

REPOROA COLLEGE

Small School, Big Achievements | Whakoa he Iti, he Kahurangi

Board of Trustees Meeting Minutes

Wednesday 23rd September 2020

6.30 pm Meeting Room

Meeting Commenced 6.34pm

In preparation for the meeting and to maximize use of our time together all trustees are expected to have read all correspondence circulated and where possible seek clarification on any matter or issue prior to the meeting of which they are unclear. This will allow the focus to be on informed discussion. It is expected you will have read them all on-line, found in BOT Google Drive.

Agenda Items	Led by:	Action Minutes
<ol style="list-style-type: none"> 1. Introduction <ol style="list-style-type: none"> a. Karakia & Mihi b. Present & Apologies c. Minute taking for today's meeting 	Kerry Pearce	<ol style="list-style-type: none"> a. Hine b. Kerry, Brendan, John, Bruce, Nebo, Graham, Catherine, Hine and Melissa via zoom IN attendance: Daisy and Aaron c. Sue
<ol style="list-style-type: none"> 2. Administration <ol style="list-style-type: none"> a) Confirmation of minutes [Circulated] of last meeting b) Matters arising from previous minutes not covered on agenda c) Correspondence inwards/outwards d) Finance Report August 2020 	Kerry Pearce	<ol style="list-style-type: none"> a. Confirmation of Minutes deemed true and correct moved by Catherine seconded by Brendan. b. Matters from previous meeting, ERO's action plan to be added to the agenda. c. NIL d. Finance report. See attached. <p>The budgets have been closed to the staff, they will need to discuss spending now with Brendan. Banked staffing discussed. Finance report moved by Brendan, seconded by Catherine.</p>

<p>3. Principals Report</p> <ul style="list-style-type: none"> a) Academic Achievement <ul style="list-style-type: none"> ● Priority Student Update b) Co-curricular Enrichment c) Investing in People <ul style="list-style-type: none"> ● Staff Appraisals d) Inclusiveness e) Community Relations f) Resources <p>Monitoring</p> <ul style="list-style-type: none"> a) Ratification of Stand downs and Suspensions b) Section 27s c) EOTCs 	<p>Brendan Carroll</p>	<p>3. Principals report see attached</p> <p>Academic achievement. Data discussed, percentage of current pass rates viewed and discussed. The disparity of European to Maori noted. Data attached. With NCEA's adjustment due to COVID, every 5 credits a student earns, they will receive 1 more.</p> <p>Yr 11 students should be sitting on 40 to 50 credits at this time of year. Yr 12 has some attendance issues which affects their credits.</p> <p>Co-curricular Enrichment sports winding down, Epro8 this evening, staff appraisals.</p> <p>Brendan discussed Margaret Ross who is an Educational Behavioral Consultant, coming into the school, he has worked with her before and is very excited about her coming.</p> <p>Margaret and Karen (from Spectrum Education. Habits of Mind) will be in Term 1 2021.</p> <p>Brendan asked for a board member to be at the interviews next Friday for Toby's replacements</p> <p>A new permanent science teacher has been advertised for. Permanent Sports Coordinator to be advertised. Arts coordinator discussed. The board requests figures for these positions by the next board meeting.</p> <p>Brendan and Lana to sit down to discuss staffing next year.</p> <p>Ka Pai Kai will be in for free school lunches next Term. Breakfast club will still run in the morning, Kids Can at Interval and Ka Pai Kai at lunch.</p> <p>Brendan showed the 'Kids Can' jacket we will receive for every student.</p> <p>Brendan discussed the Principal Discretionary account. Brendan to sit with the finance working group to discuss the technicalities of the operations of the account and report to the board. Brendan puts a motion forward to open an account called the Board of Trustees Principals Discretionary Account with the ASB Bank.</p> <p>Monitoring:</p> <p>Stand downs: number of stand downs no suspensions. Disrespectful to staff and fighting.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>4. Strategic Planning –</p> <p>a) Policy Reviews <u>Term 3 Reviews</u> Learning Support Appointment Procedure Child Protection</p> <p>b) Charter Update <ul style="list-style-type: none"> Charter working group update </p> <p>c) Assurances <ul style="list-style-type: none"> Board Self Audit Annual Report to Auditor Emergency Evacuation Procedure Update Student Representative Election </p> <p>d) Community Survey <ul style="list-style-type: none"> Next steps </p> <p>e) Property Plan Update <ul style="list-style-type: none"> Property working group update Next Steps Property Planning </p> <p>f) Attestations <ul style="list-style-type: none"> 2018 Audit Report </p> <p>• 2019 Audit Report</p> <p>5. Any Urgent General Business ERO Checklist</p> <p>To be tabled through the Chair seeking agreement to be addressed or placed on next agenda</p>		<p>Principals Report moved by Brendan seconded by Catherine. All in favour.</p> <p>Policy reviews done by the board. Charter update. Discussed. To be added 'Collaborate with the Kahui Ako schools to improve agreed achievement standards' Sue to tidy up the charter and send out to the board to be ratified. Assurances. Board Audit report: Brendan had a meeting with ERO. The board has an audit to fill out, they will be onsite in Week 1 Term 4. They will need to meet with the board to finalise the longitudinal report. ERO will attend every school every year as of 2021. the board addressed their action plan that goes back to ERO *****Discuss at the next meeting the reporting to the board policy. ***** Audit 2019 audit report. In the process of getting the information to BDO to finalise it.</p> <p>Urgent general business. Building WOF. The board was told about the Wormald, Pinnacle fiasco in regards to the schools WRN. Kerry to catch up with Myself and Brendan regarding this matter. Motion put forward to move the meeting ½ hr. longer by Kerry</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>Community survey, Brendan working on the discipline within the school to address some of the comments in this. Brendan to respond to the community survey. The board to look at the community survey again to make sure they are addressing the issues within it. Property plan update see attached. Property working group to meet Monday at 10am. 28th Sep Cleaning Contract discussed. Motion by Bruce to give notice to OCS for 3 months' notice then the contract to be put out to tender.</p>
<p>4. In-committee</p> <ul style="list-style-type: none"> • In-committee Minutes • Principals Appraisal • Matters Arising 		<p>In committee 8.54pm Out of committee 9.03pm</p>
<p>Meeting Closure</p> <ul style="list-style-type: none"> • Preparation for next meeting <ul style="list-style-type: none"> - Canteen - School Houses <p>Closing Karakia</p>		<p>Food policy to be discussed at the next meeting. Sports co coordinator position to be discussed. Closing Karakia: Hine</p>
<p>Date of Next Meeting: Wednesday 4th November 2020</p>		
<p>6.30pm</p>		
<p>Meeting closed</p>		

Signed BOT Chair: 

04-11-2020.