

# REPOROA COLLEGE

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

## Board of Trustees Meeting Minutes

Wednesday 22nd June 2022

6:30 pm Meeting Room

Meeting Commenced 6:30 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>	<p>Kerry Pearce</p>	<ul style="list-style-type: none"> <li>a. Bruce</li> <li>b. Brendan, Catherine, Bruce, Tracey, John arrived at 6:36pm, Kerry arrived at 6:42pm, Alaina arrived at 6:51 with Courtney in attendance.</li> </ul> <p>In attendance Sophie</p> <ul style="list-style-type: none"> <li>a. Sue</li> </ul>
<p><b>1. Administration</b></p> <ul 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 May 2022</li> <li>e. HoF Review - Mathematics</li> </ul>	<p>Kerry Pearce</p>	<p>Confirmation of Minutes deemed true and correct moved by Bruce seconded by Catherine.</p> <p>Correspondence received MOE letter providing information regarding staffing. The BOT must approve any permanent staffing appointed this year.</p> <p>Email received by Cortexo education asking for authorisation for the Ministry to access information from providers for an energy stocktake.</p>

		<p>Bruce puts forward a motion for the MOE to access this information on behalf of Reporoa College. Seconded by Brendan All in favour</p> <p>Email received from Kiri from the MOE for the Boards ownership of the 4% of the Wellness centre. She has advised that we transfer full ownership to the MOE for future SYA projects. Kerry moves that we transfer the 4% currently owned by the Bot to the MOE. All in favour.</p> <p>Finance report. May finance arrived late this afternoon so both will be put forward at the next meeting.</p> <p>Welcome to Sophie HOD of the Math department. There are numeracy changes to the NCEA requirements. A lot of this is going to become wordy and Sophie feels this will be a problem for our students. A lot of problem solving, online work and word problems. The MOE are trying to deal with this issue we may face. Sophie and Amy are currently working on implementing a program to help the students to deal with this. Sophie would like to use Education Perfect as she feels this is a good tool for the changes coming. Sophie would like more devices in the math department. She is asking for approx. 22 devices per class. Sophie shared a document with Brendan, see attached. Sophie believes the issue with our students are confidence and engagement. She believes if the confidence is addressed the engagement will come. Sophie would like to implement a gifted and talented program for the Year 7 to 9 students who show aptitude in math. Sophie has a passion to endorse her math students. Offering Level 1 and covering Level 2 standards over 2 years were discussed in depth. Sophie Thanked for coming.</p>
<p>1. Principals Report</p> <p>2. Attendance</p>		<p>Principals report see attached.</p> <p>Attendance improving even though there is a lot of illness out there.</p>

<p><b>Strategic Goal 2.2 Promote and embed our core school values at Repora College</b>  <b>Mid-Year Budget Review</b>  <b>Senior Management Structure</b>  <b>ERO</b>  <b>Kay Dean</b></p> <p><b>Monitoring</b></p> <p>a) Ratification of Stand downs and Suspensions  b) Section 27s  c) EOTCs</p>	<p>Brendan Carroll</p>	<p>Assemblies are held every couple of weeks focusing on a school value.  DP and AP appointments were discussed.  Kay Dean Trust. \$30K available this year. They requested a report at the end of the year as to how the money was spent.  Uniform change approved for the jacket. All in favour to change to a black jacket with a logo. Put out to the community with a survey. Brendan and John to draft survey content.  Suspension meeting 5.30 next Tuesday. Bruce and Catherine to attend.  Principal report moved by Brendan seconded by Tracey All in favour</p>
<p><b>4. Strategic Planning – Policy Reviews</b></p> <p>Term 2 review topics</p> <p>Healthcare</p> <ul style="list-style-type: none"> <li>• Medicines</li> <li>• Managing Minor/Moderate Injury</li> <li>• Managing Serious Injury and Illness</li> <li>• Infectious Diseases</li> <li>• Reporting and Recording Accidents and Incidents</li> </ul> <p>Behaviour Management</p> <ul style="list-style-type: none"> <li>• Bullying and Online Bullying</li> <li>• Surrender and Retention of Property and Searches</li> </ul> <p><b>b. Charter</b></p>		<p>Strategic Planning Policy Reviews done  Brendan discussed action plan updates.  The school is currently doing a cultural audit.  Assurances.  Student reports to go out in the first week of the holidays. Parent interviews will happen in the first week of term.  Roll return 1<sup>st</sup> July reminder.  2021 Audit is finalised.  Insurance house cover discussed and if the current full replacement cover is enough. The insurance company has been asked and have assured me they are ok.</p>

<ul style="list-style-type: none"> <li>• <b>Action Plan Update</b></li> <li><b>c. Assurances</b> <ul style="list-style-type: none"> <li>• Parent Reporting</li> <li>• Roll Return 1 July</li> <li>• 2021 Audit</li> <li>• Insurance</li> </ul> </li> <li><b>d. Attestations</b> <ul style="list-style-type: none"> <li>• <b>Community Engagement - Review of Charter and Strategic Plans</b></li> </ul> </li> <li><b>e. Property</b> <ul style="list-style-type: none"> <li>• Update</li> </ul> </li> <li><b>f. Other</b> <ul style="list-style-type: none"> <li>• Uniform</li> <li>• <b>Work Plan for 2022</b></li> <li>• Trustee Selection</li> <li>• Succession Planning - triennial election process</li> <li>• <b>Student Representative Trustee - appoint Returning Officer and set date.</b></li> </ul> </li> </ul>		<p>Community engagement. A survey to be put out to the community with the uniform survey. Brendan and John to draft survey content. Property discussed. Turf progress discussed. Work plan changes to next meeting. Art / Tech to change with Health / PE Trustee selection. Motion put forward that we select Paula Crafar as a BOT member until the September elections.</p> <p>Sue / Alaina appointed Returning Officer for the Student election on the 21<sup>st</sup> September.</p> <p>Motion put forward by Catherine for extra ½ hour. All in favour</p>
<p><b>5. Any Urgent General Business</b></p> <p>To be tabled through the Chair seeking agreement to be addressed or placed on next agenda</p>		
<p><b>4. In-committee</b></p> <p>In-committee Minutes Principals Appraisal Matters Arising</p>		<p>In committee 8.32 Out of committee 9.24</p>
<p><b>Meeting Closure</b></p> <ul style="list-style-type: none"> <li>• Preparation for next meeting</li> </ul>		

Closing Karakia		John
<b>Date of Next Meeting: Wednesday 3<sup>rd</sup> August 2022 6.30pm</b>		
Meeting closed		9.28pm

Signed BOT Chair:  03/08/2022