



### **1.0 Welcome and Apologies**

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

In Attendance: Ann Longson

Apologies : Ryan Langford

Derek absent between 6.25pm and 6.34pm

Gary absent between 6.30pm and 7.35pm

Clive left at 7.07pm

Note: George Woodward has requested prior leave for the October Board Meeting

### **2.0 Minutes from Previous Meetings**

**Motion:** To accept Minutes of the Board Meeting held on 30 August.

Moved Melinda/Seconded George **Carried**

**Motion:** To accept Minutes of the In-committee Meeting held on 30 August.

Moved Clive/Seconded Erina **Carried**

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

### **3.0 Principal's Report**

Includes - Absenteeism Report

Ministry of Education 2017 Provisional Staffing Entitlement

Gifted and Talented at ROIS Board of Trustees' Discussion Paper

2016 Special Needs Report

Complaints Register

Tabled and taken as read.

#### Amendments to the Principal's Report:

One incident to be recorded as "Serious injury" on the Hazard register.

One incident to be recorded as "Near miss" on the Hazard register.

#### 2017 Provisional Entitlement

The MoE will be funding ROIS for 340 students. The Board is aware of the impact this funding drop will have. It was noted that specialization subjects are an important part of the Intermediate School

experience, so the BoT would not like to see the time spent on the delivery of these subjects reduced.

#### Curriculum and Achievement

Several classes participated in a free trial month of Mathletics as a blended e-learning tool accessible from school and home. The Regional Manager of Mathletics noted that ROIS had a higher percentage uptake of use at home when compared to other schools. As it was so positively received Derek would like to see it implemented for the whole school next year. This would cost \$10,200 plus GST. The BoT will apply for funding to help cover this cost.

**Motion:** That the Board of Trustees apply for financial support from the Lion Foundation to fund one year's subscription so all Royal Oak Intermediate School students can participate in Mathletics and Reading Eggs.

Moved Melinda/Seconded Rebekah **Carried**

#### Attendance Report

A detailed Attendance Report was presented to the BoT as requested. The BoT is assured that the school monitors and deals with absenteeism within the confines of the law and in association with those agencies that support schools with truancy, e.g. ACES. The only avenue that has not been utilized by the BoT is that of taking legal action against parents.

**6.25pm** Derek left

#### Gifted and Talented Discussion Paper

Tabled.

Definition: Gifted and Talented ākonga/learners at ROIS are those students that display intellectual, creativity, social/leadership, cultural, expression and physical ability that is beyond that of their peers. The BoT was presented with an overview of the Gifted On-line "Go Sessions" programme previously identified as being a good fit for ROIS and that it is a programme that will appeal to parents who are choosing an Intermediate school.

Points raised:

There would be a cost to parents of \$25 per week. ROIS would need to establish a procedure for tracking student achievement progress and a teacher would be needed for oversight and monitoring. It was considered that a plan for supporting students whose parents cannot afford to participate may be necessary to ensure equitable access.

The BoT supports the introduction of the "Go Sessions" programme provided by Gifted Online for our gifted students in 2017. Issues such as teacher interest and monitoring student achievement will need to be explored in further detail in the future.

**6.30pm** Gary left

**6.34pm** Derek returned

### Special Needs Report

Tabled and discussed.

The SENCo noted that ROIS has fifteen licenses for the Learning Steps programme, however we have many more students who would benefit from it. Derek will investigate this.

ROIS is currently working with some of the other schools in the Maungakiekie cluster to help students with the transition from Primary School, and to High School.

### **In-Committee**

At 6.41pm 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 6.46pm

**Motion:** That the Board of Trustees accept the Principals’ Report with amendments.

Moved Rebekah/Seconded George **Carried**

## **4.0 Policy Report**

Policy Sub-committee Report Minutes tabled and discussed.

International Student Policies: There is still work to be done on these. The external deadline is December.

Crisis Management Policy: The Policy was reviewed, and will be amended. Two new procedures need to be developed, namely Volcanic Eruption and Traumatic Events.

Child Protection Policy: The Policy Sub-committee agreed that the new policy is too different to the structure of the Board’s other policies and needs to be brought into line. Gary will recraft the policy so that it follows the same format of the other policies.

Te Tiriti o Waitangi Policy: The Hautū Self- Review will ensure that the Principles of Te Tiriti o Waitangi will become our tikanga in all of the Board’s policies.

**7.07pm** Clive left.

## **5.0 Strategic Discussions and Decisions**

### Hautū Review – Charter Planning:

Royal Oak Intermediate School Board of Trustees Hautū Self-Review 2016 document tabled.

The BoT have completed the Hautū Self-Review. The BoT used this Review to update the draft Strategic Section of the PACE Charter 2016-2018. It was noted that the ERO does not consider any

school to be high performing unless the school can demonstrate that most of its Māori learners are progressing well and succeeding as Māori.

**7.35pm** Gary Returned

Memorandum of Understanding – OHS and ROIS:

**Motion:** That the Memorandum of Understanding between Onehunga High School and Royal Oak Intermediate School regarding the use of the sports field be approved.

Moved George/Seconded Erina **Carried**

Consultation: The Consultation Sub-committee have considered how changing the dates for the Hui/Fono affects the Annual Consultation Plan, in particular the PACE Parent Satisfaction Survey and its planned targets.

Draft proposal for PLD 2017 application – Restorative Practice:

Tabled. Derek noted that this was presented to the Middle Leadership Team, who unanimously agreed that this would be something of importance for the school. Four teachers have indicated that they are interested in attending workshops to become coaches. Although it is a MoE funded initiative the Board has agreed to fund the required teacher release time.

**Motion:** That the Board of Trustees approve that the school engage in “Positive Behaviour for Learning Restorative Practice” for Professional Learning and Development.

Moved Derek/Seconded Erina **Carried**

At 8.10pm it was moved that the BoT move “in committee” (grounds as listed previously).

**Motion:** That the BoT moves “in committee” Moved Erina **Carried**

George Woodward left due to a conflict of interest.

The BoT came “out of committee” at 8.13pm

Approve e-Learning Vision:

Document tabled.

It was noted that the teaching staff have viewed, been consulted and had their feedback, on the e-Learning Vision, taken into account by the Board.

**Motion:** That the Board of Trustees approve the Blended e-Learning Vision.

Moved George/Seconded Derek **Carried**

The school has purchased, within budget, a laptop trolley containing 36 mobile laptops, to further support student achievement. The BoT still need to come to a decision in regards to BYOD or not BYOD, taking into account what ROIS’s feeder schools are doing, and the expense to ROIS families.

## 6.0 Property Report

Tabled and discussed.

The Property sub-committee is happy with the design for the limited access toilet.

Derek will meet the MoE property representative for a “walk through” during the holidays.

The next Property Meeting will be combined with the Finance Meeting to discuss Budget 2017 items that are relevant to both Sub-committees.

## 7.0 Finance Report

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

Moved Rebekah/Seconded George **Carried**

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

Moved George/Seconded Gary **Carried**

**Motion:** That the Board of Trustees approve the addition of DriveOn and CyberSafety to the school’s insurance. Moved Erina **Carried**

**Motion:** That the board of Trustees approve the renewal of the Lady Care Contract for \$1,052 per annum plus GST. Moved Erina **Carried**

**Motion:** That the Board of Trustees accept the updated Fixed Asset Register registered, updated for impairment, and that the items no longer on site be removed from the asset register.

Moved Derek/George **Carried**

It was noted that the assets that have been donated to the school by Air New Zealand will need to be added to the Asset Register. Many thanks to Air New Zealand and ‘Handle the Jangle’ for their generosity.

## 8.0 Administration

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

Meeting Evaluation Procedure:

Self-Review of (average scores) –

Governance 7/8

Student achievement (Strategic) 7

Self-Review 8

**Meeting closed 8.45pm**

Next Board meeting Tuesday 25<sup>th</sup> October 2016 5.45pm start.

**To-Do checklist**

	Who	When
Investigate costs of increasing Lexia software licenses as mentioned in SENCo report	Derek	Oct
Blended e-learning information	BoT	Oct BoT meeting
International Student Policies	Derek	for Nov BoT meeting to meet Dec external deadline
Child Protection Policy	Gary	Oct
Term 4 newsletter	Thank you, Clive	

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Signed : Erina Kent, Board Chairperson

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Date