



1.0 Welcome and Apologies

Present: Erina Kent (Chair), Derek Linington (Principal), Gary Briggs-Canavan (electronically), Clive Sharpe, Melinda Bell, Rebekah Wardrop

In Attendance: Ann Longson

Apologies : Ryan Langford
: George Woodward

Note: Erina Kent has requested prior leave for the November Board Meeting.
Melinda Bell will be late for the next meeting.

2.0 Minutes from Previous Meetings

Motion: To accept Minutes of the Board Meeting held on 22 September.

Moved Melinda/Seconded Rebekah **Carried**

Motion: To accept Minutes of the In-committee Meeting held on 22 September.

Moved Derek/Seconded Melinda **Carried**

"To do" List:

It was noted that as ROIS is not currently hosting International Students, and is not expecting any in the foreseeable future, it might not be worthwhile committing the resources to bring policy, procedure and practice in line with the new Code Of Practice for International Students. The Board agrees this takes a lower priority while bearing in mind that if ROIS is no longer a signatory post Dec cut-off; a new application would require even more Senior Leadership time. Derek to advise BoT of capacity to complete on time at Nov BoT mtg.

3.0 Principal's Report

Includes - Māori enjoying and achieving success as Māori Action Plan 2016
University of New South Wales – International Competitions and Assessment
Community Consultation Lead Team Meeting Minutes

Tabled and taken as read.

Lateness:

Lateness is an ongoing concern. The school has sent letters out to the caregivers of the 6% of students of exceptional concern. BoT enquired into effectiveness of incentives/rewards.

Health and Safety:

Board enquired as to one student who has received a second stand down. This student has high needs and has a complex management plan in place.

Hui 20 Oct and Māori Focus Class:

The Principal thought it went very well. There was interest in the Māori focus class, where Māori ākonga have an environment where their Te Ao Māori is strengthened and provided for. The Māori focus class will be introduced in 2017. Participation in this class will be optional. This is not a bilingual class. The Bot acknowledged Mr Webber's commitment and expertise.

Personnel:

Mr Lee Tibble and Mrs Albra Stoltenkamp have been appointed as Team Leaders for next year. This means we will have five teams in 2017.

Motion: That the Board of Trustees ratify the appointment of Mr Lee Tibble and Mrs Albra Stoltenkamp as Team Leaders for 2017.

Moved Melinda/Seconded Rebekah **Carried**

Motion: That the Board of Trustees accept the Principals' Report.

Moved Erina **Carried**

4.0 Policy Report

Health and Safety Policy:

Gary has revised the Health and Safety Policy. He noted that the policy does not define "emotional wellbeing", however this policy feeds into the Child Protection Policy which does so.

A timetable has been drawn up for the Health and Safety Policy procedures so the workload is spread across the year.

5.0 Strategic Discussions and Decisions

Review Child Protection Policy:

Points raised:

Under Guidelines (4): Training for this policy is done on induction. It was noted that long-term teachers will need to have periodic training updates. Derek will develop a schedule for this.

The Definition of "child abuse" needs to be amended to "by an adult/and or minor".

A procedure is needed for educating students on who they can talk to if they need to report abuse, whether the abuse involves them or another student. This is currently being done but is not documented.

Gary will revise the policy to include these amendments.

Review Crisis Management Policy:

Motion: That the Board of Trustees approve the revised Crisis Management Policy subject to the amendments discussed.

Moved Clive/Seconded Rebekah **Carried**

Health and Safety Policy:

The supporting procedures for the Health and Safety Policy have been completed in accordance with the scheduled cycle.

Motion: That the Board of Trustees approve the revised Health and Safety Policy.

Moved Melinda/Seconded Clive **Carried**

BYOD Discussion:

Consolidated Parent Survey tabled – Parental concerns raised and considered with plans in place to mitigate some risks. ROIS’s blended e-learning vision encompasses both “paper” and IT learning. Final consultation questions around BYOD added to the PACE Consultation Survey.

Upcoming Community of Learning Meeting:

The BoT reviewed and discussed the MoE agenda for this meeting. Points raised included the need to establish a CoL vision, community consultation and trustee time commitment. BoT members to prepare for CoL meeting. The BoT have already expressed an interest in joining a CoL

6.0 Property Report

Tabled and discussed.

ROIS will need a consultant for the 10 Year Property Plan review and development. Derek has received appointment recommendations from Liona Blair, MoE.

Hall users have reported water ingress in some places. The roof was replaced by QJB and is under warranty. Steve has been notified.

The MoE is to remove Block 4 and 5 (prefabs) as they are needed at other schools.

Liona Blair, MoE, suggested to Derek that, under the next 5YA (2018-2023), ranchsliders should be considered vs. replacement windows in line with an ILE.

Derek has received a quote for an IP paging system. This paging system would mitigate the problem of the bells not being heard in some areas of the school, which is a known hazard.

6.0 Finance Report

The Finance sub-committee recommends that the Property Sub-committee update the cyclical maintenance calculation to make sure 2016 actuals and 2017 budget reflect plans and estimates, with a \$23K budget provision for 2017.

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

Moved Clive/Seconded Rebekah **Carried**

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

8.0 Administration

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

At **8.30pm** 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 **8.39pm**

Ryan Langford has tendered his resignation as elected Staff Trustee as he is leaving the school at the end of the year. His resignation has been accepted.

Meeting closed 8.40pm

Next Board meeting Tuesday 29 November 2016 5.45pm start.

To-Do checklist

	Who	When
Investigate costs of increasing STEPS software licenses as mentioned in SENCo report C/O	Derek	Nov
International Student Policies – Derek to advise BoT of progress at Nov BoT and if there is capacity to meet Dec Deadline C/O	Derek	Nov
Child Protection Policy	Gary	Nov
New Health and Safety Policy and Crisis Management Policy to Erina	Derek	ASAP
Show 5YA doc to Liona Blair for approval	Derek	ASAP
Review cyclical maintenance	Property committee	

 Signed: Erina Kent, Board Chairperson

 Date