

Okaihau College Board of Trustees
Minutes of the meeting held in the Principal's Office, Okaihau College
6.00pm on Tuesday 18 September 2018

1.Administration

1.1 Present Janet Graham (Chairperson), Michelle Harrison, Paul Bolton, Mark Clunie, Alan Forgie, Brian Dunckley.
In Attendance Jenny Couchman (Minute Secretary).

1.2 Apologies There were no apologies.

1.3 Confirmation of Minutes

1.3.1 Under 4.1.3, Brian was to draft a new support staff policy not Michelle.

1.3.2 Under 6.3, Michelle asked if the wording could be changed to say "similar to our procedure".

That the minutes of the previous meeting be accepted as a true and correct record subject to the two amendments being made.

Graham / Clunie

1.4 Matters Arising

1.4.1 STA have advised the Board to put the Staff Wellness Survey on hold.

1.4.2 A Health and Safety Committee has been elected.

2. Discussions

2.1 Principal's Report

2.1.1 Both the NCEA information Evening and the 2019 Open Days were successful.

That the Principal's Report be accepted.

Forgie / Graham

2.2 Finance Report

2.2.1 The minutes of the Finance Meeting were distributed; August 2018 receipts and payments were approved; a property up-date was given and the Oxford Sports Trust application for funding was successful.

That the Financial Report be accepted.

Graham / Clunie

3. Monitoring

3.1 Data Analysis

3.1.1 Tom Davison prepared junior and senior monthly data and analysis which was distributed and discussed. Maori boys are under-achieving across all year levels – this is something we need to continue to address. We currently employ a literacy teacher who tutors small groups of junior students who are identified as needing support. This will continue. The senior data and analysis was also discussed; we need to ensure that students courses are being well constructed.

4.Decisions

4.1 Policies

4.1.1 Safe School Policy

Change CYFS to Oranga Tamariki.

4.1.2 Performance Appraisal of the Principal Policy

Defer this to the October meeting to give trustees the opportunity to read through the STA policy.

4.1.3 Support Staff Policy (new)

Brian has yet to draft a policy. This was deferred to the October meeting.

That the Safe School Policy be approved, subject to the suggested change.

Graham / Harrison

5. Correspondence

- 5.1 Copies of the correspondence were distributed to board members with their packs. There were three late additions to the correspondence; a letter of resignation from Bella Kaka, a letter of resignation from Gillian Hughes, and an OIA request from Brian Dunckley. Janet will make contact with STA to seek advice on releasing staffing information under the OIA.

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

Graham / Dunckley

6. General Business

6.1 Lockdown Practice Feedback

The collated staff feedback was forwarded, via email, to the board. Another lockdown practice is scheduled for Term 4 after the seniors have finished and will be held during a break time.

6.2 PB4L Feedback

The facilitator has just been in; her feedback will be ready for the October meeting.

6.3 NZSTA

Janet has an invoice for the board to join NZSTA.

That the board approve payment of the NZSTA invoice.

Graham / Dunckley

6.4 Annual Plan

Mark asked how the Annual Plan was proceeding; this was discussed with the ERO Team this morning. Janet will seek clarification with NZSTA as to who sets up the Annual Plan.

6.5 Policies

Mark asked if it was appropriate to have an NZSTA policy to compare with each of our policies as they come up for review. Janet will bring the NZSTA policy booklet to the October meeting.

7. In-Committee

That the Board move in-committee.

Graham / Clunie

That the Board move out of committee.

Graham / Harrison

The Chairperson reported that items relating to staffing and student welfare were discussed, and that an approval to use a contractor was approved.

8. Meeting Closure

8.1 Agenda Items Identified

- 8.1.1 New Support Staff Policy.
- 8.1.2 Principal's Appraisal Policy.
- 8.1.3 PB4L Update.
- 8.1.4 NZSTA Policies Booklet.
- 8.1.5 Community Engagement

8.2 Next meeting

The date of the next meeting is on Tuesday 23 October 2018.

The meeting closed at 7.50pm.

Signed: _____

Dated: _____