

**Okaihau College Board of Trustees**  
**Minutes of the meeting held in the Principal's Office, Okaihau College**  
**6.00pm on Tuesday 31 July 2018**

**1. Administration**

- 1.1 Present** Janet Graham (Chairperson), Paul Bolton, Mark Clunie, Brian Dunckley  
Alan Forgie, Siakini Taulangau, Michelle Harrison.

**In Attendance** Jenny Couchman (Minute Secretary).

- 1.2 Apologies** There were no apologies.

**1.3 Confirmation of Minutes**

That the minutes of the previous meeting be accepted as a true and correct record.  
Graham / Dunckley

**1.4 Matters Arising**

- 1.4.1** Paul has clarified the Shalom Trust scholarship funding criteria; he will forward this on to Alan and Janet.  
**1.4.2** The staff morning tea provided by the board was well received.  
**1.4.3** The Staff Wellness Survey was distributed by Paul. He will tweak the rationale information to go out with the survey; this will include that it is anonymous.  
**1.4.4** Principal's Appraisal documentation will be ready for the August meeting.

**2. Discussions**

**2.1 Principal's Report**

- 2.1.1** There was discussion about discipline procedures and processes we follow.

That the Principal's Report be accepted.  
Forgie / Graham

**2.2 Finance Report**

- 2.2.1** The minutes of the Finance Meeting held on Tuesday 24 July were previously circulated, and Paul went through these with board members.

That the Financial Report be accepted.  
Bolton / Forgie

**2.3 Feedback from Belinda Weber**

- 2.3.1** Belinda's feedback was discussed; the board are happy to take on her recommendations. Paul would like the board to introduce an induction process for new board members.

**3. Monitoring**

**3.1 Data Analysis**

- 3.1.1** Tom Davison had prepared monthly data analysis which was distributed with the board packs. This was discussed, and the board are pleased with how students are currently tracking.

**4. Decisions**

**4.1 Policies**

- 4.1.1** Governance and Management Policy (#001) requires no amendments.  
**4.1.2** Board Consultation with the Community Policy (#601) requires some minor amendments to the wording.

That the Governance and Management Policy be accepted and the Board Consultation with the Community Policy accepted subject to the suggested changes being made.  
Harrison / Bolton

## 5. Correspondence

- 5.1 Copies of the correspondence was distributed to board members with their packs.

That the inwards correspondence be accepted and the outwards correspondence approved.

Graham / Bolton

## 6. General Business

### 6.1 Education Review Office (ERO)

The letter from the ERO team has been distributed and was discussed. Trustees were pleased with the positive comments and look forward to seeing members of the team back in Term 4 this year. The board would like a letter of thanks to go to the ERO team.

### 6.2 Kamar Pastoral Records

Michelle Harrison raised the school's system of making entries in students' pastoral files. She recently requested a copy of her son's pastoral file and felt that more consistency was needed in making entries. She felt that this was particularly relevant as the files are potentially used in disciplinary hearings.

Paul Bolton reminded trustees that they needed to be careful that they were not crossing into management rather than governance of the school.

### 6.3 Trustees

Deidre Otene has missed three meetings without having applied for leave which means that she automatically ceases to be a board member. This is effective from today.

## 7. In-Committee

That the Board move in-committee.

Graham / Bolton

Michelle Harrison and Brian Dunckley left part way through the In-Committee meeting at 7.50pm.

That the Board move out of committee.

Graham / Bolton

The Chairperson reported that items relating to staffing and student welfare were discussed.

## 8. Meeting Closure

### 8.1 Agenda Items Identified

- 8.1.1 Wellness Survey.
- 8.1.2 Head of Department reporting.
- 8.1.3 Principal's Appraisal Policy.
- 8.1.4 Appointments Policy.
- 8.1.5 PB4L
- 8.1.6 Public attending board meeting (Michelle Harrison).

### 8.2 Next meeting

The date of the next meeting will be Tuesday 21 August 2018.

The meeting closed at 8.15pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_