

# REPOROA COLLEGE

*Small School, Big Achievements | Whakora he Iti, he Kahurangi*

## Board of Trustees Meeting Minutes

Wednesday 1st July 2020

6.30 pm Meeting Room

Meeting Commenced 6.32 pm

*In preparation for the meeting and to maximize use of our time together all trustees are expected to have read all correspondence circulated and where possible seek clarification on any matter or issue prior to the meeting of which they are unclear. This will allow the focus to be on informed discussion. It is expected you will have read them all on-line, found in BOT Google Drive.*

Agenda Items	Led by:	Action Minutes
<p><b>1. Introduction</b></p> <ul style="list-style-type: none"> <li>a. Karakia &amp; Mihi</li> <li>b. Present &amp; Apologies</li> <li>c. Minute taking for today's meeting</li> </ul>	Kerry Pearce	<ul style="list-style-type: none"> <li>a. Aaron</li> <li>b. Brendan, Catherine, Kerry, Aaron, Bruce, Graham, John, In attendance: Knisha</li> <li>c. Sue</li> </ul>
<p><b>2. Administration</b></p> <ul style="list-style-type: none"> <li>a) <b>Confirmation of minutes [Circulated] of last meeting</b></li> <li>b) Matters arising from previous minutes not covered on agenda</li> <li>c) Correspondence inwards/outwards</li> <li>d) Finance Report May 2020</li> </ul> <p>Knisha Rudland - MOE Advisor to help board understand the use of Data in making decisions.</p>	Kerry Pearce	<ul style="list-style-type: none"> <li>a. Confirmation of minutes deemed true and correct. Moved by Catherine seconded by Graham All in favour</li> <li>b. NIL</li> <li>c. NIL</li> <li>d. Finance group met. Little change from the previous month. Finance group happy. Moved by Brendan seconded by Graham.</li> </ul> <p>Brendan introduced Knisha and explained her role for our SAF. Student Achievement Facilitator.</p>

		<p>Knisha Rudland MOE advisor. Leaflet handed out, see attached. This was discussed in depth. Knisha asked the board what data they ask from the Principal. The board needs to have in their strategic plan that the Maori student's data is followed. Recognizing where the students are from. Steps to be put in place and stepped out for the board and staff to enable this to happen. The MOE measures equity in the NCEA results. Address the curriculum to cater for the needs of the students. Our students being valuable members of society was discussed in depth and the requirement of the education sector in this role. The interventions of the at risk students of not achieving to their potential was discussed as to how they can be addressed. The importance of data collection discussed. Knisha thanked by all members and invited again.</p>
<p><b>3. Principals Report</b></p> <p>a) Academic Achievement</p> <ul style="list-style-type: none"> <li>• ERO Update</li> </ul> <p>b) Co-curricular Enrichment</p> <p>c) Investing in People</p> <ul style="list-style-type: none"> <li>• Staff Appraisals</li> </ul> <p>d) Inclusiveness</p> <p>e) Community Relations</p> <p>f) Building Global Citizens</p> <p>g) Resources</p> <p><b>Monitoring</b></p> <p>a) Ratification of Stand downs and Suspensions</p> <p>b) Section 27s</p> <p>c) EOTCs</p>	<p>Brendan Carroll</p>	<p>Principals report. See attached Attendance discussed. Data collection discussed. Kerry asks another meeting to be had to discuss data only and how the board would like this viewed. Brendan would like his HODs to have the data available for him. NCEA results discussed and how COVID has effected this. Vocational pathways data to be shared with the board next meeting. Staff appraisals have nearly been completed. Update at the next meeting. Sport communication to go out to parents as to what's available and where they can go for this. Free Food in schools discussed. This will happen in Term 4. PE tops discussed. Brendan asks the board that we only sell the green PE shirt. The board agrees. All in favour. Scarf discussed. The board says go ahead. Black scarf with white logo. Brendan puts a motion forward for the court fence to be installed now. The retaining wall will need to be fixed first. Pool painting to go ahead. Report moved by Brendan seconded by Catherine</p>

<p><b>4. Strategic Planning –</b></p> <p><b>a) Policy Reviews</b>  <u>Term 2 Reviews</u>  Documentation and Self Review Policy  Employer Responsibility Policy</p> <p><b>b) Charter Update</b></p> <ul style="list-style-type: none"> <li>● Charter working group update</li> </ul> <p><b>c) Assurances</b></p> <ul style="list-style-type: none"> <li>● Annual Report to Auditor</li> <li>● Emergency Evacuation Procedure Update</li> <li>● Student Representative Election</li> </ul> <p>Election Friday 18 September  Returning Officer 12 August</p> <p><b>d) Community Survey Results</b></p> <ul style="list-style-type: none"> <li>● Next community survey</li> </ul> <p><b>e) Property Plan Update</b></p> <ul style="list-style-type: none"> <li>● Property working group update</li> <li>● Next Steps Property Planning</li> <li>● Mahi Tahī/student voice</li> </ul> <p><b>f) Attestations</b></p> <ul style="list-style-type: none"> <li>● 2018 Audit Report</li> </ul> <p>2019 Audit Report</p>		<p>EOTCs x 2  Orienteering and bowls. Approved by the board.</p> <p>Strategic planning  Term 2 reviews close end of the week on School Docs, please do this.  Charter update, student survey, the board to make comments over the next couple of weeks.  To meet again on the 22<sup>nd</sup> July 6pm in the staff room for the charter and survey to be discussed further.  2018 audit finalized. Finally,  Emergency evacuation to be done next term  Student rep election discussed. Returning officer appointed for this to be Sue. Election date set as Friday 18<sup>th</sup> September  Totara slabs discussed, up at Alan Wills. They are not as large as we initially thought.  Mahi Tahī email to be sent out regarding help.  Motion put forward by Kerry that the meeting be extended by ½ hr. all in favour</p>
<p><b>5. Any Urgent General Business</b></p>		<p>NIL</p>

To be tabled through the Chair seeking agreement to be addressed or placed on next agenda		
4. In-committee In-committee Minutes Principals Appraisal Matters Arising		In committee 8.41 Out of committee 9.16
Meeting Closure a. Preparation for next meeting b. Closing Karakia		Aaron closing Karakia
<b>Date of Next Meeting: Wednesday 5<sup>th</sup> August 2020 6.30pm</b>		
Meeting closed		9.18pm

Signed Bot Chair:  12-08-2020.