

Summary of Board of Trustee Meeting 24th August 2016

- The following policies were either reviewed and updated or were new policies:
 - Health and Safety in the Workplace
 - Health and Safety: Others /Visitors in the Workplace
 - Health and Safety: Hazard/Risk Management
 - Health and Safety: Personal Protective Equipment
 - Health and Welfare
 - Child Protection
 - Education Outside the Classroom
 - Appointments (Policy & Procedures)
- The Senior Management Team presented the half year review of the Annual Plan:
 - Explanation of Annual Plan document
 - Sport, Recreation & Culture (Thank you Keith Bain)
 - Curriculum, Achievement and Assessment (Thank you Cath Parr)
 - Analysis of Junior Data (Y 9 & 10) and identification of Target groups to ensure the best possible opportunities and outcomes for our students.
 - Discussion followed on targets and how they are set
 - Building on the previous success of Seniors Booster Week, further assessment opportunities will be provided for identified students
 - Junior Data Analysis; this is targeted at Year 9 & 10 students to ensure the best possible opportunities and outcomes for our students
 - Māori & Pasifika achievement and action plans were discussed with the following focus: Kia Tu, Rangatira Day, Leadership potential.
 - Pastoral – PB4L– Positive Behaviour for Learning – (Thank you Neil Bauernfeind)
 - Working with students to get best possible behaviour
 - Respect, Responsibility and Relationships
 - R Points – certificate presented to Bradley Gielen at the meeting for attaining 20 R points. The following reward system is in place and seems to be working well.
(Certificate 20 points, Pen 40 points, Canteen voucher 60 points, Drink Bottle 90 points, Warehouse Voucher 130 points)
 - The general trend of attendance is going up and non-attendance going down
 - Targets have been set higher than last year

- Attendance dipped slightly (within the trend), possibly due to the Electives programme this year. This will be monitored.
- Punctuality has improved.
- 85% attendance is required for students to attend the Ball, be part of the Production or Kapa Haka and participate in sports teams. The students respond well to this.
- ICT – (Thank you Cath Parr). Year 9 Enrolment package with BYOD Pamphlet was presented. We are feeling positive about this and will monitor it closely.

Thank you to our Principal and Deputy Principals for their hard work, for leading their teams in a strong and successful manner and for analysing the data to guide decision making.

The Principal's Report contained the following items:

- Assessment Week. It is important that we remember the value of this to our students for practice and guidance.
- Course Selection for 2017 is underway.
- Enrolment of Year 9's for 2017 looks very positive.
- Term 3 continues to be a busy term.
- Meeting with Odyssey Trust and DHB – who provided a Drug & Alcohol clinic proposal.
- 25 staff took up free flu injections so we hope this keeps them well and healthy.
- Senior Health Expo for Yr 12 & Yr 13 students: some great feedback was received.
- Various future changes in staffing were tabled.

Wayne Carter presented the Property Report

- The 5 and 10 Year Plans were reviewed and discussed
- Upgrades/new developments are only used on existing structures
- New building requires approval from MOE
- There was a small and well-contained fire in the Staffroom caused through a fluorescent starter. Thank you to Dave Smith for his quick thinking and well done to all staff and students who evacuated the building. Good to know our safety drills work. All lights in the staffroom are to be replaced with LED.
- Freeman Gym lighting needs attention due to broken lights and broken light covers. This needs addressing immediately and MOE have given permission to go ahead and replace lights in Freeman Gym and Staffroom.
- Lighting in the Marae to be upgraded at the same time.

Wayne Carter presented a Health and Safety report:

- There was an evacuation last week, when lights caught fire in the Staffroom and procedures were followed successfully by all.
- There was a lockdown Drill last Thursday – again staff and students reacted very well

The Finance Report was tabled:

- We are on track to meet our proposed budget.

Items for next Meeting:

- ERO Preparation – We have an ERO Visit scheduled for Term 4 17 – 28 October 2016. We look forward to this as an affirmation of our ongoing review process.

Matters arising:

- Information and costs are being gathered regarding installation of a multi-purpose turf.
- Discussion was initiated about co-opting a Maori Representative to the Board of Trustees.
- Board were pleased to be invited to Rugby Prizegiving. Thank you.
- There is to be a Paid Union Meeting on September 12th. Full details of arrangements are in a newsletter and on our website.

Next meeting:

- Wednesday 21st September at 6.00pm, in the Staff room

Ruth Foulkes

Chairperson BOT