

REPOROA COLLEGE

Small School, Big Achievements | ʻAhaʻaʻoa he Iti, he ʻKāfurangi

Board of Trustees Meeting Minutes

Wednesday 2nd December 2020

6.30 pm Meeting Room

Meeting Commenced 6.39pm

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
<p>1. Introduction</p> <ul style="list-style-type: none"> a. Karakia & Mihi b. Present & Apologies c. Minute taking for today's meeting 	Kerry Pearce	<ul style="list-style-type: none"> a. Kerry b. Present: Bruce, Kerry, Brendan, Graham, Catherine, John, Apologies: NIL Absent: Nebo, Hine, In attendance: Andrew c. Sue
<p>1. Administration</p> <ul 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 October 2020 	Kerry Pearce	<ul style="list-style-type: none"> a. Confirmation of Minutes deemed true and correct Moved by Bruce. Seconded by Catherine. All in favour b. NIL c. NIL d. Finance Report: Meeting had at 5.30 today. Staffing for 2021 discussed. Moved by Catherine Seconded by Graham. All in favour.
<p>1. Principals Report</p>		Principals report: see attached.

<p>a. Academic Achievement</p> <ul style="list-style-type: none"> • Priority Student Update <p>b. Co-curricular Enrichment</p> <p>c. Investing in People</p> <ul style="list-style-type: none"> • Sports Coordinator <p>d. Community Relations</p> <p>e. Resources</p> <p>Monitoring</p> <p>f. Ratification of Stand downs and Suspensions</p> <p>Section 27s</p> <p>g. EOTCs</p> <p>h. EOTCs</p>	<p>Brendan Carroll</p>	<p>Andrew delivered a Sports coordinator report. See attached. The board asked about the Senior students not going out of school for sports, due to Covid senior management would not allow seniors to leave during school hours. Andrew explained that seniors attending one day tournaments etc and that they needed to qualify for these. Andrew thanked for attending.</p> <p>Brendan has employed a part time Te Reo teacher. 0.6fite</p> <p>Brendan also looking at a Technology teacher for 2021.</p> <p>John has requested a data analysis for the Yr 7 to 10 students. Brendan will be put this out on Monday.</p> <p>NCEA in the junior school was discussed and the impact of pathways on the junior school.</p> <p>Principals report moved by Brendan Seconded by Catherine</p> <p>EOTC's NIL</p>
<p>4. Strategic Planning –</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"> • Action Plan • Budget <p>c. Assurances</p> <ul style="list-style-type: none"> • Reporting to the Board Policy • Health and Safety <p>a. Community Survey</p> <ul style="list-style-type: none"> • Next steps <p>b. Property Plan Update</p> <ul style="list-style-type: none"> • Property working group update • Next Steps Property Planning 		<p>Policy reviews: Term 4 please do them.</p> <p>School docs reviews gone into on the big screen. The review process was discussed. Kerry has suggested the board, as a whole, goes into the school docs website once per term.</p> <p>Term 3's policy's.</p> <p>Child protection policy looked into. Brendan discussed the school protocols.</p> <p>Appointment procedure looked at. The board asked if this procedure is robust enough. Brendan assured them it is.</p> <p>Learning Support. Staff involvement discussed.</p> <p>Brendan will supply a management perspective of any school docs policy comments.</p>

<p>c. Attestations</p> <ul style="list-style-type: none"> • 2019 Audit Report 		<p>Charter update. Action plan, Brendan discussed this. Motion put forward that the draft action plan be approved by Bruce. Catherine seconded. All in favour.</p> <p>Budget discussed in depth. Draft budget moved by Brendan. All in favour. Reporting to the Board policy.</p> <p>Brendan would like a clear guideline as to what the board would like per meeting presented to them and the content they would like. The policy framework should give Brendan guidelines on this. Brendan would like a report by every department every year. Brendan will look into the way he produces the principals report. Brendan will put a timeline out for this as a shared doc for the board.</p> <p>Health and Safety</p> <p>Brendan has spoken to principals, Bruce and John. He has suggested the school gets an outside audit on our Health and Safety. Brendan will arrange this. The board has appreciated this and would like Brendan to go ahead. The BOT will fund this. All in favour.</p> <p>Community Survey</p> <p>Kerry will write something up before the next meeting. He apologizes he has not done this yet.</p> <p>Property Plan</p> <p>Meeting to be had 6pm Monday the 7th December</p> <p>Audit Report.</p> <p>To keep chasing.</p>
<p>4. Any Urgent General Business</p> <p>To be tabled through the Chair seeking agreement to be addressed or placed on next agenda</p>		<p>NIL</p>

<p>5. In-committee</p> <ul style="list-style-type: none"> • In-committee Minutes • Principals Appraisal • Matters Arising 		<p>In committee 8.19pm Out of committee 8.45pm</p>
<p>Meeting Closure</p> <ul style="list-style-type: none"> • BoT professional development early 2021 • Principals Appraisal • Reporting to the Board Policy • Policy Review • Closing Karakia Preparation for next meeting 		<p>Preparation for next meeting: Knisha will be asked to come to a meeting with the Board late Feb after Brendan has done the AOV. (between the 1st and 2nd meeting of the year) Policy Reviews Karakia: Catherine</p>
<p>Date of Next Meeting: Wednesday 17th Feb 2021 6.30pm</p>		
<p>Meeting closed</p>		

Signed Bot Chairperson: 

23/02/2021