

Okaihau College Board of Trustees
Minutes of the meeting held in the Principal's Office, Okaihau College
6.00pm on Tuesday 19 June 2018

1. Administration

- 1.1 Present** Janet Graham (Chairperson), Paul Bolton, Mark Clunie, Brian Dunckley
Karen Campbell (Acting Principal).
In Attendance Thomas Davison (Deputy Principal), Jenny Couchman (Minute Secretary).
- 1.2 Apologies** Alan Forgie, Michelle Harrison, Siakini Taulangau.
- 1.3 Confirmation of Minutes**
- 1.3.1** Referring to 4.1.13 of the May minutes; "this is their consultation" does not accurately reflect what was said. Remove this statement.
- 1.3.2** Referring to 2.3.1 of the May minutes; reword this sentence to read that the PPTA would not give the survey to the Board of Trustees to use.

That the minutes of the previous meeting are accepted as a true and correct record subject to the recommended changes being made.

Graham / Clunie

1.4 Matters Arising

- 1.4.1** Paul has received a reply of Ohaeawai School declining to be involved in our CoL.
- 1.4.2** Fiona recommended keeping our SAF team as is but Belinda Weber has recommended that we should have a Board member, and that Fiona should attend a Board meeting. The Board are happy to keep the status quo, with continued feedback from Tom.
- 1.4.3** Karen confirmed that there will be a Lockdown practice this term.

2. Discussions

2.1 Principal's Report

- 2.1.1** On Tuesday 3 July Janet is meeting with the Principal's Appraiser; then Paul at 5.00pm; then the full Board at 6.00pm.

That the Principal's Report be accepted.

Campbell / Graham

2.2 Finance Report

- 2.2.1** The minutes of the Finance Meeting held this afternoon were presented.
- 2.2.2** The 2017 Auditor's Report is available.
- 2.2.3** That the Okaihau College Board of Trustees approve an application for funding to the Oxford Sports Trust for \$16173.91 to assist 30 Year 9 students attend Great Barrier Island OPC.
- Graham / Dunckley
- 2.2.4** Paul queried the inclusion of Tubb's Family money into the accounts; it is listed under the Shalom Trust. Janet would like the funding criteria clarified so that we can ensure the money is distributed this December.

That the Financial Report be accepted.

Dunckley / Clunie

2.3 Staff Representative's Report

- 2.3.1** Brian would like the Board to provide a morning tea for staff after the up-coming parent / teacher interviews. Karen will organise this for on Wednesday 4 July; Board members would also like to attend.

That the Staff Representative's Report be accepted.

Dunckley / Graham

2.4 Annual Plan

2.4.1 Tom gave a verbal report; he has called for staff interested in setting up the annual plan and has five volunteers. Tom went through the goals and the targets to achieve these. He is aiming to get this out to Board members this week.

2.5 Wellness Survey

Tom emailed the sample survey link to Board members to have a look at following the May meeting. Brian has approached NZCER for the previous data but was told this must be done by Alan. Paul will email out the survey rationale document to all Board members; this will be ratified at the next meeting and will be included with the link, to be sent out early in Term 3. Alan to make contact with NZCER to get the process started, and to access previous data.

2.6 Education Review Office Visit

The Education Review Office team are visiting next week. Tom spoke with the Team Leader today to confirm meeting times. They will meet with SMT on Monday afternoon and are here all day Tuesday, Wednesday and possibly some of Thursday. They would also like to follow a junior class around. The Board are happy with how we are tracking to meet ERO's concerns from the last report.

3. Monitoring

3.1 Data Analysis

3.1.1 Tom distributed NCEA Level 1, 2 and 3 data analysis. There are improvements.

3.1.2 Karen distributed junior data as well as documentation showing how we undertake school wide testing for reading, writing and maths in the junior school. We are working smarter this year to make the most of testing and the data we have.

4. Decisions

4.1 Policies

4.1.1 Visitor's Policy (#005). This policy needs "following approval from the Principal" added to the first summary point.

4.1.2 Governance and Management Policy (#011).

4.1.3 Board Consultation with the Community Policy (#601).

That the Visitor's Policy be accepted subject to the suggested change, and that the Governance and Management Policy, and Community Consultation Policy be carried over to the July meeting to give staff and community an opportunity to give feedback.

Clunie / Dunckley

Brian will organise accessibility to these documents for staff and community feedback.

5. Correspondence

5.1 Inwards and outwards correspondence was distributed to board members with their packs. A letter from the Okaihau Volunteer Fire Brigade regarding school ball security and a letter from Ohaeawai School regarding the CoL were distributed.

Concern was expressed about the number of PPTA-related leave days being taken.

That the inwards correspondence be accepted.

Graham / Campbell

6. In-Committee

That the Board move in-committee.

Graham / Campbell

That the Board move out of committee.

Graham / Dunckley

The Chairperson reported that items relating to staffing were discussed.

7. General Business

7.1 School Ball

Community concerns about the ball were discussed, including the letter of concern from the Okaihau Volunteer Fire Brigade. Tom responded to some of the concerns which were factually incorrect. The Board would like Alan to reply assuring them that there will be changes made for 2019, and clarifying the role of their members.

7.2 Feedback from Belinda Weber

Belinda has given written feedback to Janet which Janet has shared with Board members. This will be discussed more in-depth at the July meeting.

8. Meeting Closure

8.1 Agenda Items Identified

8.1.1 Wellness Survey.

8.1.2 Governance and Management Policy + Community Consultation Policy.

8.1.3 Belinda Weber's feedback.

8.2 Next meeting

The date of the next meeting will be Tuesday 24 July 2018.

The meeting closed at 8.46pm.

Signed: _____

Dated: _____