



1.0 Welcome and Apologies

Present: Erina Kent (Chair), Derek Linington (Principal), Gary Briggs-Canavan, Melinda Bell, Rebekah Wardrop, George Woodward

In Attendance: Ann Longson, Albra Stoltenkamp

Apologies : Clive Sharpe

Motion: To accord speaking rights to Albra Stoltenkamp (potential Staff Trustee)

Moved Erina **Carried**

2.0 Minutes from Previous Meetings

Motion: To accept Minutes of the Board Meeting held on 29 November.

Moved George/Seconded Gary **Carried**

Matters arising including "To do" list:

The number of STEPS licenses has been increased and the extra cost budgeted for.

Erina advised that the Hautū Self-Review is designed as a one-off tool, with the results feeding into the Charter. The BoT decided that they would review it tri-annually. It was decided to repeat the Hautū Self-Review with a focus on Pasifika students.

3.0 Principal's Report

Includes - National Standards Commentary Reporting

Trial Innovative Learning Environment Data Report

2016 PB4L Final Report

Analysis of Variance Reports

Tabled at meeting - Complaints Matrix

SENCO Report

Amendments:

Page 6 **Hazard Register** – Near Miss: Parakai Springs, Sunday 20/11/2016. A struggling student was pulled from the water by a lifeguard.

Derek will check if swimming ability can be added on eTap.

Analysis of Variance Reporting

Writing Year 7 and 8: ROIS has focused through Learning & Assessment PLD programme (L&A PLD) over past 3 years & Cluster PD on moderation of writing. As a result student achievement gains have been made school-wide and are on shown in the results for our targeted students. Points noted, the Year 7 results are better than those for Year 8. 19 (73%) of the Year 8 ākonga who did not attain the Writing target came from classes where the teachers were new to the school and to the L&A PLD. In 2017 three new teachers will need to be brought up to speed with this programme.

Mathematics Year 8: Of the 15 targeted students, 7 met the set targets. GloSS assessments showed that our targeted ākonga lack number knowledge, which holds them back in number strategy. The school trialed Mathletics this year and this was well received by the students who participated. Thanks to the Lion Foundation grant every child will be able to access Mathletics in 2017.

Special Education Needs Target: ROIS came very close to meeting the Special Education Target of 6/9 with 5/10 targeted students reaching 70% of their IEP goals. The SENCO provided a comprehensive report on those Special needs students who did not meet their individual goals. Notably, one of these students received ORS status in December while another has an ORS application pending. Next steps for improvement include PLD through the RTLB with two workshops on Autism Spectrum Disorder to be attended in 2017.

Attendance

The total number of pre-enrolments at 3/12/16 is 163. A significant lift in pre-enrolments from Onehunga Primary school leavers makes it our biggest contributing school.

National Standards Data

Our national standards data has improved remarkably since 2012, with a big leap ahead in 2015. This progress is attributed to teacher PLD, dedicated teachers, improvements in moderation and raised achievement in our feeder primary schools. ROIS's focus on writing has paid off with a significant increase in the number of students in the "at" and "above" categories. The school will now turn the focus onto maths.

The school is trialing a Māori Focus class in 2017 in a bid to raise achievement for Māori.

Motion: That the Board of Trustees accept the Principal's report subject to amendments.
Moved Erina **Carried**

4.0 Personnel Report

At 7.24 pm 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 8.03 pm.

The Board of Trustees would like to congratulate Derek on his excellent appraisal.

5.0 Strategic Discussions and Decision

By-election for Staff Trustee

Resolution: That the Board of Trustees organize a by-election to elect a Staff Trustee.

The BoT requested that Derek contact Helen Stuart with regard to her acting as Returning Officer.

Motion: That Helen Stuart be appointed as the Returning Officer for the election of a Staff Trustee.

Moved Derek/Seconded Melinda **Carried**

Approve Charter

The Annual Aims will be discussed with staff in Term One.

Motion: That the Board of Trustees approve the Charter – Strategy Section 2017-2019.

Moved Melinda/Seconded Rebekah **Carried**

Annual Plan Document – Tabled.

There has been a full revision of the Annual Plan. The BoT is pleased with the progress achieved in meeting goals.

Draft Budget

The first draft of the budget for 2017 was tabled and discussed. The BoT noted that the operations grant has lowered due to a projected drop in the roll. Points raised: Following on from the Trial ILE Report, it was decided that the school will have one ILE in 2017. Previously there were plans for two. The Gifted and Talented Programme will begin next year. Parents will pay the cost of the online course but the Board of Trustees will fund the teacher's salary who oversee in-class follow up and extension. To address equity the school has increased the benevolent fund budget to finance the online costs for two deserving students whose families, due to financial constraints would be unable to afford to pay.

The cost of a new pager system will be added to the Fixed Asset budget.

The Māori Focus class budget to come, along with further amendments based on final roll numbers for 2017. The BoT is committed to the alignment of the Budget with the aims in the Charter - Strategy Section 2017-2019 and has considered the funding required to resource the approved annual goals.

6.0 Property

Annual Provision of Cyclical Maintenance Calculation (31/12/2016) – Tabled.

The Annual Provision of Cyclical Maintenance was reviewed and updated to reflect recent expense quotes. It has been reviewed by EdTech, who have subsequently fed it forward into the 2017 budget.

Motion: That the Board of Trustees approve the Annual Provision of Cyclical Maintenance Calculation.

Moved Derek/Seconded Erina **Carried**

7.0 Finance

Motion: That the management accounts as tabled for November be accepted.
Moved Melinda/Seconded George **Carried**

Motion: That the schedule of payments for November be accepted.
Moved Derek/Seconded Rebekah **Carried**

8.0 Administration

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

The BoT approved the proposed meeting dates for 2017.

Motion: That the Board of trustees approve the application of Erina Kent to become an NZSTA Accredited Trustee.

Moved George/Seconded Derek **Carried**

The Board of Trustees would like to acknowledge and thank the Lion Foundation for their generous grant of \$10,000 towards the Athletics subscriptions for each child in 2017.

The Board of Trustees would like to thank the Rotary club of Onehunga One Tree Hill Inc. for once again providing a generous donation towards the production of our yearbook.

Evaluation: BoTs accomplished goals -4
BoT worked as a group - 5

Meeting closed 9.03pm

Next Board meeting 28 Feb 2017 5.45pm start.

To-Do checklist

	Who	When
Organize teacher support for Gifted and Talented Programme	Derek	Feb
Review PLD budget	Derek	Feb
Check if eTap allows for Health and Safety notes re EOTC swimming competency etc per student.	Derek	ASAP
Contact Helen Stuart re. By-election	Derek	ASAP
Review TABLED documents – SENCOCO report & Complaints Matrix at Feb BoT meeting	BoT	Feb

Signed

Erina Kent, Board Chairperson

Date