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4. Discussion : Open to the public

5. ACCIDENT, SICKNESS AND HAZARD REPORT : Held over to next meeting

6. Discussion : MOU Maramarua School

6 DISCUSSION : Schedule of Delegations

7 Discussion: Retirement Gift : D Rolfe

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Nil

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Minutes of BOT Meeting 26 June

Meeting Opens: 5:00 pm

Present - Matthew Bagley, Paul Petersen, Deb Somervell, Michelle McRobbie, Michael Pascoe, James Agnew, Dave Hema

Welcome: Royce McCort, B Sargent, Janine Cole, Sue Cole, Andrew Dickinson

Apologies - Nil

Digital Curriculum Report - Welcome Juliet Jones - report presented by Paul & Juliet

1. New Curriculum : The presentation covered the requirements of the new technology curriculum - which is to be implemented by 2020.
2. The presentation covered snapshots of where we are at with regard to getting ready to implement the new curriculum.
3. Robotics and Makerspace. The presentation covered what was happening in the school's robotics and makerspace programmes.
4. Professional Development. The team outlined what was needed in terms of professional development for staff. The team spoke about the staff survey of their digital competencies and what the school was doing to address needs that arose from this survey. Juliet conducted school wide classroom observations and audits to determine the extent of technology integration across the school. The team is aware of the inconsistencies and of where support needs to be offered.
5. The team spoke about seesaw and how that was being used to communicate with parents by providing them with a greater insight into how the curriculum was being delivered.
6. The team noted that there was a waiting list of students wanting to get into the robotics club. The team noted the budgetary constraints affecting this programme.

Public Forum Discussion : BOT reply to S.Cole, B Sargent et al.

1. BOT expressed appreciation to parents for attending the previous meeting and the current one.
2. The meeting established that there was a shared purpose in the discussions, i.e. continual improvement.
3. BOT expressed absolute confidence in its teachers and leadership.

4. BOT noted that one of its goals was the continued improvement of communication with the parent community.
5. BOT acknowledge staff turnover in 2017. Acknowledge that from an outside perspective, the turnover could be perceived as concerning. The board is restricted in what it can say on the matter.
6. The BOT notes that the leadership structure is working well and that the leadership has the support of the staff.
7. The BOT noted that the principal was appraised each year and that the appraiser is accredited by the NZSTA.
8. Exit interviews were offered to all staff leaving the school. The data was shared with the full board and responded to accordingly. Teachers have input into who conducts the interview. Questions are given to the teachers before the interview so they have time to think about answers. The board agreed to develop an exit interview policy.
9. The discussion focused on staff retention by looking at the national picture and at the school level. Questions were asked about what could be done to retain staff and what parents could do to support this.
10. The board noted that the school is due for its ERO review and that as part of that there was a community forum. The board would publicise this widely to afford parents the chance to attend.
11. Workload - actual things that could be done - reports (June & December). Current report summary is a result of the collaboration from the staff - has lightened the load. Sue Cole - comment - no signature on the school report, does not know who has written the report. NZ Curriculum - where on the band does my child sit? Needed some indicator.
12. Seesaw - the report summaries were uploaded to Seesaw over the weekend.
13. Staff survey - was an innovation that Paul instigated. NZSTA has a standardised survey and has been done over the last three years. This year we have used the same questions (in house), but added extra questions for 'Bombay'. Results of the survey come back to board - is discussed - taken back to the staff at staff meetings and look at questions, answers and explanations. All the staff are very happy with the process. They don't want results shared with the wider community etc. kept in house as this is a staff matter for them to work through. The staff suggested that the questionnaire should be emailed out by Matt, rather than Paul, to protect him. Save funds by doing the process inhouse.
14. **MLE** - there is a heavy mandate to head down the ILE path (Innovative Learning Environment) Ministry expects schools to implement this. Bombay School has introduced it in the best way that we can. ILE is only a small part of the whole aspect - the building/furniture etc is only some of it. Introducing a new way of teaching in the classrooms as we have at school.
15. Janine - asked to read some comparative studies - single cell and ILE learning.
16. Bidy - doesn't feel that this suits ALL children. Wearing of headphones closes them off to what is happening in the classroom. Better environments regarding the soundproofing of the rooms.

17. Bidy would like a written response so that she can submit to her 'group'. Matt will do that.

Refer to appendix A for Letter

Accident, Sickness and Hazards Report: Held over to next meeting. We are going to start using eTap to record the sickbay activities - training starting for staff over the next few weeks. The system will produce the report for us.

ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : We think we may get a review at end of Term 3, possibly early Term 4. School community will be informed. Ask parents to come to the open forum when they are here.

BANKED STAFFING POSITION & Staffing Entitlement Notices - no problems seen - we are using Bulk Grant for relievers earlier than we did in 2017.

Financial Report: May Report to approve - see motions

Discussion regarding the [EdTech May report](#)

Discussion regarding the [BDO 2017 Report](#) (Management Comments to be completed)

2017 Financial Accounts have been sent via MOE Portal - 13 June.

MINUTES of Previous Meeting 29 May 2018: Approved. See motions

MATTERS ARISING FROM MINUTES – ACTION LIST : NIL

CORRESPONDENCE (INWARDS/OUTWARDS): Nil

PRINCIPAL'S REPORT [Motion] - Taken as read. Accepted. See motions

Administration & General Matters : NIL

Appointments/ Resignations - NIL

Formal Complaints: Nil

Stand down/ Exclusion: NIL

Concurrence statement: Taken as read. Accepted

Attestation: Taken as read. Accepted

COL Update : Refer to Principal's Report : Taken as read.

Property:

Roll Predictions and class bulge scenarios for 2019 - not discussed at this meeting

Principal's Report : Reporting against the NAG's : taken as read. Accepted. See motions

PERSONNEL REPORT - Susie to present

HOME AND SCHOOL REPORT / MINUTES: Taken as read

GENERAL BUSINESS :

Maramarua Technology.

The leadership team briefed the board on Maramarua's new position on the swapping of tech students - when those students have a clash with their tech days and sport. Maramarua would like this to stop. Our school would like to maintain the practice of the past 28 years.

When our students need to go to a sports event, they need to be able to swap between the days so they don't miss out on the Technology.

New tech teacher objects to the swapping of the students. He states that there is a Health & Safety issue when he has planned the day's events around the students that are supposed to be there.

Principal has met with us, taken our views back to the staff and they replied that they were unwilling to change.

The comment was made that perhaps we should seek an alternate provider.

Maramarua want us to set the dates the year in advance when we don't know what sports dates and other activities we have in the coming year so these need to more flexible.

If we had the tech at our school, it would be quite different to how it is done now.

Children would need to make a decision to either go to the sports or to technology day.

We need to advise MOE by August if we are changing technology providers.

The leadership team is to progress and conclude this matter.

Motions:

#		Nominated	Seconded	All Agreed
1	The Board accepts the minutes of the previous meeting, 27 March 2018, as true and correct record.	Deb	Michael	✓
2	The Board accepts the March 2018 monthly financial report.	Dave	Matt	✓
3	The Board accepts the April 2018 monthly financial report.	Deb	Dave	✓
4	The Board accepts the May 2018 Principal's report	Micheal	Deb	✓
6	The Board appoints Watershed as its Project Managers for its 5 Year Property Plan.	Matt	Deb	✓
7	The board will advise the community that Bible in Schools will not continue at Bombay School			
8.	Wireless upgrade quote accepted for work to begin 6 June	Matt	Michael	✓
9.	The board transfers the principal's delegations in the 2018 schedule of delegations to Susie Stafford Bush and Kim Batters from 2 July to 25 July 2018. This includes the delegation to stand-down and or suspend students.	Matt	Michelle	✓
10	The Board approves the protected disclosures policy	Paul	Susie	✓

Meeting finished: 9pm

Meeting Dates for 2018

Meeting	1	2	3	4	5		6	7	8	9	10
BOT	17 Jan	27 Feb	27 March	29 May	26 June	No Mtg	28 Aug	25 Sept	30 Oct	27 Nov	11 Dec
Home 'n School			26 March Susie, Doriane, Rob	8 May Susie, Di Charlotte	18 June Susie, Juliet and Rachel	No Mtg	22 Aug Susie, Paige,	17 Sept Susie, Cherie,	17 Oct Susie, Kim, Amber	13 Nov Susie, Beth , Yating	5 Dec Susie

Term Dates 2018

Term 1: Tuesday 30 January- Friday 13 April	Term 2: Term 2: Monday 30 April - Friday 6 July This includes a school holiday on 5 June, which is the day after the Queen's Birthday.	Term 3: Term 3: Monday 23 July - Friday 28 September	Term 4: Term 4: Monday 15 October - Friday 14 December
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Current Teaching Staff

Senior Leadership



Paul Petersen
Principal



Susie Stafford-Bush
Deputy Principal



Kim Batters
Assistant Principal

Team Managers



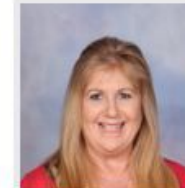
Cherie Lemon
*Team Manager -
Kotare Team (Year
0-2)*



Kim Batters
*Assistant Principal
- Leadership of
Kotare and Tuhono*



Susie Stafford
Bush and Tracey
Weight
*Team Manager -
Kotuitui (Year 5 & 6
)*



Susie Stafford-Bush
*Team Manager -
Senior School*



Doriane Raman
*Co-Leadership of
Tuhono for 2018*

Kotare Teachers (Year 0-2)



Cherie Lemon
Team Manager -
Kotare Team Room
7



Juliet Jones
New Entrants
Room 4



Kat Cameron
New Entrants
Room 5



Torie Muir
New Entrants
Room 5



Amber Dones
Year 1-2 Teacher
Room 6



Charlotte Forch
Year 2 Teacher
Room 8



Megan Burford
Year 2 Teacher
Room 8

Tuhono Yr3-4



Doriane Raman
Teacher Year 3
Room 9



Yating Wang
Teacher Year 3 -
Room 10



Paige Goldstone-
Leighton
Year 3 Teacher
Room 11



Beth Steer
Year 4 Teacher,
Room 12

Kotuitui

Years 5 -6



Tracey Weight
*Year 5/6 Teacher -
Kotuitui - Room 2 &
Team Manager*



Jeandri
Conradie
*Classroom Teacher
Year 5 / 6 - Room 1*



Sarah Hancock
*Year 5/6 Teacher -
Kotuitui, Room 2*



Sharron Hughes
*Year 5 / 6 Teacher -
Room 3 + TIC
Library + Bus
Controller*



Megan Webster
Teacher

Kakahu Year 7 - 8

Year 7 - 8



Rachel Richards
*Team Manager
and Teacher
Kereru Space*



Dianne Rolfe
*Year 7/8 Teacher -
Kotuku + TIC Sport*



Robert Oliphant
*Year 7 & 8 Teacher -
Piwakawaka*

Office Staff

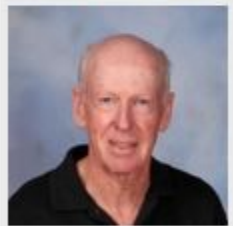


Lorraine Wilson
School Secretary



Heidi Hewes
Receptionist

Property



Doug Crook
Caretaker

Teacher Aides



Carol Wright
Teacher Aide



Tracey Perez
Teacher Aide



Cheryl Wynn
Library Assistant



Michelle
Mouselimis
Teacher Aide



Alannah Dovell
Teacher Aide



Jamye Figgess
Teacher Aide

Reading Recovery



Janice Orr
*Reading Recovery
Specialist*

Part Time Teachers



Jenny Paxton
*CRT Release Kotare
Team*

Board of Trustees Meeting held on 26 June 2018 in the Staffroom, Bombay School at 5pm

1. PRESENT:

Matthew Bagley, Paul Petersen, Deb Somervell, Michelle McRobbie, Michael Pascoe, James Agnew

2 APOLOGIES:

Nil

3. Digital Curriculum Team

Paul and Juliet presented the team report. Refer to Minutes Summary

4. Discussion : Open to the public

BOT response to letters from S. Cole, B. Sergeant et al :
Refer to Minutes summary

5. ACCIDENT, SICKNESS AND HAZARD REPORT : Held over to next meeting

Likelihood,	Consequence				
	Negligible	Minor	Moderate	Major	Death
Very likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Moderate	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	Significant	Extreme
Rare	Low	Low	Moderate	Significant	Significant

Nil - deferred to next BOT meeting

6. Discussion : MOU Maramarua School

Maramarua School would like to renegotiate the Memorandum of Understanding (MOU) that exists between them and client schools for the provision of technology to students.

Please read the [proposed MOU](#)

Please read the [proposed Guidelines](#)

Email from Josie Redmond (Principal of Maramarua School)

Email from Josie Redmond (Principal of Maramarua School)

Hello to everyone

I have finally completed the updated MoU and Technology Guidelines we discussed at our Monday 14 May 'Technology Contributing Principals' meeting at Maramarua. They have been approved by Cheryl Bunker at NZSTA. I am attaching them for you to have a look at.

I have been working with Cheryl throughout this review and she has directed me to tell you that these two documents will replace the existing MoU once your Board has agreed to them and signed them.

Can I ask that you read them and contact me if you have any questions. Can you add them into your BOT Meeting meetings and get them signed off and sent through to me at Maramarua School. Can I also ask that you scan and email them to me or alternatively, send through the signed hard copy.

I hope you all have a good week.

Kind regards

Josie Redmond

- Our Year 7 & 8 Team + Susie SB + Paul P - met with Josie on 18 June to discuss the proposed MOU + Guidelines
- Sticking point - Bombay swapping students when clashes arise with sports/ speeches etc "If a student is absent, for example has a sports commitment, on a Technology session, there will **not be** an opportunity for them to swap into another class."
- Sticking point - If our students have a concern with a teacher - they are expected to raise it with that teacher first."If a student has concerns regarding an incident in the technology session, it is expected to be raised with the Technology teacher first, then if it is not resolved, approach the Maramarua principal (or DP) on the day the incident occurs. This gives time for the incident to be dealt with on site. We ask

that the contributing school supports us by communicating this to their students, as we will be doing the same when they enter our Technology classes.”

- Sticking point: “The final timetable decided at the end of the previous year is adhered to as much as possible, in order for the least disruption to the learners.” Many sport event dates etc are only confirmed well into the new year.
- Sticking point : “If a student is injured or has damaged equipment due to not following the rules, they will be removed from the class. The contributing school will be contacted and asked to collect them immediately. A meeting with the parents, student, Maramarua staff, and a representative from the contributing school will be arranged, to where possible, plan a solution for the safe return of the student.” This is too broad.
- MOU Sticking point : “ Maramarua School of the number of students for whom Food/ Fabric Technology and Hard Materials Technology instruction is required and has agreed to release those students for such instruction as and when required throughout the 2018 school year as per timetabled dates set.” Too definite - no flexibility
- MOU Sticking point “ Maramarua School undertakes full responsibility for the care and control of students whilst receiving Food/ Fabric Technology and Hard Materials Technology instruction at Maramarua School.” Incongruous with the guidelines which state that they will call a school to collect a student immediately if there is an incident (e.g. Not following instructions).
- Please refer to the minutes summary as well.

6 DISCUSSION : Schedule of Delegations

Principal’s Leave:

The board needs to transfer the schedule of delegations to Susie Stafford Bush and Kim Batters for the duration of the Principal’s leave.

Motion:

The board transfers its 2018 schedule of delegations to Susie Stafford Bush and Kim Batters from 2 July to 25 July 2018. This includes the delegation to stand-down and or suspend students.

7 Discussion: Retirement Gift : D Rolfe

As previously communicated to the Board, Mrs Rolfe would welcome an art-piece, as a farewell gift from the board. Because the selection and appreciation of art is subjective, the board has agreed together with Mrs Rolfe, that she select the item that she would want - within the budget stipulated. The board cannot give cash for this purpose because there could be PAYE implications. Consequently the principal will allow Mrs Rolfe to use the school credit card to make this purchase in Cambridge over the weekend.

8 ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : Nil

The key action points from our 2015 report are :

1. School leaders are continuing to refine processes that support teachers to make valid and reliable judgements in relation to the National Standards.
2. Student achievement information is well used by teachers to group students for instruction. Some teachers make particularly good use of this information to respond to individual student's specific learning needs.
3. School leaders should maintain their focus on ensuring the consistent alignment of assessment information, teaching and learning programmes, and individual student goals.
4. Students investigate their interests and questions in aspects of social science, science and technology through an inquiry learning approach. To enhance this learning process, school leaders should consider developing a framework to guide teaching practice that reflects The New Zealand Curriculum. This should enable the school to identify key learning outcomes for students, and to support students to build on their learning in these curriculum areas.
5. To further enhance the school's curriculum, and to better reflect New Zealand's bicultural heritage, priority should be given to: implementing a school-wide, sequential te reo Māori programme incorporating local Māori history, places of significance, and Māori contexts across the curriculum.
6. The board and school leaders implement a wide range of useful self-review practices that include regular consultation with parents, staff and students. To further develop these practices, trustees and school leaders should consider strategically reviewing the effectiveness of key aspects of school operations.

9 Discussion : Policy Review

Please review the Protected Disclosure Policy
<http://bombay.schooldocs.co.nz/>

Feedback from parent consultation (Newsletter Form)

Does the policy also apply to those in non-teacher roles (administrative and support staff)?
And also, the policy repeatedly refers to employees. Does it allow for past or outgoing staff to raise issues?

Protected Disclosure

If an employee of the school believes that serious wrongdoing has occurred within or by the school, they can declare it by way of a protected disclosure.

The protected disclosure policy:

- ensures that there is a procedure in place for [reporting](#) and [investigating](#) serious wrongdoing
- protects the person who reports it from retaliatory or disciplinary action, and also from civil or criminal proceedings
- An employee could bring a [personal grievance](#) case against the school if any retaliatory action is taken against them.
- ensures that the identity of the person who reports the wrongdoing remains confidential
- Unless naming of the person is essential for the investigation, or to prevent serious risk to public health, public safety, or the environment, or to respect the principles of natural justice.
- ensures that the school complies with the requirements of the Protected Disclosures Act.

Serious wrongdoing is defined in the Act as:

- unlawful, corrupt, or irregular use of public funds or resources
- an act, omission, or course of conduct that:
 - seriously risks public health or safety, or the environment
 - constitutes a criminal offence
 - seriously risks the maintenance of law, for example, hides an offence or threatens the right to a fair trial
 - is oppressive, improperly discriminatory, or grossly negligent
 - constitutes gross mismanagement.

Legislation

- Protected Disclosures Act 2000
- Human Rights Act 1993
- Employment Relations Act 2000

Release history: [5 September 2015](#), [10 September 09](#)

Make a Protected Disclosure

If an employee wishes to make a protected disclosure they must believe that the information they have is about [serious wrongdoing](#), and is true or likely to be true. They must want the wrongdoing to be investigated and their disclosure protected.

To make a protected disclosure:

1. Put the disclosure in writing, stating the nature of the wrongdoing and the names of the people involved.
2. State that you wish your disclosure to be protected.
3. By making your disclosure protected, you will be immune from civil, criminal, or disciplinary proceedings being taken because you made the disclosure. The disclosure officer will use their best endeavours to protect your identity unless identifying you is essential for the investigation, to prevent serious risk to public health, or is under the principles of natural justice.
4. Protection only applies to serious wrongdoing (see the definition above) and anyone who makes a disclosure they know is false, or in bad faith, is not protected by the Act.
5. Sign and date the letter. Include your return address details and send it to the disclosure officer.
6. Unless it is inappropriate, the principal is the school's disclosure officer. If you think the principal is involved, or associates with someone who is involved in the wrongdoing, contact the chairperson of the board of trustees or an [appropriate outside authority](#).

Manage a Protected Disclosure

The disclosure officer acknowledges receipt of the disclosure in writing and reports it to the chairperson of the board. The chairperson may refer the matter to the board.

The board considers the disclosure and determines the scope and [management of any investigation](#), including the process to be followed and who will be involved. All steps are taken to ensure that the identity of the person making the disclosure remains confidential.

The board considers seeking legal advice.

Within 20 working days the disclosure officer reports to the employee concerned letting them know what action has been taken, or recommended to be taken.

10 Monthly Finance Reports.

[Monthly Financial Report November 2017](#)

[Monthly Financial Report December 2017](#)

[Monthly Financial Report January 2018](#)

[Monthly Financial Report February 2018](#)

[Monthly Financial Report March 2018](#)

[Monthly Financial Report April 2018](#)
[Monthly Financial Report May 2018](#)

11 Updates from the Ministry

[Issue # 92](#)

12 ADDITIONS TO THE AGENDA :

13 DECLARATIONS OF INTERESTS:

Does anyone have a conflict of interest to declare?

Known conflicts or perceived conflicts

There is no conflict of interest between any staff member, Board Member, including myself (Paul), with any service provider or any agency with which the board is currently dealing, other than that listed below.

The Board is aware that:

1. Doug Crook : From time to time the principal will employ Doug Crook to provide services to the school where the value of such services is below \$1000.00. This is done at the discretion of the principal and does not need to be reported to the board, except when there are 2 or more transactions exceeding a total value of \$1000.00 per term.
2. Michelle McRobbie : Graze Food Company, provides a friday lunch option for parents. All transactions are between the parents and Graze. The school receives a nominal amount (\$200) each year for allowing this service to distribute lunches to children on site. Graze is owned by Paula Roberts, who is the sister of Michelle McRobbie (BOT member). The Board and I are satisfied that there are enough controls in place to manage potential conflict and verify that no irregularities are occurring. No other companies expressed interest in offering this service to parents.
3. Michelle McRobbie (BOT member) and Tracey Weight (Teacher) are sisters.

14 BANKED STAFFING POSITION & Staffing Entitlement Notices

[9 March Confirmed Staffing Entitlement Notice](#)

[Latest Banked Staffing Report](#) We are \$68 underspent at the end of the financial year. Put those on BG to TS from this coming PP onwards.

Doing that will see us right by xmas, give or take and we will manage as we go.

[Banked Staffing Report](#)

[Spreadsheet](#)

[Banked staffing 10 April 2018](#)

[Banked Staffing 24 April 2018](#)

[Banked Staffing balanced for 2017](#)

[Banked Staffing position for April 2018](#)

[Banked Staffing Position for June 2018](#) – We are on track to achieve a zero balance by the end of the balancing period in 2019

15 MINUTES of Previous Meeting [26 June 2018](#)

Motion: The Board accepts the minutes of the previous meeting as a true and correct record.

16 MATTERS ARISING FROM MINUTES – ACTION LIST

Date	Action Required	Who	Outcome
28 February	Finance committee self review and plan for the year	Paul, Matthew, James	Completed
31 March	Annual accounts prepared and forwarded to the auditors.	27 March - Draft Annual Accounts to be discussed.Full BOT	Completed

30 April	Annual review of 10-year property plan completed by the property committee and available as an input document for budgeting purposes. Note: this should also encompass normal cyclical maintenance and capital works	27 March- 10YPP discussed @ BOT Meeting. 30 April - awaiting MOE approval. All documentation submitted in time, including a claim for extra funding for the 10ypp draft process. 21 May - awaiting MOE approval. Need to decide on a project manager.	Completed
31 May	Community reporting on financial performance	30 April 2018 - Once received, the final annual accounts will go on to the website.	Pending BOT approval and the it will be loaded to the website
30 June	Ensure any issues raised by the auditor have been addressed	TBA	Pending
31 August	Annual review of risk management needs and insurances	TBA	
30 Sept	Annual plan available as an input document for preparation of the budget		
31 Oct	Initial annual budget recommendations submitted to the board		
30 Nov	Revised annual budget (if required) submitted to the board for approval		
27 Feb	Talk to KAS about parking their van differently	Done	

17 CORRESPONDENCE (INWARDS/OUTWARDS)

As circulated to the Trustees. (Or Refer to the correspondence sub-folder for this meeting)

In :	Out
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Nil	

18 PRINCIPAL'S REPORT

Principal's Report including the Board's Self-Review Tool for 2018

(Please read through our progress report card and note any items for discussion when I deliver my report. Refer to the grey highlights for matters that are updates since the last meeting. Thanks. Paul)

✓		Not Met	Met	Exceeded	Comment
1	Our charter been reviewed within the last 365 days and our mission/vision/purpose statements clearly communicate what we want to achieve.		✓		<ol style="list-style-type: none"> 1. 2016 Charter & Annual Plan 2. 2017 Charter & Annual Plan : Approved 28/02/17 3. 2018 Charter & Annual Plan : Approved 27/02/18
2	Our updated charter was sent to the MoE by the start of the school year and approved.		✓		<ol style="list-style-type: none"> 1. 17 Jan 2018 : Pending 2. 27 Feb 2018: Pending 3. 01 Mar 2018: Submitted
3	We used the charter and annual plan as the basis for all decision making this year.		✓		<ol style="list-style-type: none"> 1. 17 Jan 2018 : Charter and Annual Plan to be approved at this meeting. 2. 27 Feb 2018 Charter and Annual Plan has been approved 3. 01 Mar 2018 : Charter and Annual Plan Submitted + 2017 ANOV NS Docs were submitted via the Data Portal
4	We monitored implementation of the annual plan throughout the year by receiving progress reports from the principal.				<ol style="list-style-type: none"> 1. 17 Jan 2018 : NIL - See above 2. 27 Mar 2018 : Principal's Report submitted 3. 29 May 2018: Principal's Report submitted

5	We used analysed school wide student achievement data; and our survey data; and our analysis of variance information to identify areas for improvement for next year's annual plan. (We incorporated national standards in our targets.) We had a particular focus on Maori, Pasifika and students with special education needs.				<ol style="list-style-type: none"> 17 Jan 2018 : Refer to 2018 Annual Plan 27 Feb 2018 : refer to Annual Plan 27 Mar 2018 : refer to Annual Plan 29 May 2018: Refer to the Annual Plan 26 June 2018 : End of term Data to be presented in August 2018
6	We have adhered to our agreed, Board Board Policy Framework and have a positive relationship with our principal.				<ol style="list-style-type: none"> 17 Jan 2018 : The board's 2018 Draft Board Policy Framework was passed at this meeting. 27 Feb 2018 : There were no matters to raise wrt the BOT policy framework or relationship with the principal. 27 Mar 2018 :There were no matters to raise wrt the BOT policy framework or relationship with the principal. 27 May 2018 :There were no matters to raise wrt the BOT policy framework or relationship with the principal. 26 June 2018: There were no matters to raise wrt the BOT policy framework or relationship with the principal.
7	We followed a set of clear policies that outline the rules for the board. e.g. Board Roles and Responsibilities, Code of Ethics, Role of the Chair		✓		<ol style="list-style-type: none"> 17 Jan 2018 : The Board has a clear set of policies governing its operation. Refer to the Board's Policy Framework. The Boards Policies can be found here: http://bombay.schooldocs.co.nz/ User : bombay Password : ourbestalways
8	We elected/re-elected our chair at the first meeting of the year. (or first meeting of the new board after the election in an election year)		✓		<ol style="list-style-type: none"> 17 Jan 2018: The board will confirmed BOT roles for 2018
9	The board attended appropriate professional development this year.				<ol style="list-style-type: none"> 17 Jan 2018 : Nil for 2018 to date. 27 Feb 2018 : Nil to date 27 March 2018: Nil to date 29 May 2018 : Nil to date 26 June 2018: Nil to date
10	The board has a new trustee induction process and this has been used effectively this year including the 3 month post-election survey. Any issues have been addressed and required changes made to the induction process.				<ul style="list-style-type: none"> 17 Jan 2018 : There are no trustees to induct as of this meeting. The Induction process is as follows : [Also see the Board's Policy Framework document] Letter of congratulations and New trustees welcomed at their first meeting Becoming a Trustee Video The trustee's handbook Trustees know what is expected of them. (Roles and Responsibilities) New trustees know where to get information New trustees know where to access PD New trustees are taken on a tour of the school New trustees understand the Bombay School Charter. New trustees sign and agree to work within the code of conduct. New trustees are up to date with opportunities and risks facing the board. New Trustees are encouraged to attend NZSTA training. They are supported to select appropriate needs based training.

					<ul style="list-style-type: none"> • New trustees are encouraged to attend board social functions and board networking events • New trustees are introduced to the staff • It may seem rather daunting to start, with all the terms and processes which can seem so foreign and difficult to grasp, but we have good news! We are here to help and support you and your board of trustees. Explore our website it is packed with information and resources, Learning modules, Governance essentials, complete a Policy framework, also read Making a difference: Trustee handbook.
11	The constitution of our board meets legislative requirements. (check with NZSTA Helpdesk)		✓		<ul style="list-style-type: none"> • 17 Jan 2018: The board is a legally constituted board.
12	We did not have difficulty recruiting or retaining credible board members this year.				<ol style="list-style-type: none"> 1. 17 Jan 2018: The Board is seeking Maori parent representation on the Board in 2018. 2. 20 Feb 2018 : Paul contacted Dave Hema to ask him to attend BOT meetings - awaiting a response. + K Hughes expressed interest in serving on the board. 3. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board. 4. 27 March 2018 : David Hema has been co-opted to the board. 5. 26 June 2018: Status quo
13	Our board is a fair representation of our community in terms of gender and ethnicity.				<ol style="list-style-type: none"> 1. 17 Jan 2018: Our Board has 7 elected members. 3 Female.4 Male. 6 European Extraction. 1 South African Extraction. The Board discussed its efforts to date to recruit Maori Members at the governance level. The Board noted that its attempts to recruit a Maori Board member at the last election did not succeed. The principal also approached a parent who would have been a credible candidate - but he was not able to spare the time commitment to the role. The board will try to recruit again in 2018 by appealing via the newsletter, at special meetings and through 1:1 approaches. 2. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board. 3. 27 March 2018 : David Hema has been co-opted to the board. 4. 26 June 2018: status quo
16	We have consulted our school community this year and addressed any relevant issues.				<ol style="list-style-type: none"> 1. 17 Jan 2018: The board's policy consultation timetable can be accessed here :http://bombay.schooldocs.co.nz/ User : bombay Password : 2. 27 Feb 2018 : Bible in Schools Survey Data tabled and discussed. 3. 27 Mar 2018 :There was no feedback to the home learning policy review 4. 29 May 2018 : Protected disclosures to be reviewed. - Carried over to the next meeting. 5. 26 June 2018: Protected disclosures consultation completed.
17	We have consulted with our Maori and Pasifika communities this year and addressed any issues.				<ol style="list-style-type: none"> 1. 17 Jan 2018: Refer above 2. 20 Feb 2018: Paul contacted Dave Hema to ask if he would be willing to attend board meetings. Outcome pending. 3. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board. 4. 27 March 2018: David Hema co-opted to the Board. 5. 27 May 2018 : David to work with Paul - drafting a Maori Parents Consultation Process
18	We regularly published the concerns process to our school community this year.				<ol style="list-style-type: none"> 1. 17 Jan 2018 :The complaints process is Permanently on the website & Newsletter 2. 27 Feb 2018 : The complaints process is Permanently on the website & Newsletter 3. 27 Mar 2018 : The complaints process is Permanently on the website & Newsletter 4. 27 May 2018 : The complaints process is Permanently on the website & Newsletter 5. 26 June 2018 : The complaints process is Permanently on the website & Newsletter

	Accountability				
19	We achieved the annual plan targets and have identified next steps in/for our analysis of variance and next year's annual plan				<ol style="list-style-type: none"> 17 Jan 2018: See 2017 Annual Report 27 Feb 2018 : The new 2018 Annual Plan has been approved

20

We have developed and have followed a 3 year board work plan where we have identified on a per meeting basis the items we will be addressing in 2018.


17 Jan 2018: 2018 Board Work-plan will be confirmed at the next board meeting

	Feb	Mar	May	June	29 Aug	26 Sept	31 Oct	28 Nov	12 Dec
Strategic Review	Annual Plan Confirm Charter							Review Annual Plan	Review Draft of ANOV
		Strat Aim 1	Strat Aim 2	Strat Aim 3	Strat Aim 4	Strat Aim 5	Strat Aim 6		
Policy	Refer to schooldocs Schedule - below	Refer to schooldocs Schedule - below	Refer to schooldocs Schedule - below	Refer to schooldocs Schedule - below	Refer to schooldocs Schedule - below	Refer to schooldocs Schedule - below	Refer to schooldocs Schedule - below	Refer to schooldocs Schedule - below	Refer to schooldocs Schedule - below
Progress & Achievement	2017 ANOV - submitted via the data portal				Student Progress Report Maori Student Achievement	Senco Report			Nat Stds Draft ANOV and Targets for 2018
HR	Principal's Performance Agreement completed	Appraisal Report EEO Staff Satisfaction Survey	Principal's Appraisal Report to the Board					Principals Appraisal to the BOT	
Property	Approve 10ypp Pending		Awaiting MOE sign off on 10YPP Appoint Project Manager		Approve 5YA				
Finance	Approve Budget Completed	Fixed Assets		Mid Year Budget Review				2018 Draft Budget	
COL	COL Update		COL Update		COL update		COL update		

2018 REVIEW SCHEDULE

See [Implementation Audits and Reports](#) and [Policy Reviews](#) on your SchoolDocs site for more information.

		WHO TO CONSULT?	TERM 1	TERM 2	TERM 3	TERM 4
NAG 1: CURRICULUM	Curriculum and Student Achievement	Board / staff				
	Education Outside the Classroom	Board / staff / parents				
	Home Learning	Board / staff / parents	REVIEW			
	Health Education/Curriculum consultation	Board / staff / parents				
	Improving Educational Outcomes for Maori	Board / staff / parents				REVIEW
	Reading Recovery/Literacy Support					Assurance
	Recognition of Cultural Diversity	Board / staff / parents				
	Religious Instruction	Board / staff / parents				REVIEW
	Learning Support	Board / staff / parents				
NAG 2: DOCUMENTATION AND SELF-REVIEW	Documentation and Self-Review	Board				
	Reporting to Parents	Board / staff / parents		REVIEW		
	School Planning and Reporting		Update			
NAG 3: EMPLOYER RESPONSIBILITY	Appointment Procedure	Board				Assurance
	Appraisal of the Principal				Assurance	
	Appraisal of Staff					Assurance
	Attestation					Assurance
	Classroom Release Time/Timetable	Board / staff				
	Complaints	Board / staff / parents			REVIEW	
	EEO Policy		Assurance			
	Employer Responsibility	Board / staff				
	Provisionally Certificated Teachers (PCTs)					Assurance
	Salary Units/Management Allowances	Board / staff				
	Performance Management	Board / staff				
	Protected Disclosure	Board / staff		REVIEW		
	Staff Leave	Board / staff				
	Teacher Certification and Police Vetting					Assurance
	Vetting Requirements for Non-Teachers		Assurance			

	REVIEW	Assurance	Consult	Attestation	Update	
	Review the policy / procedure and advertise it to relevant stakeholders so they can also provide their feedback	Assure the board that proper steps and actions have been taken regarding the policy/procedure, and that they are up to date	Consult with the school community and adopt a statement about the consultation process/ results	Return relevant International Student attestation form(s) to NZQA	Update the charter & forward to Ministry Prepare annual report for auditor	No actions are required this year - check 3-year schedule for when action is due
21	The student achievement reports as outlined in the board work plan have been presented and any issues addressed				1. 27 Feb 2018 : 2018 Targets have been set.	
22	We have a good understanding through benchmarking and other comparative reporting how the school is performing against relevant top performers.				1. NS Data has been removed from Education Counts - BOT to explore other ways to get comparative data	
23	Our annual report was submitted to the MoE by 31 May and made available to our school community.		✓		1. 17 Jan 2018 : To be done by the March Meeting 2. 27 Feb 2018: Completed. Submitted via the portal	
24	Our principal gives us the information that we expect and need to evaluate our school's performance				1. 17 Jan 2018 : No matters raised. BOT satisfied with the information that it receives. 2. 27 Feb 2018 : No matters raised. BOT satisfied with the information that it receives. 3. 27 Mar 2018 : No matters raised. BOT satisfied with the information that it receives. 4. 29 May 2018 : No matters raised. BOT satisfied with the information that it receives. 5. 26 June 2018: Please comment	
26	We approved this year's budget by the beginning of the school year and ensured that it was aligned to the annual plan		✓		1. 17 Jan 2018 : Budget was approved subject to the depreciation figure being included 2. 27 Feb 2018 : Budget approved 3. 27 May 2018: Budget signed off	
27	We monitor the budget at every meeting by receiving a variance report from the Finance BOT Member.				1. 17 Jan 2018 : November and December 2017 Monthly reports were accepted 2. 27 Feb 2018: Jan 2018 Monthly Financial report accepted. 3. 27 Mar 2018: Feb 2018 Monthly Financial Report accepted 4. 29 May 2018 : ***** 5. 26 June 2018 : May financial report to be approved	
28	We are on track to meet our expected budget surplus.√				1. 17 Jan 2018 : on track 2. 27 Feb 2018 : on track	

29	We have a draft budget in place for next year that is aligned with the annual plan.				<ol style="list-style-type: none"> 17 Jan 2018 : Too early to draft the 2019 budget 27 Feb 2018 : Too early to draft the 2019 budget 26 June 2018 : Too early to draft budget
30	The principal has completed all requirements in relation to health and safety both physical and emotional. The board is receiving up to date, accurate health and safety data. The principal has considered the unintended consequences from health and safety plans.				<ol style="list-style-type: none"> 17 Jan 2018 : The 2018 Hazard, Risk and Accident Register has been updated for this meeting. Please read it. The Bombay School Health and Safety Manual has been update. The Bombay and Me survey of students will take place in week 9 2018 : All teachers feed health and safety concerns to their team managers who are their nominated health and safety officers. Admin staff feed their input to the office manager and support staff feed their input to the Deputy Principal. Team leaders, the office manager and the Deputy Principal, feedback to the principal. The principal actions pertinent responses and feeds the outcome back to staff via the agenda for their next meeting. The Emergency evacuation map and Bombay School Health and Safety Manual have been added to the website.P Petersen, S.Keown, C.Lemon, R.Oliphant and K Batters have all completed the online health and safety Rep training course. 27 Feb 2018 : Refer above 27 May 2018: Doug and Paul are now certified to carry out electrical safety inspections 26 June 2018 *****
31	Workers feel able to express their concerns.				<ol style="list-style-type: none"> 17 Jan 2018 : School has not started yet. 27 Feb 2018 : Staff asked by Staff Rep if there were any matters to raise at this board meeting. NZCER workplace survey scheduled for end of term 1 2018 27 Mar 2018: Workplace survey conducted and shared with staff & BOT 26 June 2018: Staff continue to work through the workplace survey data. They report that they are happy with the new report writing process - it has cut down workload significantly. Staff voted unanimously that the survey data is for them and the board only - it is not to be shared with parents/ community. They were unanimously supportive of the school's pedagogy, the conversion of classrooms to ILE's and the use of digital technology to support the pedagogy. Staff were unanimous that ERO reviews were the correct 3rd party school review mechanism and that there was no need for any other reviews.
32	All staff are aware of and suitably trained in order to meet their health and safety requirements.		✓		<ol style="list-style-type: none"> 17 Jan 2018 : All teachers are expected to be first aid trained. New Staff will be offered first aid courses. The caretaker is trained to manage the pool. Team managers are trained to Unit Standard 29315 - Health and Safety Site Rep Health and Safety Rep Training : Certificate. 17 Jan 2018 : All teachers are expected to be first aid trained. First aid course booked for 26 April 2018.. The caretaker is trained to manage the pool. Team managers are trained to Unit Standard 29315 - Health and Safety Site Rep Health and Safety Rep Training : Certificate
33	The health and safety area is adequately resourced (Money, time, equipment)				<ol style="list-style-type: none"> 17 Jan 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 27 Feb 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 27 Mar 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 29 May 2018 There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 26 June 2018: Please comment
34	Any recommendations arising from health and safety reviews are considered.				<ol style="list-style-type: none"> 17 Jan 2018 : School has not started yet. 27 Feb 2018 : No H&S matters arose from our formal reporting process to date. 27 Mar 2018 : No H&S matters arose from our formal reporting process to date. 27 May 2018: Staff reviewed the report writing process to reduce the workload & be more efficient 26 June 2018: Staff report that the report writing process has made a huge difference to workload reduction

35	There is an appropriate risk identification, assessment and action procedure in place.				<ol style="list-style-type: none"> 27 February 2018 : Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 27 March 2018:Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 27 May 2018 : Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 26 June 2018 *****
36	There are appropriate policies and procedures in place to ensure that contractors have required health and safety standards.				<ol style="list-style-type: none"> 17 Jan 2018: Onsite Contractors Policy + refer to schooldocs 27 March 2018: A paper copy of the health and safety register is to be kept at the desk
37	The 5 year property plan is being implemented effectively as per the plan				<ol style="list-style-type: none"> 17 Jan 2018: The new 10Ypp is being drawn up at present 27 Feb 2018: Meeting scheduled with watershed, moe and school in early March 2018. 27 Mar 2018: Awaiting MOE approval 29 May 2018 : Awaiting MOE approval
38	The 10 year property plan is current.				<ol style="list-style-type: none"> 17 Jan 2018 : The new 10Ypp is being drawn up at present 27 Feb 2018: Meeting scheduled with watershed, moe and school in early March 2018. 27 Mar 2018: Awaiting MOE approval 29 May 2018 : Awaiting MOE approval 26 June 2018: Still awaiting MOE approval
39	We have consulted our community regarding the health curriculum in the last 2 years. Survey update here		✓		<ol style="list-style-type: none"> 17 Jan 2018: Consultation was completed in Dec 2017
	Employer Role				
40	The board's relationship with the principal is one of mutual trust and respect.				<ol style="list-style-type: none"> 17 Jan 2018 : No matters of concern were raised 17 Feb 2018 : No matters of concern were raised 27 Mar 2018 : No matters of concern were raised 29 May 2018: No matters of concern were raised 26 June 2018: Please comment
41	The board has a good understanding of current employee morale and employee issues and concerns.				<ol style="list-style-type: none"> 17 Jan 2018 : School has not started yet. 27 Feb 2018 : BOT members attended a morning tea social and a classroom walkthrough. SLT Notes on staff feedback indicate that staff are positive and engaged. 27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER questions 29 May 2018 : Staff are working through the implications of the survey results in a series of staff meetings. Outcomes will be reported to the board when this process is completed. 26 June 2018: Staff rep reports that staff voted unanimously in support of Personalised Learning, ILE's and the use of Digital Tech. Staff believe that the staff satisfaction survey is exclusively for BOT and Staff use. Staff regard ERO as the external reviewer of the school. Staff are unanimous that there is no need to appoint any other reviewer(s). Refer to staff rep report.

42	The board approves and monitors personnel policy as per the board's work plan and ensures that the principal completes a personnel attestation form for the first meeting of the year.		✓		<ol style="list-style-type: none"> 17 Jan 2018: ATTESTATION STATEMENT
43	The teaching staff have completed a teacher workplace survey in the last 3 years. (NZCER)				<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018 : In conjunction with Lin Avery, the principal and BOT, and NZCER survey will be conducted in June/ July 2018. 27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER 29 May 2018 : Staff are working through the implications of the survey results in a series of staff meetings. Outcomes will be reported to the board when this process is completed.
44	The board has sought meaningful communication with school staff this year.				<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. The Board intends to meet staff at a Board organised morning tea on 26 Jan 2018. 27 Feb 2018 : BOT members attended a morning tea social and a classroom walkthrough. S.Stafford-Bush presented the first staff rep report for 2018. Staff members were asked if that wanted to raise anything with the BOT during the staff meeting of 20 Feb. S.Stafford-Bush will report on this meeting at the next staff meeting. 27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER 29 May 2018: The BOT has received the staff survey Data

	Board Code of Behaviour				
45	Maintained and understood the values and goals of the school				<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018: Members agree that they maintain and understand the values and goals of the school. 27 Mar 2018: Members agree that they maintain and understand the values and goals of the school. 29 May 2018: Members agree that they maintain and understand the values and goals of the school. 26 June 2018: Please comment
46	Ensured the needs of all students and their achievement is paramount.				<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018. 27 Mar 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018. 27 May 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018. 26 June 2018: Please comment
47	Been loyal to the organisation and its mission				<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018: Members agree that they have been loyal to the school and its mission. 27 Mar 2018: Members agree that they have been loyal to the school and its mission. 29 May 2018:Members agree that they have been loyal to the school and its mission. 26 June 2018: Please comment

48	Publicly represented the school in a positive manner				<ol style="list-style-type: none"> 1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018: Members agree that they represented the school in a positive manner. 3. 27 Mar 2018: Members agree that they represented the school in a positive manner. 4. 29 May 2018: Please comment 5. 26 June 2018: Please comment
49	Respected the integrity of the principal and staff				<ol style="list-style-type: none"> 1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018 : Members felt that they respected the integrity of the principal. 3. 27 Mar 2018 : Members felt that they respected the integrity of the principal. 4. 29 May 2018:Members felt that they respected the integrity of the principal. 5. 26 June 2018: Please comment

	Audit Role				
50	Set strategic directions and long-term plans and monitor the board's progress against them			√	<ol style="list-style-type: none"> 1. 17 Jan 2018. The draft annual plan and charter will be discussed at this meeting 2. 27 Feb 2018: The annual plan and charter for 2018 has been completed.
51	Protect the special character of the school			√	<ol style="list-style-type: none"> 1. 17 Jan 2018. The draft annual plan and charter will be discussed at this meeting 2. 27 Feb 2018: The annual plan and charter for 2018 has been completed.
52	Monitor financial management of the school and approve the budget			√	<ol style="list-style-type: none"> 1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018: The Budget has been set. The December 2017 and Jan 2018 monthly financial reports have been presented, discussed and accepted.
53	As per Education Circular 2014/30 We will be required to produce cash flow statements in our annual report.			√	<ol style="list-style-type: none"> 1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018: This is being complied with.
54	31 March 2018 Financial statements and annual report due to auditor				<ol style="list-style-type: none"> 1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018: Pending 3. 27 Mar 2018: Completed

55	PDF of annual report and audited fin statements to MOE Annualreports.auckland@mi.nedu.govt.nz Refer File 3/22				<ol style="list-style-type: none"> 1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018: Pending 3. 27 Mar 2018: Completed
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Term 1 2018 What's on our Self Review Cycle?

	Task	Outcome	Evaluation
Term One	Elect the Board Chair, and if required the other office bearers	Completed 17 Jan. Meeting 1 ✓	The board recognises that it needs to improve its representation of parents. Paul has been tasked with approaching Dave Hema to come to board meetings, with a view to being co-opted on.
	Confirm the BOT meeting Schedule for 2018	Completed 17 Jan. Meeting 1 ✓	
	Confirm the Board's 2018 Board Policy Framework	Completed 17 Jan. Meeting 1 ✓	
	Meet new staff	Partially achieved	Some board members were able to meet new staff at the teacher only day.
	Receive and review Job descriptions for the year.	Pending	
	Review the Asset Capitalisation threshold	Completed 17 Jan. Meeting 1 ✓	
	Review and Finalise the Budget.	Pending ✓	1.
	Receive and Review the Principal's attestation report	Completed 17 Jan. Meeting 1 ✓	
	Review Enrolment Scheme	✓	17 Jan 2018 : THE ENROLMENT SCHEME 2017 CAN BE ACCESSED HERE . It will be reviewed at this meeting.

	It is an MOE requirement that the Board reviews its enrolment scheme annually.		27 Feb 2018 : New roads within our zone have been included for BOT approval. Lorraine to drive around and list all the new roads (from the subdivisions) so that the roads are all listed in the scheme. To be completed in time for next meeting.
	Review Action Plans		27 Feb 2018 : Curriculum teams met to draft action plans on 20 Feb 2018.
	Allocation of Management Units – Could the Board please approve the allocation of management and responsibility units for 2017 as follows :	Completed 17 Jan. Meeting 1 ✓	1. Unit Allocation Flow Chart Refer to the 2018 School Organisation Chart
	Review, Finalise and Forward the Charter & Annual Plan to MOE by the due date.	To be actioned by 31 May 2018	1.
	Review the School's Organisation and confirm	Completed 17 Jan. Meeting 1 ✓	
	Determine which surveys will be undertaken in 2018 and set the dates for them.		27 Feb 2018. The BOT committed to Maori and Pasifika Parents Surveys + NZCER workplace Survey 27 Mar 2018: Please comment
	Implement Hautu in 2019. Report on progress here. Boards have a responsibility to: <ul style="list-style-type: none"> • set future directions for successful learning of Māori students • be accountable for the performance of Māori student achievement • ensure Māori stakeholders in their community are represented in governance, planning and decision making • ensure their school is a good employer by supporting school staff to teach and support Māori students effectively. Hautū. electronic version		<ul style="list-style-type: none"> • 27 Feb 2018 - Paul approached David Hema to attend BOT meetings with a view to being co-opted. Outcome pending. • Appointment of Amber Dones. To lead Maori curriculum and Kapa Haka in 2019. (PRT) • BOT to conduct a Maori parents survey/ evening for consultation. •

	Review of student attendance	Too early	
	Receive and Review the Auditor's Recommendations	Too early	
	Chairman to check SUE Reports and Sign off BOT Mins		1. 27 Feb 2018 : Sign off and up to date
	Review the Concurrence Statements		1. 27 Feb 2018 : Reviewed.
	Review the home and school Minutes		1. 27 Feb 2018 : Reviewed
	Review March roll return	Too early	1.
	Record of Professional Development for T1		22/01/18: Teacher Only day - induction for new staff 23/01/18: Teacher Only Professional Development Day 24/01/18 : Professional Development with Vision Education : Focus : Writing. All Teachers. 01/02/18 : Week 1 and 2 : Kim Batters offers PD on Hapara and Mathletics 15/02/18 : Paul trained Kim on the use of SchoolApps 20/03/18 : Kim trained Amber and Julie on taking running records

Term 2	Task	Outcome	Evaluation
	Review Property Plans (10 year and 5 ypp)		1. 27 Mar 2018: to be considered at this meeting. 2. 29 May 2018: The plan has been finalised and is awaiting MOE approval
	Review Health and Safety processes for the school		1. 29 May 2018: The schools Health and safety systems are improving each quarter. <ul style="list-style-type: none"> ● Accident register is in place ● Monthly H & S checks are being carried out ● A new sickbay electronic recording system will be up and running by the end of this term. It's linked to eTap and will make reporting and analysis more efficient and effective. ● Each team leader is a trained workplace site rep ● Paul and Doug are certified to conduct electrical testing
	Review attendance data		1. 29 May 2018: review pending 2. 26 June 2018 : review pending
	Review Website		1. 29 May 2018 : review pending 2. 26 June 2018: We are working on replacing one of the front page videos. New content has been added. The calf club tab has had all of the information refreshed.
	Review School security, including data security.		3. 29 May 2018 : review pending

	Presentation of Annual Accounts, reports – Principal and Chairperson, review previous years financial Target areas.	✓	1. 27 March 2018 : Completed								
	Written language reporting. Data to be received and reviewed.		1. 26 June 2018 : Will be presented at the Aug meeting								
	BOT PD NZSTA National Conference to be reviewed		1. No members attending								
	Receive and Discuss the Numeracy GLOSS/ IKAN results.Receive and review Numeracy Report		1. 26 June 2018: To be reviewed at the Aug Meeting								
	Receive and Review The Senco Report		1. 29 May 2018 : Senco Report received and discussed								
	Chairman to check SUE Reports and Sign off BOT Mins		1. 29 May 2018 : These are signed off on a fortnightly basis 2. 26 June 2018: These are signed off on a fortnightly basis								
	Review the Concurrence Statements		1. 29 May 2018: Reviewed at every meeting 2. 26 June 2018: reviewed at every meeting								
	Review the Home and School minutes		1. 29 May 2018 : Reviewed 2. 26 June 2018: These are located in the BOT Drive								
	BOT to conduct a school walk-through		1.								
	EEO Review		1.								
	Review Stand downs and exclusions		1. 26 June 2018 : There were no stand downs or exclusions								
	Review Reporting to parents		1.26 June 2018: Staff have reviewed the report format. All staff indicated that this is significantly reduced their workload at report writing time.								
	Review Staff Professional Development		29 May 2018: A chronological and accumulative record of PD is presented to the board at each meeting								
	Review register of teacher's registration		<table border="1"> <tr> <td>1. Shane Keown 314304 F 15 Dec 2020</td> <td>10. Kim Batters 213513 F 15 Jul 2018</td> </tr> <tr> <td>2. Bethney Steer 350487 F 17/01/20</td> <td>11. Yating Wang 308591 20/12/19</td> </tr> <tr> <td>3. Sharron Hughes 162296 F 13 Nov 2020</td> <td>12. Robert Oliphant 338689 F 16 Jan 2020</td> </tr> <tr> <td></td> <td>13. Dianne Rolfe 146657 F 27/11/18</td> </tr> </table>	1. Shane Keown 314304 F 15 Dec 2020	10. Kim Batters 213513 F 15 Jul 2018	2. Bethney Steer 350487 F 17/01/20	11. Yating Wang 308591 20/12/19	3. Sharron Hughes 162296 F 13 Nov 2020	12. Robert Oliphant 338689 F 16 Jan 2020		13. Dianne Rolfe 146657 F 27/11/18
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3. Sharron Hughes 162296 F 13 Nov 2020	12. Robert Oliphant 338689 F 16 Jan 2020										
	13. Dianne Rolfe 146657 F 27/11/18										

			<table border="1"> <tr> <td> <ul style="list-style-type: none"> 4. Cherie Lemon 185364 F 23/09/19 5. Tracey Weight 220998 F 19/04/19 6. Sarah Hancock 241350 F 10/05/19 7. Megan Mary Burford 308977 Subject to Confirmation 27 Mar 2020 8. Charlotte Victoria Forch 323844 Full 03 May 2019 9. Paige Ophelia Dawn Goldstone-Leighton 335803 Full 07 Feb 2021 </td> <td> <ul style="list-style-type: none"> 14. Susie Stafford-Bush 201723 F 26/11/19 15. Paul Petersen 211327 F 04/10/19 16. Juliet Louise Jones 363560 Provisional 17 Jul 2020 17. Amber Jessie Dones 365786 Provisional 14 Feb 2021 18. Victoria Elizabeth Muir 322147 Full 14 Dec 2018 19. Kathryn Anne Cameron 302920 Subject to Confirmation 02 Aug 2019 20. Doriane Roza Rani Raman 313755 Full 10 Sep 2020 21. Rachel Alice Richards 341059 Full 31 Jan 2019 </td> </tr> </table>	<ul style="list-style-type: none"> 4. Cherie Lemon 185364 F 23/09/19 5. Tracey Weight 220998 F 19/04/19 6. Sarah Hancock 241350 F 10/05/19 7. Megan Mary Burford 308977 Subject to Confirmation 27 Mar 2020 8. Charlotte Victoria Forch 323844 Full 03 May 2019 9. Paige Ophelia Dawn Goldstone-Leighton 335803 Full 07 Feb 2021 	<ul style="list-style-type: none"> 14. Susie Stafford-Bush 201723 F 26/11/19 15. Paul Petersen 211327 F 04/10/19 16. Juliet Louise Jones 363560 Provisional 17 Jul 2020 17. Amber Jessie Dones 365786 Provisional 14 Feb 2021 18. Victoria Elizabeth Muir 322147 Full 14 Dec 2018 19. Kathryn Anne Cameron 302920 Subject to Confirmation 02 Aug 2019 20. Doriane Roza Rani Raman 313755 Full 10 Sep 2020 21. Rachel Alice Richards 341059 Full 31 Jan 2019
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	Review Principal's Appraisal progress Report		<p>27 Feb 2018 : Report From Lynley Rawston - entered into in committee minutes</p> <p>27 Feb 2018 : Lin Avery From Evaluation Associates appointed to conduct this year's appraisal</p> <p>27 Mar 2018: Paul sent Lin a copy of the staff satisfaction survey</p> <p>29 May 2018: Paul and Lin met on 2 May 2018. Next meeting is 29 June 2018. Lin to meet with children and staff.</p> <p>14 Aug 2018: Matt, Paul and Lin to meet</p>		
Term Three	Review Action plans –contained in the annual plan		1.		
	Review Writing, Reading and Numeracy Data				
	July – advertise out of zone enrolments if applicable.		1.		
	1. Conduct Parent/ Teacher Interviews – Board to review the subsequent report				
	1. Review the accident register		1.		
	1. Review the Policy Folder		1. Reviewed - will be switching to school docs		

	1. Receive and Review the Appraisal Report		1.
	1. Review the Board's Self Review Cycle (Our Report Card)		1.
	1. Chairman to check SUE Reports and Sign off BOT Mins		1.
1.	1. Review the Concurrence Statements		1.
	1. Review the Home and School minutes		1.
	1. 1 Sept – consider out of zone enrolments		1.
	1. BOT to conduct a school walk-through		1.
	1. Review Banked staffing		1.
	1. Review Student attendance		1.
	1. Review Principal's Appraisal progress Report		1.
Term Four	1. Special Needs Programme: Reading Recovery, 6 Year Net.		1.
	1. Report and Review on existing Charter/ Strategic Goals/ Annual Plan.		1.
	1. Staffing for next year 2. Staffing for next year and Unit allocations: Reviewed		

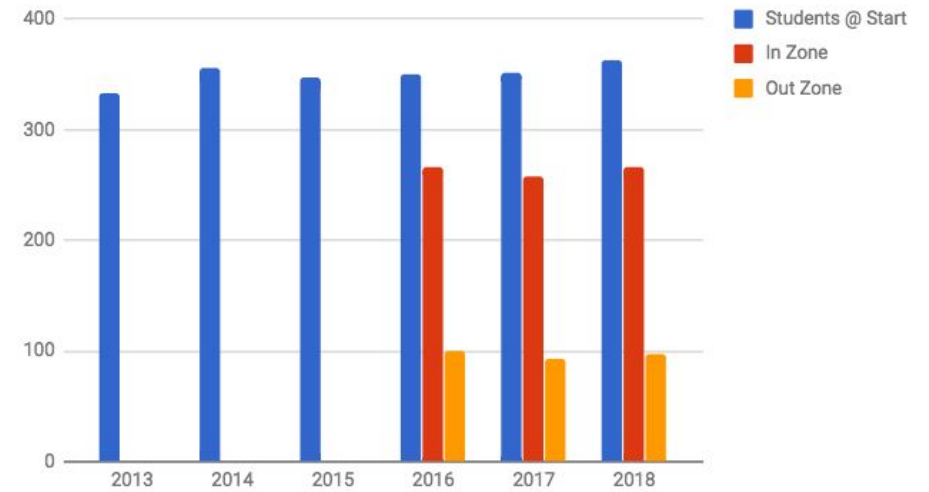
	3. Surplus staffing Timeline checked if applicable.		
	1. Approve school dates for the next year		
	1. Advertise for new staff as appropriate		
	1. Receive and review the fire evacuation report		1.
	1. 15 Oct deadline for enrolment of out of zone applicants		
	1. 30 October deadline for ballot – out of zone applicants		
	1. Review special needs programmes		1.
	1. Draft budget for the next year		1.
	1. Review Staff induction processes		
	1. Review staffing levels for the next year		
	1. Submit financial info to the auditor		1.
	1. Sport Review 2. Review of Donation requests	1.	
	1. Review Statement on Staff Appraisals		1.

	1. Review the Board's Succession Planning		
	Review the Board's insurance		
	1. Review the concerns and complaints folder		1.
	1. Review Achievement Data in Reading and Numeracy. Are we effective? What needs to change? How can we resource improvements?		
	1. Receive and review the EOTC report		1.
	1. Conduct parent consultation including Maori and Pasifika communities.		1.
	1. Chairman to check SUE Reports and Sign off BOT Mins		
	1. Review the Concurrence Statements		
	1. Review the Home and School minutes		
	1. Review the Overview for next year's term 1 including the number of call-back days that the Board mandates for the next year.		
	1. Receive principal's appraisal report.		

19.Administration & General Matters

- In 2013 the starting roll was 333.
- In 2014 the starting roll was 356.
- In 2015 the starting roll was 348.
- In 2016 the starting roll was 350
- In 2017 the starting roll is 350
- In 2018 the starting roll is 363

Students @ Start, In Zone and Out Zone



20.Appointments/ Resignations :

- Nil

21.Formal Complaints:

- Nil

22.Stand down/ Exclusion

- There have been no stand downs or exclusions during this reporting period
- [This is how we compare to the National picture for stand downs, suspensions and exclusions.](#)

23. Concurrence statement:

- I confirm that as principal, I did not receive any remuneration other than what is indicated in the Board's SUE report and in this statement. (This excludes reimbursements or allowances for travel, BOT meeting fees, accommodation expenses/ meals when on a course.)

24. Attestation:

- I verify that all staff are correctly employed as per their collective or IEA.
- All teachers are police vetted via the Education Council Registration Process
- All teacher aides are police vetted. A new vet will be conducted in July 2018
- All teachers are being paid correctly in accordance with their collectives and payroll rules.

25. COL/ Kahui Ako Update

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26. Property

Action list for remaining property matters	
Landscape plan	1. We have a landscape plan but require funds. A medium term concern is the erosion of the bank along paparata road (opposite room 1)
LED classroom lighting	1. Gradual replacement. Room 1A completed. 2. Room 9 completed. Breakout space R9 completed. 3. SLT office Completed
Remove old heaters	1. Completed
Room 9 - floor near the door is weakening	1. 26 June 2018: Medium urgency. Watershed are aware of this job. They will tackle it once the MOE have signed off the 5YPP
Signage	1. on hold - costs
Front Office	1. First phase complete. 2. Second Phase on hold. Costs

Photocopy room : Ceiling Cracks	1. low urgency - cosmetic. On Hold - costs
DP Office	1. carpet - on hold costs
Kakahu Carpet	Next 5ypp
Kotuitui Floors and Glass partitions	Next 5ypp

27 Roll Predictions and class bulge scenarios for 2019 – discussion held over until September 2018

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28 Principal's Report : Reporting against the NAG's

	<i>Corresponding NAG</i>
29. NAG 1 (Student Achievement) Access the chronological report here	NAG 1 (Student Achievement)

30 Nag 2 : Policies, Plans, Programmes

[Access the chronological report here](#)

[NAG 2 \(Policies, Plans, Programmes\)](#)

[NAG 2A](#)

31 NAG 3 (Staff Performance; Industrial Relations.)

[NAG 3 \(Staff Performance; Industrial Relations.\)](#)

Record of Professional Development	Record of Appraisal/ Attestations	Industrial Relations & Other Matters relating to personnel
<p>22/01/18: Teacher Only day - induction for new staff 23/01/18: Teacher Only Professional Development Day 24/01/18 : Professional Development with Vision Education : Focus : Writing. All Teachers. 01/02/18 : Week 1 and 2 : Kim Batters offers PD on Hapara and Mathletics 15/02/18 : Paul trained Kim on the use of SchoolApps 23/02/18 : Kim and Susie attended COL PD 11/03/18 : K Batters confirmed that planning checks are done. Overall standard is good. Some minor tweaks needed. 20/03/18: Whole staff receive PD on Seesaw. Teachers determine their teaching as inquiry focus. 21/03/18:Kim and Rachel attended Kahui AKO Maths Meeting at Pukekohe Intermediate. Looking at common challenges across the 17 schools and strategies for addressing these. 27/03/18:Staff Meeting held to introduce New Digital Curriculum Staff worked through the Vision statement of the charter + Our Pedagogical Approach 4/4/18: Staff meeting to begin working through the workplace survey data - looking for next steps. 10/04/18: Paul and Doug attend electrical testing course 3/05/18: Our ALL Team (Accelerating Literacy Learning) attended a cluster meeting today, Accelerating Literacy Learning (ALL) teachers continue to work with their target students and they share their expertise with colleagues. The goal being to share learning and to build capability across out staff. 10/05/18:Susan McDougal Met with ALim Teachers - Professional Development Session. The goal is to learn best practice and to bring that back to our teams. 11/05/18: Rachel and Sharron attended ALIM PD - The goal is to learn best practice and to bring that back to our teams.</p>	<ul style="list-style-type: none"> ● 27 Feb 2018 : Attestation completed for P. Leighton/ R. Oliphant/ R Richards/ B Steer/ K.Cameron/ C Forch/ Jen Paxton/ J Orr/ A Dovell/ H Hewes/ M Mouselimis/ C Wright/ C Wynn ● ALL Team conducted School-wide observations of literacy programmes and reported back to the staff. ● 10/03/18: Planning checks conducted. ● 23/05/18: Rachel & Charlotte conduct schoolwide ALim observations 	<ul style="list-style-type: none"> ● 16 February 2018 Amber Dones graduated - BEd. The school sent flowers to Whangarei - her hometown ● 26/02/18 onward D. Rolfe scheduled to have surgery. ● PUM on 26/03/18 ● 20/03/18 Teaching Staff Workplace Survey Data

15/05/18: Rachel and Tracey attended the ARB's workshops on Maths resourcing for schools
 18/05/18: Doriane and Paige attended an ALL course - The goal is to learn best practice and to bring that back to our teams.
 23/05/18: Kath Langman visiting the Robotics teams to help prepare them for the Robocup Competition

Finance Reports

2015	2016	2017	2018
<ol style="list-style-type: none"> 1. January 2015 2. February 2015 3. March 2015 4. April 2015 5. May 2015 6. June 2015 7. July 2015 8. August 2015 9. September 2015 10. October 2015 & Edtech Analysis of our current position 11. November 2015 12. 2015 Audit Report + 2015 Financial Statements 	<ol style="list-style-type: none"> 13. January 2016 14. Finance 2016 15. April 2016 16. May 2016 17. 10 June 2016 Staffing Entitlement Notice 18. July 2016 19. August Financial Report 20. September 2016 21. October Financial Report 22. 2017 Draft Budget 	<ol style="list-style-type: none"> 23. January 2017 24. February 2017 25. March 2017 26. April 2017 27. May 2017 28. June 2017 29. July 2017 30. August 2017 31. September 2017 32. October 2017 33. Draft 2018 budget 34. November 2017 35. December 2017 	<ol style="list-style-type: none"> 1. January 2018

[NAG 4 \(Finances\)](#)

32 NAG 5 (Health and Safety)

1. [Bombay School Health and Safety Manual](#)
2. [2017 Bombay School Health and Safety Register - includes Hazards & Accidents Register](#)
3. [2018 Bombay School Health and Safety Register - includes Hazards and Accidents Register report for](#) 31
January 2018 - 20 February 2018
4. **10 April 2018 : Doug and Paul - booked in to do electrical test and tag course.**

[NAG 5 \(Health and Safety\)](#)

5. [Teaching Staff - Workplace Survey](#)

33 NAG 6 : Attendance/ Length of School Day & Year

Each board of trustees is also expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

National Administration

NAG 6

27 February 2018 :	The Board is compliant with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.
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34 NAG 7 : [Annual Update of School Charter](#)

Each board of trustees is required to complete an annual update of the school charter for each school it administers, and provide the Secretary for Education with a copy of the updated school charter before 1 March of the relevant year.

NAG 7

27 Feb 2018	1. 2018 Charter and Annual Plan completed.
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[ERO School Evaluation Indicators up to August 2015](#)
[ERO School Evaluation Indicators Sept 2015 Onward](#)

36 PERSONNEL REPORT : Maths Team Reporting @ this meeting

Maths Team Reported at this meeting

37 HOME AND SCHOOL REPORT / MINUTES

MEETING DATES FOR HOME AND SCHOOL

26/3 8/5 18/6 24/7 22/8 17/9 17/10 13/11 5/12

38 GENERAL BUSINESS :

39 Motions:

#		Nominated	Seconded	All Agreed
1	The Board accepts the minutes of the previous meeting, 27 March 2018, as true and correct record.	Deb	Michael	✓
2	The Board accepts the March 2018 monthly financial report.	Dave	Matt	✓
3	The Board accepts the April 2018 monthly financial report.	Deb	Dave	✓
4	The Board accepts the May 2018 Principal's report	Micheal	Deb	✓
6	The Board appoints Watershed as its Project Managers for its 5 Year Property Plan.	Matt	Deb	✓
7	The board will advise the community that Bible in Schools will not continue at Bombay School			
8.	Wireless upgrade quote accepted for work to begin 6 June	Matt	Michael	✓
9.	Motion: The board transfers its 2018 schedule of delegations to Susie Stafford Bush and Kim Batters from 2 July to 25 July 2018. This includes the delegation to stand-down and or suspend students.	Matt	Michelle	✓
10	The Board approves the protected disclosures policy	Paul	Susie	✓

40 In Committee - The board went into committee @ 8:30pm and came out of committee at 8:59pm

41 MOE [BOT Meeting Spreadsheet Data](#)

42 MEETING CLOSURE: 9pm

43 Useful links

[Board Policy Framework](#)

[Schedule of Delegations](#)

[Emergency evacuation map](#)

[Bombay School Hazard, Risk & Accident Register 2017](#)

[Bombay School Health and Safety Manual](#)

[2017 Budget](#)

[2018 Charter and Annual Plan](#)

[2017 Mid Year Data](#)

MEETING Evaluation

Evaluation of meeting on [date] chaired by [name]

1 How well did we accomplish the results we expected from this meeting based on the set agenda?

Not at all **Very well**
 1 2 3 4 5

Comment:

2 How satisfied are you with how the team worked as a group?

Not at all **Very well**
 1 2 3 4 5

Comment:

3 How satisfied are you with your participation and contribution as an individual?

Not at all **Very well**
 1 2 3 4 5

Comment:

4 Is there anything that you believe would improve our meeting process?

Name: (Optional).....