

Richmond Road School
Board of Trustees Meeting minutes – 27th July 2009

Present: Ewen Mackenzie-Bowie (Chair), Tina Barclay (Secretary), Annie Hogan, Stephanie Anich (Principal), Matua Atina'e parents - Fiona Bell, Anita Savelio, Luann Tapu

Apologies: Dan Salmon, Shelley Ruha, Jo Okesene

1. OPENING:

MANUHIRI (Guests)

- a) Welcome to Annie Hogan (newly elected trustee) and Manuhiri (Guests):
Matua Atinae executive group Fiona Bell – Chair, Anita Savelio – Secretary, Luann Tapu – Treasurer.

Matua Atina'e Executive Group had been granted speaking rights.

The main points discussed were:

- Matua Atina'e requested to know the threshold criteria the BOT would use to determine when Teacher Aides may be cut.
- Steph explained that the decision will be based on information from the July financial report and a budget review to ensure we don't have a deficit at the end of the year. The amount received from donations and fundraising will be key.
- The BOT set the date for an additional meeting to be held on 17 August 2009 to make this decision.
- Discussed the idea of sponsorship – the Board did not see any objection to this idea but it was dependent on whom the sponsor was. Sponsorship proposals to be addressed to the Board.
- Concern raised over ropu-specific fundraising.

Motion: That the Board approve ropu-specific fundraising for events but not for resources or personnel.

Moved: Tina

Seconded: Ewen

Carried: Unanimously

- b) **Quorum:** Met

- c) **Ratification of the agenda:** Ratified

- d) **Declarations of interest:** None

- e) **Approval of previous minutes:**

Motion: That the minutes (version 4) of the last meeting of the BOT on 25th May 2009 be adopted as true and correct record of the meeting.

Moved: Tina

Seconded: Nerra

Carried: Unanimously

- f) **Matters arising from previous minutes (not otherwise on the agenda):** None

2. COMMITTEE REPORTS

a) **Strategic Planning** – nothing to report

b) **Finance**

May & June Financial Reports

The main points discussed were:

- Sick Leave budget a concern
- Flu injections to be offered to staff next year
- Budget adjustments will be made with Andrew and Shelley to present at next Board meeting.

c) **Policy**

Written Report

The main points discussed were:

- Reduce number of policies
- Health & Safety first policy to test with the new framework
- Will be put up on school website and hardcopy available for public viewing
- In the Policy Framework document, **add** under 'risk profile' – recent changes in legislation – 'If there is a change the policy should be reviewed straight away to ensure it still complies.'
- The Board wants to thank the Policy and Finance committees for their progress.

d) **Property**

Written Report

The main points discussed were:

- Steph still waiting to hear back from MOE Network Facilitator on building plans
- Dental clinic sold – money has been deposited into bank.

e) **Personnel**

No discussion.

3. MONITORING

a) **Strategic goals**

Verbal report

The main points raised were

- The staff have reviewed current progress against Charter Annual Goals and ERO action plan and they will be typed up and presented at the next Board meeting.

b) **Principal's Report**

1. **Student Achievement and Engagement (NAG1)**

The main points discussed were:

- Student achievement reports to be tabled at next meeting.
- \$5000 extra ESOL funding received. BOT requested more information about where the ESOL funding was spent.
- Attendance report – concern for two children identified. More detail to be provided to the BOT on reasons for absences at next meeting.

5. School Climate and Environment (NAG 5)

Bullying Survey Results – Term 2, 2009

The main points raised were:

- Tabled and Steph doing ongoing followup

Pandemic Planning

The main points raised were:

- Plans are being continuously reviewed in line with MOE / MOH guidelines

6. Compliance (NAG 6)

a) Term Dates 2010

Senior Staff Day – Wed 27th Feb

Teacher Only Days – Thurs 28th Jan and Fri 29th Jan

Auckland Anniversary Day Mon 1st Feb

- Term 1 -- Thurs 4 Feb – Thurs 1 Apr – 82 half days
Public Holidays – **Sat 6 Feb**, Fri 2 Apr, Mon 5 Apr, **Sat 25 Apr**
- Term 2 – Mon 19 Apr – Fri 2 Jul – 108 half days
Public Holiday Mon 7 Jun
- Term 3 – Mon 19 Jul – Fri 24 Sept – 100 half days
- Term 4 – Mon 11 Oct – Fri 17 Dec – 98 half days
Public Holiday – Mon 25 Oct

Motion: That the Board approve the 2010 term dates set above.

Moved: Tina **Seconded:** Annie **Carried:** Unanimously

7. Community Consultation and Reporting (NAG 3)

The main points raised were:

- On-line bookings for teacher interviews went well.

4. ADMINISTRATION

- Correspondence In - attachment
- Correspondence Out – attachment

Motion: That the Board approve the TWW request to hold a Hui Taurima on 31st October 2009.

Moved: Tina **Seconded:** Ewen **Carried:** Unanimously

5. ADDITIONAL AGENDA ITEMS

a) Enrolment Scheme – Mua i Malae numbers

The main points raised were:

- Proposed variation in the enrolment scheme was approved by MOE as minor
- MiM was accidentally missed out of the advertising process which included variations in the schemes for TWW and l'Archipel

Motion: That the Board complete the process for the variation for the enrolment scheme for Mua i Malae in raising it from 70 to 81.

Moved: Ewen

Carried: Unanimously

b) **Succession Planning**

The main points raised were:

- Discussion to be included on the agenda for next BOT meeting on 17th August 2009.

c) **Ropu-Specific Fundraising**

The main points raised were:

- Ropu specific fundraising concern for an event not for a resources or personnel as per 1. a).

6. **IDENTIFY AGENDA ITEMS FOR NEXT MEETING**

- Finance Review and Learning Assistants' employment contracts
- Approve charter
- Succession planning

7. **IN COMMITTEE**

Yes – 7:50 pm: Out – 8:10 pm

8. **EVALUATION OF MEETING**

No discussion

Meeting Closed: 8:10pm

Next meeting: Monday 17th August 2009, 6pm

Action	Personnel	Due date
Steph to ask Judith to prepare an ESOL report	Steph	Next meeting
Steph to ask Heather for detail about the 2 children whose absence was identified in the absence report	Steph	Next meeting
Steph to bring information on future camps	Steph	Next meeting
Review of current progress against Charter Annual Goals and ERO action plan to be typed up	Steph	Next meeting
Steph to advertise the MiM numbers in the local newspaper as prescribed by the Act	Steph	asap
Steph to put in next 2 newsletters a note that the BOT are making a decision at the next BOT meeting on 17 August about Learning Assistants / Teacher Aides renewal of contracts	Steph	Next meeting