



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

The BOT would like to welcome the new members George Woodward and Ryan Langford (Staff representative), and thank the retiring members, Helen Stuart and Kareen Girven, for their service. A farewell dinner is scheduled for 17 June.

2.0 Election of Chair

Nominee for Chair - Erina Kent

Nominee for Deputy Chair - George Woodward

Vote: all in favour **Carried**

3.0 Minutes

Matters arising from Minutes including "To do" list.

All items on "To do" list spoken to.

The update on the Memorandum of Understanding with OHS is deferred until July (see Principal's Report).

Motion: To accept Minutes of the Board Meeting held on 12th April.
Moved Melinda/Seconded Derek **Carried**

Motion: To accept the Electronic Motion dated 10/05/2016
Moved Derek/Seconded Rebekah **Carried**

Electronic Motion:

That the Board of Trustees accept the amended Financial Statements for the year ended 2015 (these amendments are in green ink) and that the Board Chairperson and principal sign the Representation Letter for the year ended 2015.

Proposed Derek Linington/Seconded Clive Sharpe

All in favour **Carried**

Motion: To accept the "In Committee" minutes of the Board Meeting held on 12th April.
Moved Clive/Seconded Rebekah **Carried**

4.0 Principal's Report

Includes - 'Maori Achieving and Enjoying Success as Maori' Parent Survey 2016
Tabled and taken as read. Issues raised:

Hazard Register

It was noted that there were two "near misses" during the Year 7 EOTC week, and three during Camp:

Coast-to-Coast Walk: a small group of students nearly got lost.

Ambury Farm/Mangere Mountain: Bathroom not checked prior to walk.

Year 8 Camp - Missing student: A student decided to sleep in another cabin, eventually found.

Year 8 Camp - Parent Helpers withdrew the night before Camp 2.

Year 8 Camp - Tired Staff.

These near misses have been identified and noted and the 2017 Camp and EOTC Risk Analysis Management Reports (RAMs) will be adjusted to mitigate the risk of a repeat similar near misses.

NAG 6: Legislation

International Students and the accompanying review of Policies. NZQA advice: a gap analysis between a school's policies and procedures against the new Code of Practice must be done.

The new Code of Practice commences on the July 1st and the attestation must be completed by all signatories by December 1st. All signatory schools will be allowed to have international groups.

NZQA recommended that the BOT consider the new code of practice and review our policies in particular changes to our school's homestay policy with a view to hosting groups.

Motion: That the BOT employ Mrs. Helen Stuart to conduct a gap analysis review between our current policies and the revised code of practice.

Moved Clive/Seconded Melinda **Carried**

EOTC Week

The teachers involved with the EOTC week (Year 7) and Camp (Year 8) met to review the systems put in place, RAMS, and common concerns. Points raised:

It was noted that some of the EOTC students were ill-prepared for wet weather.

Students enjoyed both the EOTC week and camp, as evidenced by their self-evaluation sheets/journals. The camp was described as both challenging and fun.

Confirmation of the upcoming Marae visit was well received.

Procedure Review

NAG 5 #1 Responding & Reporting child abuse - deferred to 2nd June (H & S Committee)

#2 Internet Safety Agreement: Upon enrolment parents and students sign an abridged version.

It was agreed that parents and students will continue to sign a hardcopy of the abridged version upon enrolment. The abridged version will be adjusted with a tick-box so that upon signing, signatories confirm that they have read online AND understood the full Cybersafety Use Agreement document.

6.40 Gary left.

“Maori Achieving and Enjoying Success as Maori”

It is a Ministry of Education goal that “Maori Achieve and Enjoy Success as Maori”

ROIS has surveyed our Maori parents for their feedback. There was a good return of surveys with a diverse range of opinions and the Board sees potential for further educationally powerful connections to take place as whanau are encouraged to share their knowledge and tikanga. There was discussion around founding a bilingual unit, taking into account the comments and feedback from whanau - how this would be facilitated, how it would impact National Standards etc. What outcomes would be expected from a Hui for Maori parents?

Assistant Principal Mr. Mike Webber is working in this area and the BOT has requested that he address them later in the year once they have completed more on the Hautu Self-review.

Motion: To accept this Principal’s report

Moved Melinda/Seconded George **Carried**

5.0 Policy Report

Includes Policy Sub-committee Meeting Minutes and Recommendations

Tabled and taken as read. Points raised:

The Health and Safety Representative has done a staff survey which she is currently collating.

This is still with the H & S committee.

6.0 Strategic Discussions and Decisions

Hautu Self-Review

The BOT is currently using the Hautu Self-Review tool to further develop the School Charter in relation to “Maori Achieving and Enjoying Success as Maori”

This meeting covered: WHAT WE KNOW Representation – gathering the evidence

Points raised:

Mr. Mike Webber has been appointed as Assistant Principal with a focus on Maori achievement.

The school is engaging with the Maori community through the Hui/Fono consultation and parent survey. Attendance at the Hui/Fono is increasing.

There is Maori representation on the BOT.

There are directed Maori aims in the PACE Charter.

Staff appraisals are tied into the Tataiako framework.

Teachers are involved in learning to engage appropriately, taking into account Maori tikanga.

Self-Review Report

Updated by Melinda Bell – tabled and discussed.

7.40pm Gary returned

The Board of Trustees approved the Self-Review Report

Memorandum Understanding Agreement with Onehunga High School

Derek has met with the principal of OHS to update the agreement. Deferred to July Board meeting for Board's approval of final version.

Board Trustees Skills Audit

The current BOT identified a skills deficit in the areas of Legal and Property. It was noted that Board or sub-committee members can ring the NZSTA for legal guidance if required. Pasifika representation could be increased through co-option, board to be mindful of identifying and reaching out to potential Pasifika trustees.

Appointments to annual Health and Safety Audit Team

Gary has sourced the ACC document and he is reviewing and turning it into a ROIS document. As there are three levels, it is recommended that the BOT start at Level 1 in 2016 and proceed from there. The Policy Sub-committee will confirm the scope of the audit process and recommend terms of reference for the Board's approval at the August meeting, at which time the Board will determine who will be appointed to the audit team.

Review Principal's expenses, responsibilities, discipline and reporting to the Board

8.09pm Derek Linington left

After reviewing the appropriate section of the Governance Manual it was decided to amend Procedures – paragraph 1, as follows:

“The Principal assures the Board, through the Policy sub-committee (who is the delegated authority), that supporting procedures have been reviewed as each new policy is approved or current policy is reviewed.... The Policy Sub-Committee informs the Board of this review and they site the updated procedures.”

8.21 pm Derek returned

The BOT will create a “planned item” in the Self-review report for curriculum reporting with a summative statement on what is required/available to facilitate a stronger governance focus in this area.

Motion: That the Board of Trustees approve the amendment to the Principal's Procedures and accept the other Principal's delegations as reviewed.

Moved Erina **Carried** Abstain Derek

7.0 Property Report

Tabled and taken as read. Points raised:

The recently required drain clearing had been previously budgeted for.

There is an additional cost for plumbing in the refurbishment of the hall toilets, however the project is still within budget.

The BOT is assured that the Boiler was inspected and declared safe to run.
It was noted that there needs to be a closer alignment between the Property and Finance sub-committees.

George Woodward was appointed to the Property Sub-committee.

8.0 Finance Report

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

Moved Derek/Seconded Melinda **Carried**

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

Moved Derek/Seconded Melinda **Carried**

The BOT is assured that the Annual Financial Statements were received by the MoE on the 31st May.

Audit Recommendations:

- 1) SUE Report check and signing - principal to delegate the Payroll Support person to ensure that principal has signed all documents. BOT Chair will double check.
- 2) Segregation of duties - Management acknowledges auditor's recommendations.
- 3) Removal of Fixed Assets –Management will review the fixed asset inventory procedures and HR resources involved to take into account the auditor's recommendation: "We recommend a full stock take of all fixed assets is conducted at least annually for valuable and mobile items and perhaps on a rotation basis for other items." Board to be assured that this has taken place.

Thank you: The BOT would like to thank Maxine Johnstone for the work she has done throughout the audit process. We also thank Mark Steinmetz for his voluntary support on the Finance sub-committee.

9.0 Administration

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

Board to reach out to Cluster Boards in order to enlist a NZSTA Conference delegate.

Property walk-through and Te Tiriti o Waitangi professional development workshop to take place Sunday 12th June.

Meeting closed 9.00pm

Next Board meeting 5 July 2016 5.45pm

To-Do checklist

	Who	When
Agenda item – Financial sub-committee Consider working capital	Fin SC	Tue 21 June
School to engage Mrs Helen Stuart’s services for the purpose of a gap analysis survey of our policies vs. the new code of practice for International Students	Derek & Erina	Before the end of June
Policy SC to recommend H&S Audit team terms of reference	Policy SC	in time for Aug 30 th Board mtg.
Board to consider (via Sharepoint and email) Curriculum Statement reporting. Update Self Review Report, Planned Items to include Curriculum Statement Reporting.	Board	in time for July Board mtg.
Approach Cluster Board’s for a delegate to represent our Board at the NZSTA AGM.	Derek & George	ASAP
Property SC to adjust Property Plan of Works 2016 to reinclude August “Visual inspection.....” note.	Property SC	in time for July Board mtg.

Signed : Erina Kent, Board Chairperson

Date