



### **1.0 Welcome and Apologies**

Present: Erina Kent (Chair), Derek Linington (Principal), Helen Stuart, Melinda Bell, Rebekah Wardrop, Kareen Girven, Gary Briggs-Canavan

In Attendance: Ryan Langford (staff – until 7.03pm), Ann Longson

Apologies: Clive Sharpe (received during meeting)

**Resolution:** That the Board of Trustees grant speaking rights to Ryan Langford.

Moved Erina **Carried**

### **2.0 Minutes**

Matters arising from Minutes including “To do” list.

All items on “To do” list spoken to. The Board Work Plan and PB4L report to be carried over to the next meeting.

**Motion:** To accept Minutes of the Board Meeting held on 16 December subject to amendment.

Moved Erina **Carried**

**Resolution:** That the Self Review Report, tabled Budget, and other business be added to the agenda.

Moved Derek/Seconded Gary **Carried**

### **3.0 Principal’s Report**

Tabled and taken as read. Issues raised:

Fundraising Event Proposal (Fireworks Display)

A proposal has been put forward for the school to host a fireworks display as a fundraiser to support the students going to Noumea. This would be run by Thumping Thunder Pyrotechnics, an accredited pyrotechnic, who is known by a school parent. As this is a high-risk activity there are many considerations to be taken into account, including Health and Safety, security, risk to property, and neighbours’ concerns. (Neighbours would be notified, usually done by a letterbox drop.)

The Board of Trustees decided to seek more information before approving in principle, such as:

- How much in total it will cost the school to run? (The school will incur a \$250 fundraising expense for a Council Permit.)
- How much will it be expected to raise?
- Would the organizers/parents have enough manpower to enforce any security issues?
- Is the field big enough to contain falling fireworks, without risk to building/property?

#### Te Papapa School Recapitulation

The Board was informed that Te Papapa School has once again approached the Ministry of Education with a proposal to recapitate (retain Years 7 and 8), this time with the objective of running a Māori Bilingual Unit.

#### 2015 Achievement in Writing.

ROIS surpassed the 0.4 educationally significant effect size. The Board acknowledges that as the Board is accountable for Student Achievement the school community should be made aware that the statement, "Our Māori students, although achieving above the educationally significant 0.4, did not achieve on par when compared to the rest of the school." (written within the ROI Newsletter 17 Feb) should acknowledge, that the Board is ultimately responsible for Student Achievement and has plans to lift it. The Board of Trustees has committed to the Hautu Self Review Tool to aid in progress in this area.

#### Annual Aims – Achieving 2

This year the school is trialing an Innovative Learning Environment (ILE) in two classes. The Deputy Principal is driving this initiative and will also be teaching 0.1 ftte in the environment. All three staff involved will visit schools in Christchurch this term for PLD. The BOT requested that they be provided with the information from the enquiry process at the end of the year and the school consider if a comparative measure of achievement can be provided.

#### Four Winds Foundation

The Board of Trustees would like to thank the Four Winds Foundation for their grant of \$6,000 to pay for new uniforms for Rugby, Touch and Football.

**Motion:** To accept this Principal's report  
Moved Kareen/Seconded Rebekah **Carried**

#### **4.0 Personnel Report** (in committee)

At 6.40pm 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 was proposed to comply with section 48 of the Local Government Official Information and Meeting Act 1987.

Ann Longson and Ryan Langford departed at 6.40pm.

**Motion:** That the BOT moves "in committee" Moved Erina **Carried**

The BOT came "out of committee" at 6.57 pm.

Ann Longson and Ryan Langford returned at 6.57pm.

The Principal will enact the decisions made "in committee".

**Motion:** That the Board of Trustees accept the "in committee" minutes for December 2015.

Moved Melinda/Seconded Gary **Carried**

**7.03pm** Ryan Langford left.

## 5.0 Strategic Discussions and Decisions

Election of Trustees to Subcommittees:

**Resolution:** That the Board of Trustees accept the addition of the following people onto Subcommittees:

Finance - Melinda  
Property - Clive  
Personnel - No change  
Consultation - Rebekah  
Policy - Rebekah, Gary Resolution **Carried**

Review Policy Subcommittee Terms of Reference

**Motion:** The Board of Trustees ratify/accept the reviewed Policy Subcommittee Terms that remain unchanged. Moved Melinda/Seconded Karen **Carried**

The Policy Subcommittee recommends that the procedures be more regularly sited, and would like to see the transition from SchoolDocs be completed.

**7.17pm** Helen Stuart left (Conflict of Interest – in Appointment of Returning Officer discussion)

Appoint Returning Officer

**Motion:** That the Board of Trustees appoint Helen Stuart as Returning Officer for Board of Trustees Elections and Staff Trustee Elections. Moved Erina **Carried**

**Resolution:** That the Board of Trustees appoint 3<sup>rd</sup> June as the common election date.

Moved Gary/Seconded Karen **Carried**

7.20pm Helen returned

Update Self Review Report

Current Self Review – (1) Student Achievement on National Standards

Erina Kent and Helen Stuart have worked to update the BOT Self Review Report and have updated items between “Current work in progress” and “Closed items”, as well as adding new ones to “Planned”. These were presented to the BOT and discussed.

There was discussion pertaining to how SEN students’ needs are being met, and what the needs are around the SENCo’s reporting to the BOT. The BOT is mindful that there are often circumstances that impact on the achievement of SEN students that is confidential, and not available to the SENCo nor the Board, for example counseling and CYFS related issues.

Approve Full Charter, Annual Plan, Targets

Tabled and Discussed. Some final amendments were made.

A suggested planned item for BOT is a glossary of terms, such as what the BOT mean by “digital citizenship” and “Whanau” etc.

**Motion:** That the Board of Trustees approve Sections 1-3 of the Charter with the amendments as discussed. Moved Melinda/Seconded Rebekah **Carried**

Review Principal's Delegations

**Motion:** That the Board of Trustees ratify/accept the reviewed Principal's schedule of Delegations with the dates updated.

Moved Helen/Seconded Melinda **Carried**

Hautu Self Review

The BOT began the Hautu Self Review process.

Stage (1) What we know – Gathering the Evidence.

This involves identifying what the school is currently doing to support Māori students, such as the Te Tiriti o Waitangi Policy, Consultation Plan and Karakia.

Issues raised: How does the Charter reflect the inclusiveness of Māori ākonga? How does the BOT define "success as Māori"? What PD is offered to the staff? The Board should provide feed forward into the Asst. Principal's Action Plan.

**9.07pm** Kareen leaves

## **6.0 Consultation Report**

Minutes and Plan Recommendations tabled.

Discussion took place regarding the role of the consultation committee. Until the present the Committee has been focused primarily on the Hui/Fono/Meeting, as this has been the BOTs' priority. The Board acknowledges that the Lead Team focuses on Hui/Fono/Meeting and the Consultation Committee has a wider brief.

**Motion:** That the Board of Trustees ratify/accept the reviewed Consultation Plan Terms of Reference as discussed. Moved Erina **Carried**

**Motion:** That the Board of Trustees approve the 2016 Consultation Plan.

Moved Helen/Seconded Rebekah **Carried**

## **7.0 Property Report**

Tabled and taken as read.

**Motion:** That the Board of Trustees ratify/accept the reviewed Property Subcommittee Terms of Reference subject to suggested amendments. Moved Melinda/Seconded Erina **Carried**

**Motion:** That the Board of Trustees accept the Annual Provision of Cyclical Maintenance Calculation dated 31<sup>st</sup> December 2015.

Moved Melinda/Seconded Rebekah **Carried**

## **8.0 Finance Report**

**Motion:** That the Board of Trustees accept the tabled 2016 Budget as the final Budget.

Moved Gary/Seconded Melinda **Carried**

**Motion:** That the Board of Trustees ratify/accept the reviewed Finance Committee Terms of Reference subject to suggested amendments. Moved Melinda/Seconded Rebekah.

**Motion:** That the management accounts as tabled for November 2015 be accepted.

Moved Erina **Carried**

**Motion:** That the schedule of payments for November and December 2015 be accepted.

Moved Erina **Carried**

Max e Grant

Noted that the Social Worker in Schools would like to apply for the Office Max \$5000 grant to support certain students.

## 9.0 Administration

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

The Board Chair thanks the trustees for the patience and dedication to the Board's work during a very long meeting.

**Meeting closed 9.30pm**

Next Board meeting 5 April 2015 5.45pm

### To-Do checklist

	<b>Who</b>	<b>When</b>
PB4L measures of success determined and reported against <b>Carried over</b>	Derek	Within 1 <sup>st</sup> PB4L report of 2016
Board Work Plan 2016-2018 <b>Carried over</b>	Erina & Derek	Asap
Letter of appointment for Returning Officer to be issued	Derek	Asap
More information on Fireworks proposal	Noumea fundraisers' group	Asap
BOT Glossary	All board members	Asap

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Signed : Erina Kent, Board Chairperson

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Date