

Okaihau College Board of Trustees
Minutes of the meeting held in the Principal's Office, Okaihau College
6.00pm on Wednesday 20 March 2019

1. Administration

- 1.1 Present** Mrs Janet Graham (Chairperson), Mr Thomas Davison (Acting Principal), Mr Paul Bolton (Parent Representative), Mr Brian Dunckley (Staff Representative) and Mrs Michelle Harrison (Parent Representative).
In Attendance Jenny Couchman (Minute Secretary).
- 1.2 Apologies** Mr Tupari Cowan (Student Representative), Mr Mark Clunie (Parent Representative).
- 1.3 Confirmation of Minutes**
That the minutes of the previous meeting be accepted as a true and correct record.
Graham / Bolton
- 1.4 Matters Arising**
- 1.4.1** The Wellness Survey is good to go, and the link will be distributed next week.
 - 1.4.2** The alternative education transport issue has been resolved. They have taken over the lease on the Gateways van and the school is leasing a people-mover for use by Gateways. We will look to purchase a van for alternative education and a van for school in 2020.
 - 1.4.3** Paul would like a write-up to go into next week's Breeze regarding Board progress. He will action this and will include some information about the upcoming triennial elections to encourage people to put their names forward.

2. Discussions

- 2.1 Principal's Report**
- 2.1.1** The 2018 NCEA results were discussed. Confirmed results are yet to come.
 - 2.1.2** The Parent-Teacher Interview format has changed as a result of PLC2 discussions. Tom talked trustees through the new system.
 - 2.1.3** Tom provided paperwork for the overnight Year 12 Auckland Trip which is happening in Term 1, Week 9.

Michelle arrived at the meeting at 6.20pm.

- 2.1.4** Staffing was discussed.
- 2.1.5** The school roll was discussed; this is slightly down on 2018 due to several families moving out of the district.
- 2.1.6** Teacher unit allocations were discussed. These cannot be processed until the 1 March Roll has been confirmed.

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

2.2 Finance Report

- 2.2.1** Janet went through the minutes of the Finance Meeting held prior to this meeting.
- 2.2.2** NZSTA have invoiced us for 2019; the Board would like to re-join.

That the Financial Report be accepted.
Graham / Harrison

2.3 Annual Plan

- 2.3.1** Tom invited interested staff to come to a meeting for the Annual Plan. Twelve staff attended and they discussed targeted students based on data; parent engagement with school and improving relationships between staff. The Annual Plan has been completed and submitted to the Ministry of Education.

3. Monitoring

3.1 Data Analysis

- 3.1.1** It is too early in the year to have data available. Senior students' teachers are expected to have entered their first moderated assessment data into Kamar by Term 2, Week 2.

4. Decisions

4.1 Policies

4.1.1 Complaints Policy

The flow diagram attached to the police needs to include a timeframe and needs all "concern" words altered to "complaint". A complaint is a concern but received in written form, either paper or electronically. A complaint will be acknowledged in writing by the Principal or Board and will be followed up in a timely manner.

4.1.2 Confiscation of Student Property Policy

This was discussed, and under guidelines 2 the wording needs to change to read "all non-uniform items".

4.1.3 Privacy Policy

This policy was deferred to the April meeting to allow for feedback.

- 4.1.4** There are four policies up for review in April, Brian will arrange for the feedback requests to go up on the website now.

That the Complaints Policy and Confiscation of Students Property Policy be accepted.
Graham / Dunckley

5. Correspondence

5.1 Inwards

- 5.1.1** Request for Leave from Thyrl Weber.
5.1.2 Request for Leave from Robert Newport.
5.1.3 Letter of resignation from Stacey Wadkins.

That the inwards correspondence be accepted.
Graham / Davison

6. General Business

6.1 Template Agenda

The suggested template for agenda was discussed and deferred to the April meeting.

6.2 Policies

The re-writing of policies was discussed; we will keep the status quo till the new board are elected.

6.3 Wellness Survey

The Wellness Survey will be distributed next week, as discussed in the Principal's Report.

6.4 PPTA Letter of Concern

Tom has been in contact with the PPTA Branch regarding their concerns.

6.5 Triennial Elections

There was discussion regarding triennial elections and succession planning. Trustees have approached members of our school community to see if they are interested in standing but there is concern about apathy amongst our voters. It would be good to have a current board member re-stand to assist with continuity. The board will continue to promote the election to our community via the newsletter, hui and social media, and will encourage people to look at the big picture, and what they can do to support their school.

6.6 Returning Officer

That Jenny Couchman be appointed as Returning Officer for the 2019 elections.
Graham / Bolton

6.7 Meeting Procedures

Michelle had previously distributed an email regarding meeting procedures. She would like the board to keep to a two-hour time limit and prioritise important agenda items to have them at the beginning of the meeting. If you include an agenda item, you will also need to indicate a discussion timeframe. The Board would also like packs sent out the Wednesday prior to the meeting, and a PDF copy emailed out that day too.

6.8 Employee Assistance Programme (EAP)

Brian would like the school to belong to an EAP programme. Janet has made contact with EAP and is waiting to hear back from them. Discussion deferred to the April meeting to allow for feedback from them to come in. Contact details could be listed in the Staff Handbook and left with key staff. Tom will contact some schools to discuss how it works for them.

7. In-Committee

That the Board move in-committee.

Graham / Harrison

That the Board move out of committee.

Graham / Bolton

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

8. Meeting Closure

8.1 Agenda Items Identified

8.1.1 Privacy Policy.

8.1.2 Agenda template.

8.1.3 Employee Assistance Programme.

8.2 Next meeting

The date of the next meeting is Wednesday 1 May 2019 (this is the April meeting) and the May meeting will be held on Wednesday 29 May 2019.

The meeting closed at 8.05pm.

Signed: _____

Dated: _____