

# REPOROA COLLEGE

*Small School, Big Achievements* | *Āhāroa he Iti, he Kāhūrangi*

## Board of Trustees Meeting Minutes

Wednesday 4<sup>th</sup> November 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
<b>1. Introduction</b> a. Karakia & Mihi b. Present & Apologies c. Minute taking for today's meeting	Kerry Pearce	a. Aaron b. Brendan, Bruce, Nebo, Hine, Catherine, Kerry, John, Graham will be late arrived at 6.41pm In attendance Aaron c. Sue
<b>2. Administration</b> 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 September 2020	Kerry Pearce	a. Confirmation of Minutes deemed true and correct Moved by Bruce. Seconded by Catherine b. Matters arising from Previous minutes NIL c. Correspondence received: NZSTA News Monthly Issue d. September not available. Current situation briefed.
<b>3. Principals Report</b> a) Academic Achievement <ul style="list-style-type: none"> <li>• Priority Student Update</li> </ul>	Brendan Carroll	Principals report See attached Current NCEA pass rates discussed. Foundation students discussed. Student attendance discussed. ERO mentioned attendance in their report and the school is working on this.

<p>b) Co-curricular Enrichment</p> <p>c) Investing in People</p> <ul style="list-style-type: none"> <li>● Sports Coordinator</li> <li>● Arts Coordinator</li> </ul> <p>d) Inclusiveness</p> <p>e) Community Relations</p> <p>f) Resources</p> <ul style="list-style-type: none"> <li>● Ka Pai Kai</li> <li>● Food Policy</li> </ul> <p><b>Monitoring</b></p> <p>a) Ratification of Stand downs and Suspensions</p> <p>b) Section 27s</p> <p>c) EOTCs</p>		<p>The sports coordinator position is a board funded position. This position is currently fixed term; this is to be advertised as a permanent position. Andrew will be spoken to prior to the advertisement. This position was discussed. Motion put forward by Brendan for a permanent Sports Co Coordinator to be advertised based on what is currently budgeted for. Seconded by Catherine. All in favour.</p> <p>Brendan meeting with locally trained Iwi to teach our students more Te Reo and Kapa Haka. More to come.</p> <p>Discussion had on local businesses being able to take our students for visits to give them exposure to these industries. Beginning at Yr 9 and 10. The Turners and Growers Tomato factory is on board with this. Ka Pai Kai MOU signed by Kerry Pearce chairman of the Board. Witnessed by Bruce.</p> <p>Food Policy to be put in the school vehicles. Food policy to go out with camp trips.</p> <p>The board to look at the draft budget.</p> <p>The hybrid vehicle purchase in 2021 was discussed.</p> <p>Action Plan to be reviewed by the Board before next meeting.</p> <p>ERO report discussed.</p> <p>Knisha to be contacted to discuss matters further with the board. At the next board meeting we will select a date for this to happen in early 2021. Discussed the issues with the WRN. We now have a building WOF. Principals report moved by Brendan seconded by Catherine.</p>
<p><b>4. Strategic Planning –</b></p> <p>a) Policy Reviews</p> <p><u>Term 4 Reviews</u></p> <p>Privacy</p> <p>Salary Units / Management Allowances</p> <p>Classroom Release Time / Timetable</p> <p>b) Charter Update</p> <ul style="list-style-type: none"> <li>● Ratify Charter</li> </ul>		<p>Policy reviews</p> <p>All board to review these and discuss at the next meeting.</p> <p>Charter Update.</p> <p>The 'Media' Reporoa College Charter to be renamed as Te Kaupapa o Te Kāreiti o Reporoa. Meaning 'The ethos of Reporoa College'</p> <p>Page 3 of the Charter removed.</p> <p>Motion put forward by Kerry to ratify the charter with these changes..All in favour. See attached.</p>

<p>c) Assurances</p> <ul style="list-style-type: none"> <li>● Reporting to the Board Policy</li> <li>● School Year and Dates for 2021</li> <li>● Emergency Evacuation Procedure Update</li> <li>● Building Wof</li> <li>● Health and Safety</li> </ul> <p>d) Community Survey</p> <ul style="list-style-type: none"> <li>● Next steps</li> </ul> <p>e) Property Plan Update</p> <ul style="list-style-type: none"> <li>● Property working group update</li> <li>● Next Steps Property Planning</li> </ul> <p>f) Attestations</p> <p>2019 Audit Report</p>		<p>2021 School dates see attached</p> <p>Emergency evacuation see principals report</p> <p>Health and Safety to be discussed. Bruce and John to meet with Brendan Thursday 12<sup>th</sup> Nov at 5 – 5.30pm. Brendan to have a review of our Health and Safety within the college. Brendan to report back to the BOT at the next meeting.</p> <p>Kerry to draft a summary of the community survey, this will be distributed among the board them to go in the newsletter.</p> <p>Property Working Group update.</p> <p>Amended motions put forward by Kerry to reflect the current MOE approved 10YP / 5YP.</p> <p>The original motions from 7 April 2020 were:</p> <ul style="list-style-type: none"> <li>● That the Board approve SIP funding to \$60,000 for the refurbishment of the front courts and fencing with the balance to be sought from Community Funding. The preference is to use the SIP funding prior to the already approved \$10,000 from the operational grant.</li> <li>● That the Board approve SIP funding to \$16,000 for the refurbishment of the swimming pool and swimming pool heating with the balance to be sought from Community Funding.</li> <li>● That the Board approve SIP funding to \$80,000 for the refurbishment of the front driveway and entrance.</li> </ul> <p>The motions proposed are (changes highlighted):</p> <ul style="list-style-type: none"> <li>● That the Board approve SIP funding to \$19,390 for the refurbishment of the front courts and fencing with the balance to be sought from Community Funding. The preference is to use the SIP funding prior to the already approved \$10,000 from the operational grant</li> </ul> <p>Motion put forward by Kerry. All in favour</p>
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<p><b>4. Any Urgent General Business</b></p> <p>Iwi Meeting</p> <p>To be tabled through the Chair seeking agreement to be addressed or placed on next agenda</p>		<ul style="list-style-type: none"> <li>• That the Board approve SIP funding to \$20,000 for the refurbishment of the swimming pool and swimming pool heating with the balance to be sought from Community Funding. Motion put forward by Kerry. All in favour.</li> <li>• That the Board approve SIP funding to \$80,000 for the refurbishment of the front driveway and entrance. Motion put forward by Kerry. All in favour.</li> <li>• That the Board approve SIP funding to \$36,610 as a contingency for the Technology Block rebuild. Motion put forward by Kerry. All in favour.</li> </ul> <p>Motion put forward by Kerry for extend the meeting for 30mins. All in favour</p> <p>Next steps. Pool heating and property funding discussed. Court fence payment discussed. Motion put forward by Brendan that the BOT underwrite funding for the school pool heating up to \$35k from board funds, should funding be successful elsewhere. All in favour. Property projects discussed.</p> <p>NIL</p>
<p><b>4. In-committee</b></p>		

<ul style="list-style-type: none"> <li>• In-committee Minutes</li> <li>• Principals Appraisal</li> <li>• Matters Arising</li> </ul>		<p>In Committee 8.48 Out of Committee 8.59</p>
<p><b>Meeting Closure</b></p> <ul style="list-style-type: none"> <li>• Bot professional development early 2021</li> <li>• Principals Appraisal</li> <li>• Reporting to the Board Policy</li> <li>• Policy Review</li> <li>• Closing Karakia Preparation for next meeting</li> </ul>		<p>Prep for next meeting Reporting to the board policy Policy reviews Draft Budget Review Community Survey Summary  Closing Karakia : Full Board of Trustees</p>
<p><b>Date of Next Meeting: Wednesday 2nd December 2020</b></p>		
<p>6.30pm</p>		
<p>Meeting closed</p>		

Signed Bot Chair: 

02-12-2020.