

Okaihau College Board of Trustees
Minutes of the meeting held in the Principal's Office, Okaihau College
6.00pm on Wednesday 1 May 2019

1. Administration

1.1 Present Mrs Janet Graham (Chairperson), Mr Thomas Davison (Acting Principal), Mr Paul Bolton (Parent Representative), Mrs Michelle Harrison (Parent Representative), Mr Brian Dunckley (Staff Representative), Mr Mark Clunie (Parent Representative).

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 / Harrison

1.4 Matters Arising

1.4.1 Michelle would like 6.5 amended to read that it would be beneficial to have a current board member stand for re-election.

1.4.2 Paul attended a kapa haka whanau hui to promote the 2019 parent elections.

2. Discussions

2.1 Principal's Report

2.1.1 Melita Burrows has been permanently appointed as a junior English teacher to replace Stacey Wadkins. The Literacy position vacated by Melita has been filled as a Fixed Term appointment.

2.1.2 Tom has had a letter from the Ministry of Education advising us not to make any permanent appointments due to staffing. This letter was received after the Junior English position was advertised and an appointment made.

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

2.2 Financial Report

2.2.1 The Finance Committee met directly before this meeting, and the minutes were presented. There is a budgeted deficit; Thyrl has provided a break-down of where this money has been allocated to including teacher aide wages and technology.

That the Financial Report be accepted.
Graham / Harrison

3. Monitoring

3.1 Data Analysis - NCEA

3.1.1 Tom had emailed Board members the data for NCEA Levels 1, 2 and 3. Students are tracking well, and the Senior Deans will be contacting students at-risk of not achieving and their whanau over the next few weeks. When compared with 2018 data, Level 1 and 3 students are tracking slightly better, and Level 2 slightly behind. The trades academies provided better data in 2018, and this year compared to 2017 which makes tracking these students much more efficient.

3.2 Data Analysis – Staff Wellness Survey

3.2.1 Tom had emailed Board members the results of the Staff Wellness Survey conducted at the end of Term 1. The results were discussed, and the Board will now need to read into the data to see what changes could be made. The survey results were tabled for discussion at the May meeting.

That the Staff Wellness Survey data remain confidential to the Board at this time.
Graham / Bolton

Janet Graham left the meeting at 6.35pm. Paul Bolton took over the chair.

4. Decisions

4.1 Policies

4.1.1 Privacy Policy (#002)

That the Privacy Policy be approved in its current format.
Bolton / Clunie

4.1.2 Education Outside the Classroom Policy (#242)

That the EOTC Policy be approved in its current format.
Bolton / Harrison

4.1.3 Equal Employment Opportunity Policy (#108)

That the EEO Policy be approved in its current format.
Bolton / Davison

5. Correspondence

5.1 Inwards

5.1.1 Elke Fox request for leave.

5.2 Outwards

5.2.1 Thyrl Weber's request for leave approved.

5.2.2 Stacey Wadkins' resignation accepted.

That the inwards correspondence be accepted, and the outwards correspondence approved.
Dunckley / Bolton

That the Board move in-committee to discuss further correspondence items.
Bolton / Clunie

That the Board move out-of-committee.
Bolton / Harrison

6. General Business

6.1 Agenda Template

The proposed agenda template was discussed. It was decided that at the beginning of each Board meeting, trustees would prioritise agenda items and shuffle the meeting order based on item importance and length of time required for discussion.

6.2 Education Assistance Programme

Discussion on this item was deferred to the May meeting to allow Janet to be present for feedback. In the interim, staff can see Jenny Griffin for support or Tom Davison for referral for further support. This information will be collated and added to the 2020 Staff Handbook.

6.3 Security Cameras

We have received quotes for the installation of a CCTV system around the school. The system will be a vital tool in picking up incidents during school time as well as catching vandals and thieves after-hours. It is hoped it will be a significant deterrent tool too. We are looking at installing 27-29 camera at a cost of \$19,000 - \$27,000. Tom will email the quotes to Board members for them to make recommendations at the May meeting.

8. Meeting Closure

8.1 Agenda Items Identified

8.1.1 Staff Wellness Survey.

8.1.2 CCTV discussion

8.1.3 EAP Programme feedback from Janet Graham.

8.2 Next meeting

The date of the next meeting is Wednesday 29 May 2019.

The meeting closed at 7.25pm.

Signed: _____

Dated: _____