carried**

Motion: to accept the International Students Accommodation Policy as per amendments.

Moved Derek / Seconded Erina **Carried**

Motion: to accept the International Students Group Student Policy (NAG 6) subject to amendments rigorously discussed and the Board being assured that all homestay procedures, supporting policies and documents are added. Moved Erina **Carried**

The reason why the Board is interested in having International Students is to afford our students the opportunity to meet and learn from International students. To provide an enriched New Zealand learning experience for them in return.

The Board appreciates the tremendous amount of work Derek has put into this.

Crisis Policy 7.4

This is to go to the Policy Committee.

5.0 Property Report

Tabled and taken as read.

A quotation for \$1,200 was received from Treescape for a report and application to Council for resource consent for tree maintenance. The Board approved the over budget expenditure of \$3,000 to include both consent application costs and following tree work required along with other tree maintenance work.

Motion: that the Board approve \$3,000 for tree maintenance.

Moved: Helen/ Seconded Frankie **Carried**

The Board seeks assurance that monitoring of maintenance is being done. This is complicated due to some work being covered by the 5YA while other work needs to be budgeted for. Derek, Maxine and the Property Committee will develop a Property Maintenance Work Plan so the Board will know who does what.

Motion: to accept Property Sub-committee Report

Moved Nisi / Seconded Frankie **Carried**

6.0 Finance Committee Report

Tabled.

Motion: That the Board approve the issue of a Visa card to Mr Peter Oakley for AIMS Games with maximum credit limit of \$500.

Moved Derek / Seconded Jo **Carried**

Motion: to accept the first four recommendations of the Finance Sub-committee as follows:

- That the management accounts as tabled for May 2014 be accepted.
- That the schedule of payments for May 2014 be accepted.
- That the Ladycare 3yr service agreement be accepted by the Board.
- That the Board approve the purchase of 4 industrial quality hand dryers.

Moved Satendra / Seconded Sarah **Carried**

Motion: that a request be made to Onehunga and Districts RSA for funding support for the AIMS games.

Moved Derek/ Seconded Helen **Carried**

The funding support will be used to cover the transport costs that are associated with sending our sporting teams to the Association of Intermediate and Middle Schools (AIMS) National Games in Tauranga. The games will take place in September 2014. Our school has participated over a number of years and in order to make it possible for our students to go again the Board of Trustees resolved at its June meeting to apply for \$1,398.26 (ex GST).

The Onehunga Workingmans' Club have agreed to provide funding for shirts for the AIMS Games with the proviso that their name is on them.

7.0 LSM Report

Report tabled and taken as read.

Motion: that the LSM report be received.

Moved Frankie / Seconded Helen **Carried**

8.0 Administration

NZSTA Conference

Motion: that the Board approved funding for Erina to be the delegate.

Moved Nisi / Seconded Derek **Carried**

The Board agreed that Derek also attend the NZSTA conference – and this also be funded from the Board.

NZSTA Charter Review facilitation

Erina will email NZSTA requesting priority support for a facilitator to assist the Board and Senior Leadership to revise the Vision Statement, as part of Charter Review.

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

Motion: that the Board of Trustees Term 2 newsletter be approved.

Moved Erina **Carried**

9.0 Closure & Upcoming Dates

Art Trail, Tues 1st July

NZSTA Conference, 18th-20th July

ERO Next progress report due Fri 26 Sept, next on site visit Mon 24 Nov.

Meeting closed 8.59 pm. Next Board meeting Tuesday 29th July 2014

To-Do checklist

Task	Who	When
Follow up with NZSTA re facilitator for charter review (carried over from May)	Erina	ASAP
Prepare survey/doc on health curriculum (carried over from May)	Derek	Next meeting
Property maintenance work plan	Derek, Maxine, Property committee	ASAP
Register Erina and Derek for NZSTA Conference	Maxine	ASAP
Send Term 2 newsletter to Derek	Erina	ASAP
Send out Term 2 newsletter	Derek	ASAP
Present school wide patterns Attendance Report for Term 1.	Derek	July meeting
Update Board Work Plan to reflect emergent dates as well as dates for ongoing monitoring and assurance of school wide patterns Attendance Report	Erina	ASAP
Review 7.4 Crisis Policy	Policy Committee	For BOT meeting following next Policy Committee meeting

Signed: Erina Kent
Board Chairperson

Date