



## 1.0 Welcome and Apologies

Present: Erina Kent (Chair), Derek Linington (Principal), Ryan Langford, Clive Sharpe, Rebekah Wardrop, Melinda Bell, George Woodward, Gary Briggs-Canavan (electronically)  
In Attendance: Ann Longson

## 2.0 Minutes

**Motion:** To accept Minutes of the Board Meeting held on 31st May with the amendment.  
Moved Derek/Seconded Melinda **Carried**

**Motion:** To accept the Two Electronic Motions.  
Moved Derek/Seconded Rebekah **Carried**

### Electronic Motion 1:

The Board has resolved by electronic motion, on 28 June 2016 to apply to the Maungakiekie-Tamaki Board for financial support of \$1,000 towards the installation costs of the installation of a data projector, two televisions and cable provision for sound in the hall.

**Proposed by:** Derek Linington

**Seconded by:** Erina Kent **All those in favour: CARRIED**

### Electronic Motion 2:

Both the Property and the Finance Sub-Committees have tabled a motion to approve a budget over spend to have the Hall floor sanded, then polyurethane coated before re-painting the indoor court markings. Quotations have been obtained and the school is in process of conducting reference checks. It is estimated that the maintenance project will cost in the vicinity of \$10,000 to \$13,000.

**Property Sub-committee members in favour:** Gary Briggs-Canavan and George Woodward

**Finance Sub-committee members in favour:** Erina Kent and Melinda Bell

**Proposed by:** Derek Linington

**All those in favour: CARRIED (on the proviso that the ceiling is painted first MB)**

All matters on the "To do" list spoken to.

### 3.0 Principal's Report

Includes - Students Wellbeing Survey June 2016

Mid-2016 Tracking Toward End of Year OTJs against National Standards

Special Education Needs – Target Students report

PB4L Term 2 2016 report

Tabled and taken as read.

Tabled – 2012-2015 Longitudinal EOY NS Data. Report presented upon request.

**Motion:** That the Board of Trustees pass a resolution to apply for financial support from the Mangere Cosmopolitan Club to the value of \$6,000 to cover the accommodation costs of the students going to the national AIMS Games.

Moved Derek/Seconded Clive **Carried**

**Motion:** That the Board of Trustees approve 60 out-of-zone places for Year 7 ākonga/learners in 2017 and that we continue to hold 60 out-of-zone places for Year 8 ākonga/learners in 2017.

Moved Derek/Seconded Melinda **Carried** ( 1 not in favour, 1 abstention)

#### **Mid-2016 Tracking Towards End of Year OTJs against the national standards**

This data shows that - 60% of our ākonga are tracking at or above the Reading standards.

- 59% of our ākonga are tracking at or above the Writing standards.

- 60% of our ākonga are tracking at or above the Mathematics standards.

These results show a significant positive shift. Factors contributing to the positive change are more reliable data, better understanding of National Standards requirements by teachers and Professional Development in learning and assessment. This includes conferencing with students.

#### **Analysis of Variance: Student Achievement Targets**

Progress in relation to student achievement targets – Mathematics and Statistics Year 8

Of the fifteen targeted students six (40%) are on track to be at the Year 8 NS at EOY while nine (60%) are not.

Progress in relation to student achievement targets - Writing Year 7 45% of 38 learners on track.

- Writing Year 8 26% of 46 learners on track.

Several factors adversely affecting progress were discussed. Proposed actions include teachers supplied with in-depth achievement results from which they are being encouraged to analyse and plan programmes alongside a daily withdrawal programme to support number knowledge.

ROIs' current writing focus is "what can we do to improve their ideas". As a school ROI is engaged with the Maungakiekie Cluster and its inquiry into raising achievement in writing.

SENCo Report – Tabled and discussed

It was noted that the SENCo has good support from the RTLB team with next steps to focus on training students in the 'Cool School's' mediation process.

It was noted that there has been no student voice in regards to Learning Assistants. Derek will look into this. Gifted and Talented (G&T) students fall into the Special Needs category. At ROIS some of our G&T students are catered for by the extension classes which has been, in the past, considered contrary to the concept of inclusivity. ROIS is currently working on a G&T programme, having developed a G&T statement and Identification process. Board to receive a progress report in Sept including the 2017 G&T draft budget.

#### PB4L Report

The new Flight Lounge is in progress. Trends in referrals by time and behaviour were discussed. Ryan Langford (PB4L coach) will seek further support from the RTLBs to address greatest concerns. The Principal would like to assure the BoT that the PB4L programme is working well.

Agenda Item "Complaints Matrix" is deferred to the August meeting.

#### Student Wellbeing Survey June 2016

ROIS conducted a Student wellbeing survey for the third year running. The overall tenure of the 2016 results show that the school continues to greatly improve in its focus on student wellbeing. The BoT set targets for improvement last year and are pleased that these results are tracking in the right direction. Highlights include

- In 2016 90% of students agree or strongly agree that if they have a problem with another student they feel they can ask teachers for help.
- In 2016 99% of students agree or strongly agree that teachers think all students can do well.
- In 2016 99% of students agree or strongly agree at school, I am taught what behaviours are OK and not OK.
- In 2014 65% of students agreed or strongly agreed that students treat each other with respect, in 2016 that has increased to 87%.

The BoT would like to commend the students, Principal, DP, Teachers and support staff for these excellent results.

Charter: Annual Plan Progress Report. The Board of Trustees notes that:

e-Learning Vision - The Parent Survey is completed

Health & P.E. Curriculum Consultation - Completed

School Prospectus Review - Completed

The BoT would like to thank Derek for the wealth of information and hard work.

**Motion:** To accept this Principal's report

Moved Melinda/Seconded Rebekah **Carried**

#### 4.0 In-Committee: Personnel Sub Committee Minutes

At 7.09pm 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 7.16pm

## **5.0 Strategic Discussions and Decisions**

It was resolved to adjust the order of the agenda.

### Discussion on Health and Safety Audit

It is the Board of Trustees’ responsibility to do this audit. The main purpose is to measure Health and Safety systems and practice against the Workplace Safety Management Practices Audit Standards. It was decided at the last board meeting that Gary Briggs-Canavan would implement the establishment of the audit. Gary used the ACC template as a guide and has adapted it to fit ROIS. The audit has a phased approach with an annual review. Level One concerns Policies and Procedures. Gary and Erina will start implementation in September, ready for the BoT to conduct Phase (1) at the September meeting.

**Motion:** That the Board of Trustees conduct the Audit in September and that Gary Briggs-Canavan and Erina Kent serve as auditors, and that in the event of a Conflict of Interest that another Board member conduct that part of the audit.

Moved Derek/Seconded Clive **Carried**

Memorandum of Understanding First Right of Access To and Use of Sportsfield: ROI & OHS  
Further specific clarification required. George Woodward to suggest amendments prior to Aug mtg.

**7.45pm** Gary Briggs-Canavan left the meeting.

### AIMS Games RAMS

Tabled and discussed: Points raised-

It was noted that the school has a Media Policy and that parents sign a permission form on enrolment with regard to students being filmed.

The Board delegates speaking rights to Asst. Principal Mike Webber with media in relation to sporting success and achievement. Remaining unchanged, the Boards’ delegation of speaking rights to Principal Linington and Board Chair Erina Kent in relation to all other matters, as per Crisis Management Policy, Chairperson’s Role & Operational Policy.

It was suggested that the students attending AIMS receive guidance on interaction with the media.

**Motion:** That the Board of Trustees accept the event proposal and amended RAMS on the proviso that all the police checks are done.

Moved Ryan/Seconded George **Carried**

### Te Papapa Māori Bilingual Unit Response

The BoT received correspondence from Te Papapa School detailing their request to the MoE to retain Year 7 and 8 Māori Bilingual Unit students. After robust discussion the BoT decided to wait for official notification from the MoE before responding.

**Motion:** That the Board of Trustees apply for a recognition of Service Certificate for Helen Stuart.  
Moved Erina **Carried**

Hautu Review – deferred to August meeting

### 7.0 Property Report

Tabled and discussed. Hall Ceiling and Floor Refurbishment discussed. The Board is assured that the Building Warrant of Fitness was renewed.

### 8.0 Finance Report

Working capital remains strong, consideration given to future expenditure.

**Motion:** That the management accounts as tabled for May 2016 be accepted.

Moved George/Seconded Clive **Carried**

**Motion:** That the schedule of payments for May 2016 be accepted.

Moved George/Seconded Rebekah **Carried**

### 9.0 Administration

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

Log of voluntary hours for Audit to be kept going forward, board members are reminded that this is now a requirement for the annual accounts.

**Meeting closed 9.00pm**

Next Board meeting 30 August 2016 5.45pm

### To-Do checklist

	Who	When
Engage H.Stuart's services for Intl Student gap analysis survey	Derek & Erina	August
Policy SC to recommend H&S Audit team terms of reference	Policy SC	August
Property SC to adjust Property Plan of Works 2016 to reinclude August "Visual inspection....." note. Deferred to August	Property SC	August
Board to consider Curriculum Statement reporting and update Self Review Report accordingly. Deferred to August	Board	August
Clarify Memorandum of Understanding with OHS	George	August

Approach Cluster Board's for a delegate to represent our Board at the NZSTA AGM.	Derek & George	ASAP
Gifted and Talented Progress Report & Budget 2017, deferred.	Derek	August
Complaints Matrix Report, deferred.	Derek	August
Student feedback re Learning Assistants	Derek	

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Signed : Erina Kent, Board Chairperson

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Date