

Okaihau College Board of Trustees
Minutes of the meeting held in the Principal's Office, Okaihau College
6.00pm on Tuesday 15 May 2018

1. Administration

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

In Attendance Karen Campbell (Deputy Principal), Thomas Davison (Deputy Principal), Belinda Weber (NZSTA), Jenny Couchman (Minute Secretary).

1.2 Apologies Brian Dunckley.

1.3 Confirmation of Minutes

That the minutes of the previous meeting are accepted as a true and correct record.
Harrison / Bolton

1.4 Matters Arising

1.4.1 Siakini has been given his handbook; Deidre's handbook is also available for her.

1.4.2 Paul asked if there had been a Lockdown Drill; there is one scheduled for Term 2.

1.4.3 Janet asked if Tom had followed about a replacement board member joining the SAF Team. Tom has checked with Fiona, and she is happy to keep the team as is.

1.4.4 Paul has sent letters to Okaihau Primary School and Ohaeawai School Board of Trustees requesting they reconsider their school's participation in the Community of Learning (CoL). We have not heard back from either school as yet.

2. Discussions

2.1 Principal's Report

2.1.1 Mark asked about the difference between justified and unjustified absences. This was explained to him.

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

2.2 Finance Report

2.2.1 The minutes of the Finance Meeting held this afternoon were presented. The payments and receipts were approved for January, February, March and April 2018. Bank balances were presented.

2.2.2 The draft budget was finalised. Thyrl has added Board Expenses of \$5000 to cover principal's appraisal and the like.

That the draft budget be approved for 2018.
Graham / Bolton

2.3 Wellness Survey

2.3.1 PPTA are not prepared to share a copy of their wellness survey with the Board to use. NZCER provide an on-line one for free; they send a survey link for the board to use, they also collate the data and return an analysis document. Board members asked why we are doing this survey. As good employers the board needs to ensure that employees are safe and that their needs are catered for. Tom would like the analysis shared with staff to ensure a transparent process. Tom will get the survey sample link from the NZCER and have it available before the June meeting.

2.4 Annual Plan

2.4.1 Tom finalised the strategic goals last week and discussed these with teaching staff at the PLD session this afternoon. From this we need to finalise the Annual Plan for this year; Tom would like this done for the June meeting. He will aim to have the 2019 Annual Plan organised in Term 4, 2018.

2.5 Selection to Casual Vacancy Process

The advertisement went into the Northern News; no-one objected. Once Deidre has accepted the position, Michelle would like a small write-up to be published in the Breeze.

3. Monitoring

3.1 Data Analysis

3.1.1 Tom distributed up-to-date NCEA Level 1, 2 and 3 data analysis. This was discussed.

3.2 Revised English Department Report

3.2.1 This was distributed with board packs.

3.3 Draft Head of Department (HoD) reports template

3.3.1 Tom has previously distributed this to all heads of departments and had positive feedback. The proposed format includes reporting on past, present and future and also links to the Strategic Plan. If there is a consensus, Tom would like to distribute this to HoDs so that they will know what is expected. Janet will reply to Brendan acknowledging receipt of his revised report.

4. Decisions

4.1 Policies

4.1.1 In Policy #204 (Inclusive Education for Children with Special Needs) Michelle would like the wording changed from “children” and “child” to “student” except in 4. That Policy #204 be accepted.

Harrison / Clunie

4.1.2 In Policy #008 (Theft and Fraud Prevention). The board would like a revised date included.

4.1.3 Proposed Board Consultation with Staff Policy. There was discussion regarding the proposed policy. Paul explained that the Board is a group of representatives who provide governance for the school. They cannot be expected to consult staff in every single decision. Staff elect a representative to the Board who is there to speak for staff. There is currently a Consultation with Community Policy; the staff are covered by this. Belinda suggested that staff are considered part of our “community” for policy purposes but use it as a basis for a procedure. Also, anyone can attend a monthly board meeting.

5. Correspondence

5.1 Inwards and outwards correspondence was distributed to board members with their packs. Alan gave positive feedback from the MoE regarding the caretaker’s house.

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

Graham / Taulangau

6. General Business

6.1 Election of Committee Members.

6.1.1 Property – all board members will be available for the Property Committee.

6.1.2 Finance – Janet Graham will be available for the Finance Committee.

6.1.3 Discipline – all board members will be available for the Discipline Committee hearings excluding the Staff Representative, Student Representative and Principal).

6.2 SAF Positions

Tom gave feedback; he has had a discussion with Fiona who is happy that we do not replace the former Staff Representative on the SAF Committee.

6.3 Head Students Responsibilities

This was discussed.

Janet thanked Belinda for her attendance; Belinda will provide a report with feedback and possibly look to come back to a further meeting.

That the Board move into committee.

Forgie / Bolton

That the Board move out of committee

Forgie / Bolton

The Chairperson report that items relating to staffing had been discussed.

7. Meeting Closure

7.1 Agenda Items Identified

7.1.1 Wellness Survey.

7.1.2 Junior data.

7.1.3 Community Consultation Policy.

7.1.4 Annual Plan.

7.1.5 Education Review Office.

7.1.6 SAF Up-date

7.2 Next meeting

The date of the next meeting will be Tuesday 19 June 2018.

The meeting closed at 7.55pm.

Signed: _____

Dated: _____