

REPOROA COLLEGE

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

Board of Trustees Meeting Minutes

Wednesday 3rd August 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
<p>1. Introduction</p> <ul style="list-style-type: none"> a. Karakia & Mihi b. Present & Apologies c. Minute taking for today's meeting 	Kerry Pearce	<ul style="list-style-type: none"> a. Brendan b. Paula, Catherine, Bruce, Brendan, Kerry, Tracey and John via zoom. c. Sue
<p>2. Administration</p> <ul style="list-style-type: none"> a) Confirmation of minutes [Circulated] of last meeting b) Matters arising from previous minutes not covered on agenda c) Correspondence inwards/outwards d) Finance Report June 2022 	Kerry Pearce	<p>Confirmation of minutes deemed true and correct moved by Catherine seconded by Bruce All in favour</p> <p>Correspondence Inwards: Email received from Daniel Suter regarding mask wearing. This has been noted.</p> <p>Email received and noted re: ERO report. Kerry has signed it on agreement of the board. ERO back in on the Thursday the 11th Aug at 9.30am</p> <p>Catherine, Paula and John to attend.</p>

<p>e) HoF Review - Health and P.E. - has been called away for a whanau event, will present next meeting</p>		<p>Finance report see attached. Brendan discussed. We need to pay the MOE for Knisha's salary. We are addressing this. Finance report moved by Catherine seconded by Bruce All in favour. HOF Health and PE review to be done at the next meeting. Wiremu has been called away to a family emergency.</p>
<p>1. Principals Report</p> <p>Attendance</p> <p>Strategic Goal 2.2 Provide a culturally Provide a culturally responsive curriculum that reflects our community of learners.</p> <p>Mid Year Student Achievement Review</p> <p>Senior Management Structure</p> <p>ERO</p> <p>Kay Dean</p> <p>Monitoring</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.</p> <p>Attendance attached. At the next meeting Brendan to put an attendance graph up for the 2019 year (pre Covid) just so the board can see a comparison.</p> <p>PB4L discussed. Brendan says this is well received by the staff. A conference is coming up which we have staff attending. We will work with the primary school as well to have some seamless transitions for our students.</p> <p>Brendan will need a quorum for the DP appointment which will happen in late August.</p> <p>Brendan recommends we accept Martyn's request for leave for the 17th to the 21st of October to attend his son's wedding in the UK. The board accepts this request.</p> <p>Data was discussed. Brendan to add Merit and Excellence grades in his next report. The school's spreadsheets on pathways and behaviour were discussed and how this is a useful tool for our teachers. The school has engaged with Whanau Ora to help the students deal with any issues they may have. Brendan to add the expected start of year OTJ's and expected end of year OTJ's benchmarks to his junior progress graphs.</p> <p>Principals report moved by Brendan seconded by Catherine All in favour</p>
<p>4. Strategic Planning –</p> <p>a) Policy Reviews</p>		

<p>Term 2 review topics</p> <p>Healthcare</p> <ul style="list-style-type: none"> • Medicines • Managing Minor/Moderate Injury • Managing Serious Injury and Illness • Infectious Diseases • Reporting and Recording Accidents and Incidents <p>Behaviour Management</p> <ul style="list-style-type: none"> • Bullying and Online Bullying • Surrender and Retention of Property and Searches 		<p>Policy reviews</p> <p>Healthcare and Behaviour management. The policy reviews and comments were addressed.</p> <p>Reports went out at the end of the holidays.</p> <p>Roll return completed at 219</p> <p>Survey to go out over the next week.</p> <p>Turf was discussed. A list is to go out of the current funders.</p> <p>Uniform is in the process of being updated.</p> <p>Workplan updated for a next meeting change of date to the 24th August.</p> <p>Motion put forward by Bruce to extend meeting for an extra ½ hour</p>
<p>b) Charter</p> <ul style="list-style-type: none"> • Action Plan Update <p>c) Assurances</p> <ul style="list-style-type: none"> • Parent Reporting • Roll Return 1 July <p>d) Attestations</p> <ul style="list-style-type: none"> • Community Engagement - Survey <p>e) Property</p> <ul style="list-style-type: none"> • Update <p>f) Other</p> <ul style="list-style-type: none"> • Uniform • Work Plan for 2022 • Succession Planning - triennial election process • Student Representative Trustee 		
<p>5. Any Urgent General Business</p> <p>To be tabled through the Chair seeking agreement to be addressed or placed on next agenda</p>		<p>Urgent general business NIL</p>

<p>4. In-committee</p> <p>In-committee Minutes Principals Appraisal Matters Arising Complaint Update</p>		<p>In committee 8:22 Out of committee 9:05</p>
<p>Meeting Closure</p> <ul style="list-style-type: none"> • Preparation for next meeting Closing Karakia <p>Date of Next Meeting: Wednesday 24th August 6.30pm – Final Meeting</p>		<p>Closing Karakia Catherine</p>
<p>Meeting closed</p>		<p>9.06pm</p>

Signed BOT Chair:  24/08/22.