

Richmond Road School
Board of Trustees Meeting Minutes – 30th June 2008

1. OPENING:

- a) **Present:** Tina Barclay (Secretary), Katerina Solomona, Jo Okesene, Dan Salmon, Shelley Ruha, Stephanie Anich (Principal), Angela Madden-Smith (parent), Brendon Madden-Smith (parent). Anne Fitisemanu (parent)
- b) **Apologies:** Ewen Mackenzie-Bowie (Chairman), Nerra Lealiifano (Staff Trustee)
- c) **Appointment of Chairperson:** Tina Barclay was appointed Chairperson for the meeting
- d) **Ratification of the agenda:** Report from Matua Atina'e and a letter from FRENZ
- e) **Declarations of interest:** none
- f) **Approval of previous minutes:**

Motion: That the minutes of the last meeting of the BOT on the 12th May 2008, be adopted as true and correct record of the meeting.

Moved: Tina

Seconded: Shelley

Carried: unanimously

- g) **Matters arising from previous minutes (not otherwise on the agenda):** none

2. STRATEGIC ISSUES

a). **Committee Reports**

1) **Strategic Planning**

- Discussion about Charter review Process
- Tentative committee meeting date – **to be confirmed**

Motion: 1.a That the board adopts the strategic plan timeline as discussed in the meeting bullet pointed below.

Moved: Dan

Seconded: Jo

Carried: unanimously

- Week 1: Questions in the newsletter
 - Hui about the new curriculum
 - Homework – questions for children to discuss with their families and discuss with their class
 - Staff consultation #1
 - Distribute school charter outline to the community
- Week 2.
 - Cluster stations in the hall - along side Goal review evening

Set the hall up with stations and encourage parents to talk to us during goal review sessions after school. This could also include information about our health programme to meet the health consultation requirement.

- Week 3. Redraft Week - Strategy Committee meet to combine information
 - Consultation with the different parent ropu on Thursday 7th August 2008 at 6pm. At the start, break out into the different parent groups for Kiwi Connection, Te Whanau Whariki, Mua I Malae, L'Archipel to discuss the school charter. Then followed by shared community drinks and nibbles all together in the hall.
 - 2 x focus groups (where parents from all ropu are represented)
 - 1 x focus group (past pupils/parents – how prepared have students been when they leave RRS)
- Week 4: re-draft
 - a closer to final draft format available for the community
 - Staff consultation #2
- Strategic Planning committee meetings
 - Date to be confirmed

2. Finance

- April Accounts
- Fundraising/Film Festival steering committee next meeting 23rd July
- Next Finance committee meeting date – Friday 18th July 9am

Motion: That the board accepts the April accounts.

Moved: Dan

Seconded: Katerina

Carried: unanimously

The main points raised were:

- Budget to be reviewed and simplified

3. Policy

- Next committee meeting Tuesday 5th August 1:30pm

4. Property

- Next Property committee meeting on Wednesday 30th July 1:30pm

3. MONITORING

a) Principal's Report

1. Plans & Policies

Motion: 1.b That the board adopt the Interim Strategic Plan (carried over from the last meeting) with the addition of 'Two parents from Te Whanau Whariki are on the

Board of Trustees' under **Cultural Diversity and Maori Dimension**: 'What steps will be taken to discover the views and concerns of the school's Maori Community?'

Moved: Tina **Seconded:** Shelley **Carried:** unanimously

The main points raised were:

- Positive feedback from parents about the enrolment process for the 'special programmes'
- Discussion about the strategic planning process & timeline

2. Student Achievement and Engagement (NAG1)

The main points raised were:

- Need to get SchoolMaster up and running so that data can be collated and analysed properly – too difficult by hand.
- Still need to work on reliability and validity issues with achievement data
- Watched a snippet from the Ka Hikitia DVD about strategic planning and including whanau to improve outcomes for Maori students

3. Learning Programmes (NAG1)

No discussion

4. Employment (NAG3)

Motion: That the board approve up to one day as a 'call-back day' for anti-harassment training in the Term 3 holidays

Moved: Katerina **Seconded:** Dan **Carried:** unanimously

The main points raised were

- The board will not pay Elizabeth's NZQA registration fee. The board is happy to lend the money with the proviso she pays back the loan within 14 working days of receipt of her back pay.
- We will need to review our 'unit allocation' policy in Term 3

5. School Climate and Environment (NAG5)

The main points raised were:

- Ongoing review of our guidelines and practices e.g. healthy eating, EOTC, Cyber-safety, Bullying

6. Asset Management (NAG4): are we managing our assets wisely?

Motion: 6.a That the board approve the purchase of a new dishwasher - \$785 + delivery

Moved: Katerina **Seconded:** Dan **Carried:** unanimously

Motion: 6.b. That the board approve the application for grant funds from New Zealand Community Trust for sport equipment to the value of \$5,000.

Moved: Dan **Seconded:** Katerina **Carried:** unanimously

Motion: 6.c. That the board write to Cathy Iele to thank her for the work she has done in preparing the end of year accounts and to Tu Roma for his contribution to the school.

Moved: Tina **Seconded:** Shelley **Carried:** unanimously

The main points raised were:

- Fundraising committees are under way

7. **Community Consultation and Reporting (NAGs 1&2)**

No discussion

8. **Compliance (NAG 6)**

Motion: That the board approve the payment of \$1,150.69 for the television and radio copyright licence

Moved: Dan **Seconded:** Tina **Carried:** unanimously

The main points raised were:

- Free board training on the new curriculum, Monday 4th August, 7-9pm, Friendship House, 20 Putney Way, Manukau City
- Confirmation that Dan was properly co-opted last year

4. **ADMINISTRATION**

1. **Correspondence**

- a) Correspondence In - attachment
- b) Correspondence Out - attachment

The main points raised were:

- Addition to correspondence in: letter from Diane to Ewen. The board is happy for Ewen to respond as stated in his request to the board.
- Anne Fitiseanu (Mua i Malae parent) tabled report regards the Malaga 2 I Samoa 2009
 - Plan for visit to Samoa for 2009 (3 yearly)
 - Responses for interest to travel so far is 90 people
 - Propose to do fundraising for the trip and will continue to support 'whole school' fundraising activities.
 - Discussed whether funds raised should be checked through the school accounts

- Teacher workload prior and during a visit must be spread and kept to a minimum / able to managed with a teaching load
- Curriculum outcomes should be incorporated
- Percentage of Richmond Road children need to be in proportion of the group

Motion: That the board agree in principle to the Malaga 2 I Samoa 2009 pending confirmation to the board of the fundraising plan, learning outcomes, number of Richmond Road students attending and financial recording.

Moved: Jo

Seconded: Shelley

Carried: unanimously

5. IDENTIFY AGENDA ITEMS FOR NEXT MEETING

- Samoa trip finances

6. IN COMMITTEE

No – still need to approve previous in-committee minutes

7. EVALUATION OF MEETING

No discussion

Meeting closed: 9:00pm

Next meetings: 11th August and 22nd September 2008

Action	Personnel	Due date
Check 28 th March with Ant Timpson	Sue	asap
Sue check with Cathy start dates of long term employees	Sue	By next meeting
Tina check the requirement of the board by law on parent group bank accounts	Tina	By next meeting
Check long term leave legal requirements	Steph	asap
Board letters of thanks to Cathy and Tu	Steph	asap
Timeline charter – board newsletter And school newsletter	Tina Steph	