

REPOROA COLLEGE

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

Board of Trustees Meeting Minutes

Tuesday 23rd Feb 2021

6.30 pm Meeting Room

Meeting Commenced 6.31 pm

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 	<p>Kerry Pearce</p>	<ul style="list-style-type: none"> a. Hine b. Catherine, Hine, John, Bruce, Brenda, Graeme, Kerry, Melissa via zoom Nebo apologies, he is ill. c. Sue
<p>2. Administration</p> <ul style="list-style-type: none"> a/ Election of Board Chair b/ Confirmation of minutes [Circulated] of last meeting c/ Matters arising from previous minutes not covered on agenda d/ Correspondence inwards/outwards e/ Principal's Delegations 2021 f/ Finance Report January 2021 	<p>Brendan Carroll Kerry Pearce</p>	<ul style="list-style-type: none"> a. Hand over to Brendan for election of board chair. Brendan asks for nominations of Board Chairperson for 2021 John puts himself forward, Catherine nominates Kerry. John speaks as to why he believes he should be chairperson of the Board of Trustees for Reporoa College. Kerry Speaks also. Vote held for John Guyton and Kerry Pearce Vote results: Kerry Pearce has been voted as 2021 board chair. b. Confirmation of minutes of last meeting deemed true and correct moved by Catherine seconded by Bruce c. NIL

<p>3. Principals Report NAG 1: Student Achievement NAG 2: Self Review NAG 3: Personnel and staff development NAG 4: Finance and Property NAG 5: Health and Safety NAG 6: Attendance NAG 7: Charter NAG 8: Analysis of Variance</p> <p>Updates on Action Plan.</p> <p>Monitoring a) Ratification of Stand downs and Suspensions b) Section 27s c) EOTCs</p>	<p>Brendan Carroll</p>	<p>d. Correspondence: Rates valuation in. Confirmed ERO report received. Email from Graeme Macfayden received. He would like to come to the next BOT meeting as part of the appraisal process. Moved by Catherine seconded by Melissa</p> <p>e. Principals delegation put to the board. See attached. This was discussed. Moved by Bruce seconded by John. All in favour</p> <p>f. Finance report: See attached. To be clarified the term deposit that was reinvested was the one in the minutes of the board. Finance report moved by Graeme seconded by Catherine All in favour.</p> <p>Principals report: See attached. A pedestrian crossing on the road was discussed. The council will be asked: Brendan is talking to Shirley Trumper so will discuss. The tech block should be finished in 3 – 4 weeks. The Analysis of Variance was discussed in depth. The student data was discussed particularly the Yr 7 and 8 in English and Math and their lack of progress. Brendan believes the staffing was a major factor in these results and he has now rectified this. The board would like the priority students to keep their number year after year so they can see longititude progress. Brendan will now report like this. NCEA discussed. Level 1's results were discussed and even though the percentage is low each student was discussed and the reasoning for the low percentage. Brendan discussed. The acceleration of all year 7 to 10 students need to be the focus going forward. Whole cohort data is needed to compare the priority students to. Brendan to ask Krishna if she can attend a BOT meeting in the near future. The students who are absent around exams due to calving and mating was discussed and the impact of their results. Brendan will voice this concern in newsletters. Principals report moved by Brendan seconded by Bruce All in favour. Ratifications and Stand Downs NIL</p>
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<p>4. Strategic Planning – a. Policy Reviews Home Learning Finance and Property Management b. Charter Update <ul style="list-style-type: none"> • Action Plan Approval • Budget Approval a. Assurances Health and Safety Audit Update b. Attestations <ul style="list-style-type: none"> • 2019 Audit Report • 2020 Audit </p>		<p>Strategic planning Policy Reviews to be done Term 1. Budget for 2021 discussed. Moved by Kerry and approved by the board. Charter update Action Plan: Regarding the curriculum report to the board. A template will be created. Professional Development, feedback to the board and the value it has had. A couple of adjustments made in the wording of the action plan. Graeme motioned that we extend by ½ hour. Seconded by Bruce School Charter and Action Plan ratified. Moved by Bruce seconded by Catherine All in favour Health and Safety audit update. Brendan looking into this. Audits: Still waiting for 2019. The board will contact them if we have not received it by the next meeting. 2020 in progress</p>

<p>5. Any Urgent General Business</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"> • Zoom Meetings 		<p>Zoom meetings discussed. A microphone to be purchased for board members to zoom in.</p>
<p>4. In-committee</p> <ul style="list-style-type: none"> • In-committee Minutes • Principals Appraisal • Matters Arising 		<p>In committee 8.47 Out of committee 8.51pm</p>
<p>Meeting Closure</p> <ul style="list-style-type: none"> • Preparation for next meeting • BoT professional development early 2021 Knisha visit post AOV • Principals Appraisal • Reporting to the Board Policy • Policy Review <p>Closing Karakia</p>		<p>Knisha to be contacted to come to see the board re AOV</p> <p>Closing Karakia Melissa</p>
<p>Date of Next Meeting: Wednesday 24th March 2021 6.30pm</p> <p>Meeting closed</p>		

Signed BoT Chair : 

07-04-2021