

# REPOROA COLLEGE

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

## Board of Trustees Meeting Minutes

Wednesday 23rd March 2022

6.30 pm Meeting Room

Meeting Commenced 6.31 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
<ol style="list-style-type: none"> <li>1. <b>Introduction</b> <ol 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> </ol> </li> </ol>	Kerry Pearce	<ol style="list-style-type: none"> <li>a. Kerry</li> <li>b. Brendan, Catherine, Kerry, Bruce, Tracey via zoom</li> <li>Apologies: John, Graham</li> <li>c. Sue</li> </ol>
<ol style="list-style-type: none"> <li>1. Administration           <ol style="list-style-type: none"> <li>a. Confirmation of minutes [Circulated] of last meeting</li> <li>b. Matters arising from previous minutes not covered on agenda</li> <li>c. Correspondence inwards/outwards</li> <li>d. Finance Report February 2022</li> </ol> </li> </ol>	Kerry Pearce	Confirmation of minutes deemed true and correct moved by Catherine seconded by Brendan. All in favour.  Matters arising: NIL  Correspondence: Highest need review for Brendan to send to the community received via email. Brendan to attach to the next newsletter

		<p>Finance report see attached. Brendan explained the deficit at the end of 2021.  Finance report moved by Brendan second Catherine all in favour</p>
<p><b>2. Principals Report</b></p> <p>Attendance</p> <p>Strategic Goal 1.1 Provide a culturally responsive curriculum that reflects our community of learners.</p> <p>Strategic Goal 1.2 Accelerate progress of students performing below expectations with a focus on equity and excellence</p> <p>Special Education Needs</p> <p>Staff Appraisals</p> <p>Monitoring</p> <p>Ratification of Stand downs and Suspensions</p> <p>Section 27s</p> <p>EOTCs</p>	<p>Brendan Carroll</p>	<p>Principals report see attached</p> <p>Attendance is sitting low at the moment. The Covid pandemic is to blame. It is higher percentage than Brendan expected at this point in the pandemic. We have taken students off the role due to their unexplained absences. There will be a noticeable drop in achievement so far and we will monitor this accordingly.</p> <p>200 hours of PD has been awarded to the College to enable a culturally responsive curriculum. Currently working through how this is proposed to be spent.</p> <p>The NZ histories curriculum was discussed. What we can locally provide our students is exciting as we have an abundance of resources within our reach.</p> <p>Pushing the students towards excellence was discussed. In the Unit plans the HoF's are expected to have this covered.</p> <p>The empowered learning trust and their support of the college was discussed.</p> <p>Staff appraisals discussed. Catherine was asked how she has found the new process and she is very happy with how it has gone. She likes it sustainable so she can apply it to her teaching. The process of the appraisals was discussed in depth.</p> <p>2 Stand Downs  NO EOTC</p>

<p><b>3. Strategic Planning – Policy Reviews</b></p> <p><b>a. Focus on:</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Management</li> <li>• Emergency Planning and Preparation</li> <li>• Covid 19 Information and Procedures</li> </ul> <p><b>Health and Safety Management</b> No content - content will be added after the review</p> <p><b>Safety Management System</b> Key review</p> <p><b>Risk Management</b> Key review</p> <ul style="list-style-type: none"> <li>• Hazard Register and Audit Key review</li> </ul> <p><b>Health and Safety Induction</b> Key review</p> <p><b>Visitors</b> Key review</p> <p><b>Emergency, Disaster, and Crisis Management</b> No content - content will be added after the review</p> <p><b>Emergency Planning and Preparation</b> Key review</p> <p>Trials was the Emergency Planning and Procedures topic</p> <ul style="list-style-type: none"> <li>• Emergency Execution Key review</li> <li>• Assembly Areas Key review</li> <li>• Emergency Kit Operational review</li> <li>• Contact in an emergency Operational review</li> </ul> <p><b>School Closure</b> Key review</p> <p>Emergency Management No content - content will be added after the review</p> <p><b>Disaster Management</b> Key review</p> <p>Operational review</p> <ul style="list-style-type: none"> <li>• Civil Defence Emergency Management Operational review</li> <li>• Earthquakes Key review</li> <li>• Extreme Weather Operational review</li> <li>• Volcanic Eruption and Ashfall Operational review</li> <li>• Tsunami Special review</li> </ul> <p>If you need a Template 1992, you can refer to 1.</p> <p><b>Crisis Management</b> Key review</p> <p>Operational review</p> <p><b>Covid-19 Information and Procedures</b> Key review</p> <ul style="list-style-type: none"> <li>• COVID-19 Vaccinations Operational review</li> <li>• COVID-19 Alert Level 3 Operational review</li> <li>• COVID-19 Alert Level 2 Operational review</li> <li>• COVID-19 Alert Level 1 Operational review</li> </ul> <p><b>b. Charter</b></p> <ul style="list-style-type: none"> <li>• Action Plan Update</li> </ul>		<p>Principals report moved by Brendan. Seconded by Catherine and Bruce All in favour</p> <p>The AoV Successes, Concerns and Limitations were discussed. Endorsements in 2021 discussed.</p> <p>The analysis was discussed in depth and the structures put into place this year to monitor the progress.</p> <p><b>Policy Reviews</b></p> <p>A Health and Safety Meeting needs to be held Termly. Brendan, Catherine and a couple of staff members need to be included. Brendan will make this happen in the near future. Brendan to report back at the next meeting.</p> <p>Brendan to add a blurb to the implementation of the policy's on school docs for the board to review as the policy's come up for renewal. All policy's viewed.</p> <p>Community report to go out in newsletter Friday week. Property report. Dayle (Watershed) and Kiri (MOE Property advisor) came in today for a meeting with Brendan and Sue. The new 1-5 YP has been tentatively discussed. A special board meeting is to happen when these become available.</p> <p>Action Plan Update – Brendan discusses edits to the living document. Brendan to update for every Board meeting.</p> <p>Staff Appraisals – see Principals report</p>
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<ul style="list-style-type: none"> <li>c. Assurances <ul style="list-style-type: none"> <li>• Staff Appraisals</li> <li>• Accounts to Auditor</li> </ul> </li> <li>d. Attestations <ul style="list-style-type: none"> <li>• Community Report</li> </ul> </li> <li>e. Property <ul style="list-style-type: none"> <li>In Principal report</li> </ul> </li> <li>f. Other <ul style="list-style-type: none"> <li>• Work Plan for 2022</li> <li>• Succession Planning - triennial election</li> </ul> </li> </ul>		Accounts to the Auditor  Work plan for 2022 to be updated as required
<b>5. Any Urgent General Business</b> To be tabled through the Chair seeking agreement to be addressed or placed on next agenda		Urgent general business NIL
<b>4. In-committee</b> <ul style="list-style-type: none"> <li>• In-committee Minutes</li> <li>• Principals Appraisal</li> <li>• Matters Arising</li> </ul>		In Committee 8.08pm Out of Committee 8.13pm
<b>Meeting Closure</b> <ul style="list-style-type: none"> <li>• Preparation for next meeting</li> <li>Closing Karakia</li> </ul>		Martyn to be approached to attend the May's BOT meeting. Motion put forward by Bruce that Reporoa College pays for teacher's registration fees as of January 2022. Seconded by Kerry. All in favour. Closing Karakia: Catherine
<b>Date of Next Meeting: Wednesday 11<sup>th</sup> May 2022 6.30pm</b> Meeting closed		8.25pm

Signed Bot Chair:  11/05/22