

REPOROA COLLEGE

Small School, Big Achievements | Ahaṛoa he Iti, he Kahurangi

Board of Trustees Meeting Minutes

Wednesday 16th Feb 2022

6.30 pm Meeting Room

Meeting Commenced 6.34 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
1. Introduction a. Karakia & Mihi b. Present & Apologies c. Minute taking for today's meeting	Kerry Pearce	a. Catherine b. Brendan, Kerry, Bruce, Catherine, Tracey, John joined via zoom at 8.16 left at 8.38 In attendance: Norm Apologies: Hine, Graham, Alaina, John c. Sue
1. Administration a. Election of Board Chair b. Confirmation of minutes [Circulated] of last meeting c. Matters arising from previous minutes not covered on agenda d. Correspondence inwards/outwards	Sue Melville Board Chair	Election of Board Chair. Handover to Sue for BOT Chairperson Election Nomination by Catherine for Kerry Pearce Seconded by Bruce. Kerry is duly nominated Board Chair for 2022 until the September triennial elections.

<p>e. Finance Report November/December 2021 f. Deans Trust Amended Deed g. Sign Code of Conduct</p>		<p>The Board moves to change the Governance Policy for Board Chair election to reflect NZSTA Best Practice, and not hold a Chairperson Election in the year of a Board Election. All in favour</p> <p>Minutes from the previous meeting deemed true and correct moved by Catherine seconded by Bruce. All in favour</p> <p>Correspondence: The One foundations funding application for the turf was discussed. Finance report briefly discussed, it only arrived about ½ an hour ago. Brendan spoke about the surplus at the end of December.</p> <p>Deans trust Amendment deed. Kerry still has concerns over the interpretation of the wording. He has sought Legal advice and wording has been explained. The deed was discussed in depth. Brendan will put this back to the lawyer. He will query the clause 3.1 as to how the change can be interpreted. This will be discussed further.</p> <p>Sign the Code of Conduct. NZSTA recommend all BOT members sign a code of conduct annually. These are signed by all attending members.</p>
<p>1. Principals Report</p> <p>Objective 1: Learners at the centre – Learners with their whānau are at the centre of education Objective 2: Barrier-free access – Great education opportunities and outcomes are within reach for every learner.</p>	<p>Brendan Carroll</p>	<p>Principals report see attached</p> <p>This was discussed in depth.</p> <p>2021 NCEA data reviewed. Brendan to email the AOV to the board.</p>

<p>Objective 3: Quality teaching and leadership – Quality teaching and leadership make the difference for learners and their whānau</p> <p>Objective 4: Future of learning and work – Learning that is relevant to the lives of New Zealanders today and throughout their lives</p> <p>Objective 5: World-class inclusive public education – New Zealand education is trusted and sustainable</p> <p>NCEA AoV Staff Welcome</p> <p>Monitoring</p> <ul style="list-style-type: none"> a) Ratification of Stand downs and Suspensions b) Section 27s c) EOTCs 		<p>Covid. The camps for Yr 7 & 8 will go ahead subject to the current traffic light system. We have sole use of the camp site. This will be run like the students are at school and school covid policies apply.</p> <p>Principal report moved by Brendan seconded by Tracey. All in favour</p>
<p>4. STRATEGIC Planning –</p> <p>a) Policy Reviews</p>		<p>Policy Reviews, please do them before the next meeting.</p> <p>Charter, Strategic and Annual Plan ratification. A motion put forward to ratify the annual, strategic and annual plan subject to Brendan adding baseline data. The Board moves to ratify the Charter, Strategic and Annual Plan for 2022, subject to the Principal completing the target numbers and baseline data.</p> <p>Seconded by Catherine and Tracey, all in favour.</p>

Health and Safety Management		No content – content will be added after the review.
Safety Management System	Key review	
Risk Management	Key review	
• Hazard Register and Audit	Key review	
Health and Safety Induction	Key review	
Visitors	Key review	
Emergency, Disaster, and Crisis Management		No content – content will be added after the review.
Emergency Planning and Preparation	Key review	This was the Emergency Planning and Procedures topic.
• Emergency Evacuation	Key review	
• Assembly Areas	Key review	
• Emergency Kit	Optional review	
• Contact in an Emergency	Optional review	
School Closure	Key review	
Emergency Management		No content – content will be added after the review.
Disaster Management	Key review	
• Civil Defence Emergency Management	Optional review	
• Earthquakes	Key review	
• Extreme Weather	Optional review	
• Volcanic Eruption and Ashfall	Optional review	
• Tsunami	Optional review	If you have a Tsunami topic, you can review it.
Crisis Management	Key review	
COVID-19 Information and Procedures	Key review	
• COVID-19 Vaccinations	Optional review	
• COVID-19 Alert Level 3	Optional review	
• COVID-19 Alert Level 2	Optional review	
• COVID-19 Alert Level 1	Optional review	

- a. **Charter Update**
 - **Charter, Strategic, and Annual Plan Ratification**
- b. **Assurances**
 - **Covid Mandate and H&S**
 - **Delegations**
 - **Finance**
 - **Principals Appraisal**
- c. **Attestations**
 - **Community Report**
- d. **Property**

Reporoa College protocols for Covid vaccinations see attached.

Finance committee for 2022 is Catherine, Brendan and ?

The 10YA property assessments were discussed.

Delegation for Principals Appraisal.

The Board moves to accept the Principals Appraisal Agreement goals in principle and delegates authority to Tracey Meads and Kerry Pearce to work with Brendan on engaging an external appraiser and completing the appraisal.

Community Report for disperse to the community. Brendan and Kerry to put this together so they can distribute it. Contact with Whanau teacher. Newsletter tip of the week.

Motion put forward by Kerry to not have a Board Chair election at the beginning of an election year. All in favour

Work Plan for 2022 Brendan to populate the curriculum.

The Board sets the common date for the Triennial Election of 7 September and appoints Sue Melville as Returning Officer.

Blurbs to be sent to Sue from the BOT members, this is to update the website, photos will be added.

<p>e. Other</p> <ul style="list-style-type: none"> • Work Plan for 2022 • Succession Planning - triennial election 		<p>Norm thanked for attending and left.</p> <p>Motion but forward by Bruce to extend the meeting by half an hour. Seconded by Catherine.</p>
<p>5. Any Urgent General Business To be tabled through the Chair seeking agreement to be addressed or placed on next agenda</p>		<p>NIL</p>
<p>4. In-committee</p> <p>In-committee Minutes Principals Appraisal Matters Arising</p>		<p>In committee 8.28pm Out of committee 9.03</p>
<p>Meeting Closure</p> <ul style="list-style-type: none"> • Preparation for next meeting Closing Karakia 		<p>Tracey</p>
<p>Date of Next Meeting: Wednesday 23rd March 2022 6.30pm</p>		
<p>Meeting closed</p>		<p>9.04pm</p>