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would be to develop a strategic plan / business case where Mike would like some of the board members' expertise. This would serve to provide transparency and a framework regarding international students.

3. Student Council Feedback:

- Student council representatives with the help of Matt van Wheeler, did a presentation on what they have accomplished thus far this year and what their plans are for the future. They explained that they have four teams of student executives working on various interesting things. The teams had a meeting last Thursday where they shared their ideas with each other.
 - **Top Hill Team**

The team have been working with Otaihanga Landscaping to redesign the Hill area next to the school. Otaihanga Landscaping has provided the team with a free quote for some of their ideas and are currently working on some sketches. Mr. Farrelly has been organising the new scooter track to help the team achieve their goal of a fun backfield.
 - **Toilet Improvement Team**

The team consulted with students who agreed that bathrooms were a problem. An email was sent to the cleaners kindly requesting that they clean more thoroughly. Air fresheners were purchased. They are trying to get other students involved by running a competition to redesign the toilet signs which will mark them more clearly and designate separate toilets for each year syndicate.
 - **Activities Team**

This team has been working on organising sports and activities for each year group. So far they have had:
Years 3 and 4 Rippa Rugby
Years 5 and 6 Five-a-side football
Years 7 and 8 Irish hockey

They have been thinking of arranging a movie-day for the older students. The juniors are most likely to have an indoor story day or something similar. Buddy classes will be consulted within this week to discuss what other activities students would like to have at school in the next two terms.
 - **Fundraising/Charities Team**

The team have been working hard to identify the charities that students would like to support and to arrange fundraisers for these events. The team is aiming for two fundraising activities per term. A few of the charities that are on the list so far include The Chopper Appeal, The 40 Hour famine, Cans for Good, Daffodil Day, Onesie Day and SPCA World Animal Day. The team created a sign-up sheet for teachers and students to participate in running events for these days. Pink shirt day was a success and the team are looking forward to the gold-coin mufti day coming up for Chopper appeal.
- The student executives attended a leadership course where they were inspired, learnt a lot and had fun.

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- Mike mentioned that it has been a fairly head-down start to the term regarding starting to draw everything together for the ERO review. He had added some items to the report late that he wanted to flag to start off with:
- Mike, Julie (Morris) and Prisca have had a telephonic meeting with Anne Brouers who is the lead ERO reviewer and a past principal. They spoke about the scope of the review and how the review is going to be run. They discussed having a powhiri for the ERO reviewers as that is how RBS welcomes visitors and also discussed setting up the review as a presentation to start to engage the ERO review team instead of sending out a vast amount of information like in the past. They have created a Google drive for ERO and put all documentation and review thoughts in there.

- **Board Assurance Statement**

Mike explained that one of the ERO requirements of the board is a Board Assurance Statement. Nichola and Mike have gone through this document and Nichola had no concerns. Mike said that the way this review is done is less about ERO finding stuff out about RBS and more about RBS being able to tell ERO where we're at and where we feel our gaps are. Mike added that these processes are occurring in great timing as we are entering a new stage in school in terms of developing a new charter and strategic plan and thorough ERO review feedback can help us move forward as a school in terms of those directions.

The Board Assurance Statement is the compliance areas within the board, Nichola and Mike have gone through this and indicated where they believe there was a gap and flagged where there were questions about clarity.

The rest of the areas they felt confident RBS is compliant after putting in a lot of work to ensure everything was in place. Any areas that were indicated as 'No' was accompanied by an explanation as to where we're at and why and what we're doing to get there etc. Just before the review Mike will print a paper copy and get Nichola to sign it off.

The ERO would like to report back to the board on Thursday the 21st of June at 1:00pm which is not the most ideal time for most board members. Mike requested that anyone that is available attend and asked Shellee to find out whether Gwen would be available to take her class. Mike to send out calendar invite as reminder. It was confirmed that twelve classroom visits would form part of the ERO review.

There is quite a bit happening at RBS on the 21st of June with Matariki and some students away at Paraparaumu College Orientation Day. Nichola requested that the meeting be moved to 1h30pm in order for her to attend and be on time, Mike said that he would contact Anne to see if they could shift the meeting time.

- Health and safety issue: The contractors who demolished the walls at the front of the school used concrete cutters and Mike hadn't realised how severely noisy and dusty it would be. A concerned parent contacted Mike who immediately contacted the contractors and although they had just about finished, they stopped right away and guaranteed that they would not be concrete cutting again. Mike had a meeting with the project manager, architect

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and Darryn from construction to discuss this health and safety concern. Mike apologised to parent and explained what steps had been taken, touched base with parent again after that to discuss follow-up steps and parent was happy with process followed.

- The first quote came through for the back field and was looked at by Mike and Jo, it's approximately 10% more than what they want to spend at this stage. Mike has asked Lee Ashby to seek another quote which he is in the process of doing. The quote also did not allow for a bore which is approximately \$20 000 - 30 000 more, Mike spoke to Tony Kane from Kapiti College and he confirmed that they are in need of another bore and they'd be happy to go 50/50 if RBS get a bore that they can tap into. Once Mike receives the quote he will touch base with Jo and hopefully have a way forward at the next board meeting.
- Although a wine and cheese evening was pencilled in for this term, Mike made an executive decision that with everything going on it would not be possible. He would like this to be considered for the third term. At these evenings that have been very successful in the past there have been four or five break-outs, parents came along for 20 minute sessions and had a bit of cheese and wine in-between the sessions. Mike feels it could be an opportunity for the board to host a session on the parents' vision for the school in terms of the charter.

Nichola added that the board could also tie in or have a session on the ERO review feedback. Jo asked whether the board would also supply feedback regarding the ERO review to the staff, Mike said that it depends on how the board wants to run it and mentioned that the previous board ran it as a strategic plan staff meeting for a couple of hours after school and it was about getting people's ideas and vision. The board then pulled all the ideas together, looked at examples of strategic plans from other schools and looked at frameworks that possibly would be useful.

Mike said that this is important to get to by the third or fourth term this year. The board discussed some ideas around these parent and staff meetings. Mike suggested that in the second term, the board create a sub-committee that could look at driving the strategic plan, this could include a couple of board members, a couple of staff members and a member from leadership. They could come up with the actions to develop a strategic plan. Nichola stated that the discussion around this sub-committee would be an item on the agenda for the next board meeting.

- **Presentation to ERO**
Mike and Prisca ran through the presentation that will be presented to the ERO.
- Principal's report approved.

(1st Nichola, 2nd Jo)

5. Financial Report

- Mike stated that the school is tracking well under budget at the moment, which is good. Mike is comfortable where the school is regarding finances and cash flow. There has been some unexpected expenditure with the boiler but that was a health and safety issue so had to be dealt with.
- The potential risk for the school is around maintenance costs and staffing particularly sick leave. The staff have all been offered flu injections.

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- Mike pointed out that the financial report now includes graphs.
- Jo asked why the school was under budget regarding teacher materials spending, Mike explained that he is being careful with the budget and has asked staff to be cautious too by utilising what they have and only buying when they really need something and the school definitely doesn't have it already.
- Nichola asked where the school was concerning donations and Mike said that after having a look at this with Jackie last week, they found that the school was ahead regarding donations.
- Financial report approved by Nichola.

(All agreed)

6. Property Report

- Managed to get a \$20 000.00 saving on pump, they have engineered the drainage so that it's gravity-fed.
- Mike also managed to get some savings on the mobility improvements (shade structure).
- Jo showed Robyn De La Haye's scooter park plans to the board. Robyn very kindly offered to present the plans to the student executives next Thursday.
- Planning for integrated learning spaces pushed to start in third term. Mike, Jo and affected staff at different times to look at different learning spaces in order to come up with a plan to get that through to tender stage by October. Staff have already been giving it some thought and discussing it.
- Other projects are still with Lee, waiting to get current projects done before launching into others.
- Rest of construction ahead of schedule, deck part finishes this week, sun shade will only go up later on. Then they will move onto the revamping around Room 4 before returning to the deck area to finish off some work i.e. seating area. Jo to touch base with contractors on how they're tracking with the rest.
- Disability parking access: Jo raised issue with two of the parents she knows will be affected and they said that was fine, they would just like to be kept informed.

7. Policies Review

- Jo has completed all as track changes except for the personnel policy. Jo just has a few questions regarding delegation. Mike assured Jo that there was no need to panic regarding ERO as the old policies are still there and valid and if ERO have queries regarding this they can view it with the track changes as this shows a review process.
- Nichola has been reviewing the policy regarding communication and complaints.

Business**Actions****8. Sports Progress Report**

- Cross Country: Positive feedback from board members regarding practice, track, coffee, sausage sizzle and great, voluntary input from the Year 7's and 8's.
- The school has teardrop signs that can be used for representation and advertising at different events. Becs looked at getting named gazebos but was very expensive.
- Briefly discussed Linda's report. Jo asked whether there was a priority list regarding Linda's itemised things that needed replacing. Mike said that he still believes that grants are a gap in the school in terms of people applying for funding from pub charities and is probably something the board needs to think about. The board decided to put out request for expressions of interest for a Grants Application Coordinator. Nichola to add to Across the Board, Mike to add to newsletter.
- Howard says that there has been some massive steps regarding the Sports Progress Report in a very short time and this has reflected well on the school. Mike said that Linda has worked exceptionally hard to make this all happen.

9. Agenda Items that the BOT would like to see.

- PE and Health Curriculum Review
- Trustees Code of Conduct

Board Administration**10. Correspondence**

- Nichola read email from Sylvia Jung regarding Marzipan Drama and board discussed. Nichola to send reply email.

11. Preparation and task allocation for next meeting

- Mike to send out calendar invite as reminder for ERO feedback to Board on 21 June 2018.
- Shellee to find out whether Gwen is able to take her class on 21 June 2018 in order for Shellee to attend ERO feedback to Board.
- Nichola to add Strategic Plan Sub-committee to agenda items for next meeting.
- Grants Application Coordinator: Nichola to add to Across the Board, Mike to add to newsletter.
- Trustees Code of Conduct, Nichola to obtain, send out and bring to next meeting to be signed off.
- Jo to email through sample of Community Engagement Plan for board to consider, will most probably form part of Strategic Plan.
- Next BoT meeting is 26 June 2018.

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- Becs Le Quesne is no longer able to commit to being chairperson for Terms 3 and 4 due to workload, Nichola Coe will stay on as board chairperson for 2018.
(All agreed)

12. In committee

- The Board went into Committee at 8.20pm.
- The Board moved out of Committee at 8.38pm.

There being no further business the meeting closed at 8.38pm.