

Minutes for the Meeting – 27 March 2018 – 5 PM IN STAFFROOM



Matthew Bagley
BoT Chair



True and correct record of the BOT minutes
27 March 2018

Agenda for the Meeting – 27 March 2018 - 5 PM IN STAFFROOM

1.PRESENT:

2 APOLOGIES:

3 Discussion :

Co-option of David Hema

Building Assessment Report : In preparation for our sign-on to our 10 Year Property Plan + 10ypp Projects timeline

4 ACCIDENT, SICKNESS AND HAZARD REPORT : Sick bay Register Report : BOT Executive summary Period : 31 January 2018 – 20 February 2018

5 DISCUSSION : Teacher Workplace Survey

6 DISCUSSION : Seesaw roll-out

7 DISCUSSION : Draft Audited Annual Accounts

8 ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : Nil

9 POLICY REVIEW : Nil

10 Monthly Finance Reports. [Motions]

11 Updates from the Ministry

12 ADDITIONS TO THE AGENDA :

13 DECLARATIONS OF INTERESTS:

14 BANKED STAFFING POSITION

15 MINUTES FROM Previous Meeting 27 February 2018

16 MATTERS ARISING FROM MINUTES – ACTION LIST

17 CORRESPONDENCE (INWARDS/OUTWARDS)

18 PRINCIPAL'S REPORT [Motion]

19.Administration & General Matters

20.Appointments/ Resignations :

21.Formal Complaints:

Nil

22.Stand down/ Exclusion

23.Concurrence statement:

24.Attestation:

25. COL Update

26. Property

27 Roll Predictions and class bulge scenarios for 2019

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

29 NAG 1 (Student Achievement)

30 NAG 2 : Policies, Plans, Programmes

31 NAG 3 (Staff Performance; Industrial Relations.)

32 NAG 5 (Health and Safety)

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

34 NAG 7 : Annual Update of School Charter

36 PERSONNEL REPORT - Presented By Stafford Bush

37 HOME AND SCHOOL REPORT / MINUTES

38 GENERAL BUSINESS :

39 Motions:

40 In Committee

41 MOE BOT Meeting Spreadsheet Data

42 MEETING CLOSURE: 43 Useful links

Meeting Dates for 2018

Meeting	1	2	3		4	5		6	7	8	9	10
BOT	17 Jan	27 Feb	27 March	19 April	29 May	26 June		28 Aug	25 Sept	30 Oct	27 Nov	11 Dec
Home 'n School			26 March Susie, Doriane, Rob	In-Committee Meeting	8 May Susie, Di Charlotte	18 June Susie, Juliet and Rachel	24 July Susie, Kat, Tracey	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



Shane Keown
Team Manager -
Kotuitui (Year 5 & 6
)



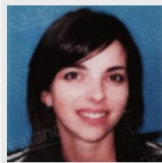
Susie Stafford-Bush
Team Manager -
Senior School

Kotare Team Year 0-2 2018

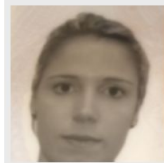
Kotare Teachers (Year 0-2)



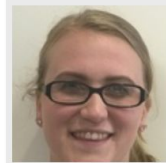
Juliet Jones
New Entrants
Room 4



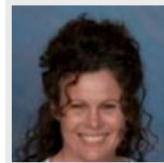
Kat Cameron
New Entrants
Room 5



Torie Muir
New Entrants
Room 5



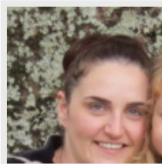
Amber Dones
Year 1-2 Teacher
Room 6



Cherie Lemon
Team Manager -
Kotare Team Room
7



Charlotte Forch
Year 1-2 Teacher
Room 8



Megan Burford
Year 2 Teacher
Room 8

Tuhono Team Year 3-4 2018

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 Team Year 5-6 2018

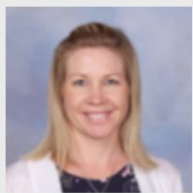
Years 5-6

Kotuitui

Years 5 -6



Shane Keown
*Classroom Teacher
Year 5/6 & Team
Manager*



Tracey Weight
tweight@bombay.sch



Sarah Hancock
Kotuitui Room 2



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

Kakahu Team Year 7-8 2018

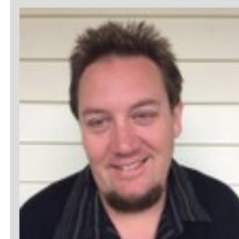
Years 7-8

Kakahu Year 7 - 8

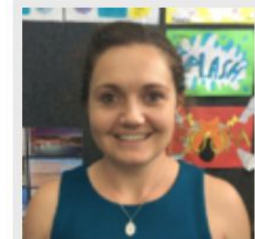
Year 7 - 8



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



Robert Oliphant
*Kakahu Teacher
Year 7 & 8*



Rachel Richards
*Team Manager
and Teacher
Kereru Space*

Office Staff

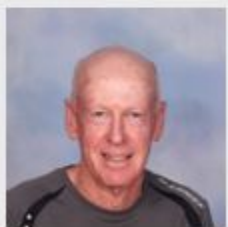


Lorraine Wilson
School Secretary



Heidi Hewes
Receptionist

Property



Doug Crook
Caretaker

Teacher Aides



Carol Wright
Teacher Aide



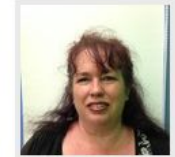
Tracey Perez
Teacher Aide



Cheryl Wynn
*Teacher Aide &
Library Assistant*



Michelle
Mouselimis
Teacher Aide



Allanah Durant
Teacher Aide

Reading Recovery Part Time Teachers



Janice Orr
*Reading Recovery
Specialist*



Jenny Paxton
*CRT Release Kotare
Team*

Board of Trustees Meeting held on 27 March 2018 (Tuesday) in the Staffroom, Bombay School at 5pm

1.PRESENT:

Matthew Bagley, Paul Petersen, Michael Pascoe, Michelle McRobbie,.
Welcome Kim Batters, Dave Hema, Andrea Meade, Rebecca Laker

2 APOLOGIES:

Deb Somervell, James Agnew,

3 Discussion :

1. **Co-option of David Hema – David has accepted this position on the board. We will advise the community via newsletter. Paperwork will be completed and loaded up (Heidi) on NZSTA.**
2. **Building Assessment Report : In preparation for our sign-on to our 10 Year Property Plan + 10ypp Projects timeline – happy with the list of projects identified.** Painting contract - do we need to look at alternatives? The hall is currently not included in the painting project - do we need to look at having it re-painted (perhaps get a quote for Ian Grayson to do this). Can we meet with Brenda to talk about the Hall and what is planned for it.

4 ACCIDENT, SICKNESS AND HAZARD REPORT : Sick bay Register Report : BOT Executive summary Period : 31 January 2018 – 20 February 2018

Likelihood,	Consequence				
	Negligible	Minor	Moderate	Major	Death
Very likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme 1	Extreme
Moderate	Low	Moderate 1	High	Extreme	Extreme
Unlikely	Low	Low 41	Moderate	Significant	Extreme
Rare	Low	Low	Moderate	Significant	Significant

minor	sore tummy	
minor	sore tummy	
minor	grazed knee	fell off tyre swing
minor	sore ears	swimming
minor	sore eye	
minor	bleeding lip	head to head collision
minor	sore tummy	
minor	sore eye	poked with a stick - ice applied
minor	sore tooth	
minor	sore wrist	whacked on door
minor	sore arm	jammed in door

minor	sore leg	unicycle crash
minor	bee sting	bee sting
minor	sore toe	bad stepping
minor	medication administration	
minor	scrape	stingoes applied
minor	ball to face	icepack
minor	playground fall	icepack
minor	scrape	icepack
minor	carpet burn	tea tree oil
minor	blood nose	head to head collision
minor	twisted ankle	fell out of the tree - icepack applied
minor	Temp not feeling well	cold
minor	sore tummy	
minor	headache	
minor	stubbed toe	stumble
minor	grazed lip	tyre swing
minor	sore toe	stumble
minor	scraped knee	stumble
minor	punched in lip	punched by special needs student - parents called
minor	sore eye	bark
minor	cut foot	
minor	feeling unwell	
minor	bumped head	fell off deck
minor	broken Toe??	kicked steel chair - possible break
minor	feeling unwell	
minor	blocked nose	
minor	feeling dizzy after immunization	

minor	grazed arm	
minor	sore arm	fell out of a tree - ice applied
minor	hot glue gun burn	running water
moderate	head bump	pushed off ropes in playground
moderate	sore arm	fell off monkey bars. Mum came to collect her.
Serious	Bruised Spleen	Playing chicken with tyre swing. Got wiped out. Bruised Spleen

Source of information - Sick Bay register, Staff and KAS notebook (for before school incidents)

Reinforce the height that children can climb up trees - need to be reminded.

5 DISCUSSION : *****

1.

6 DISCUSSION : Seesaw roll-out

All Time Stats for Your School

2411

Total Items

769

Total Comments

1018

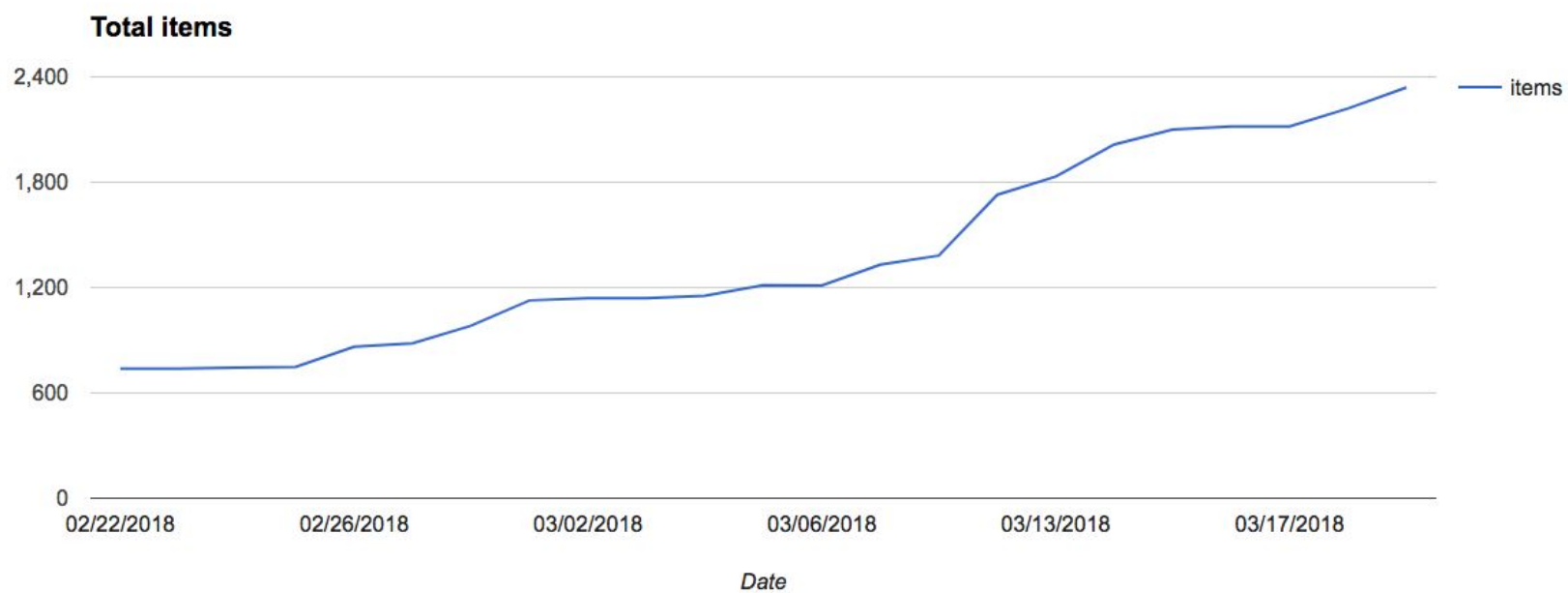
Total Likes

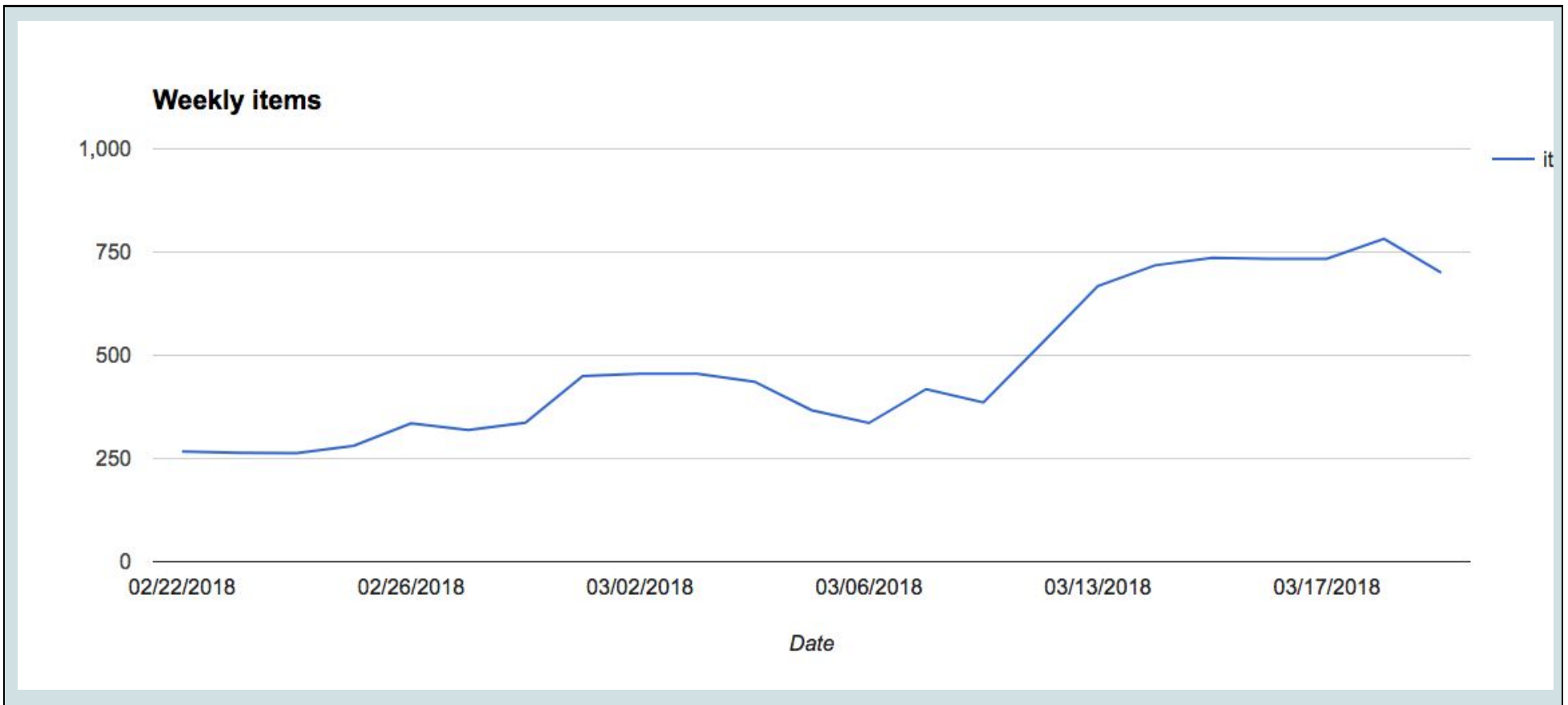
688

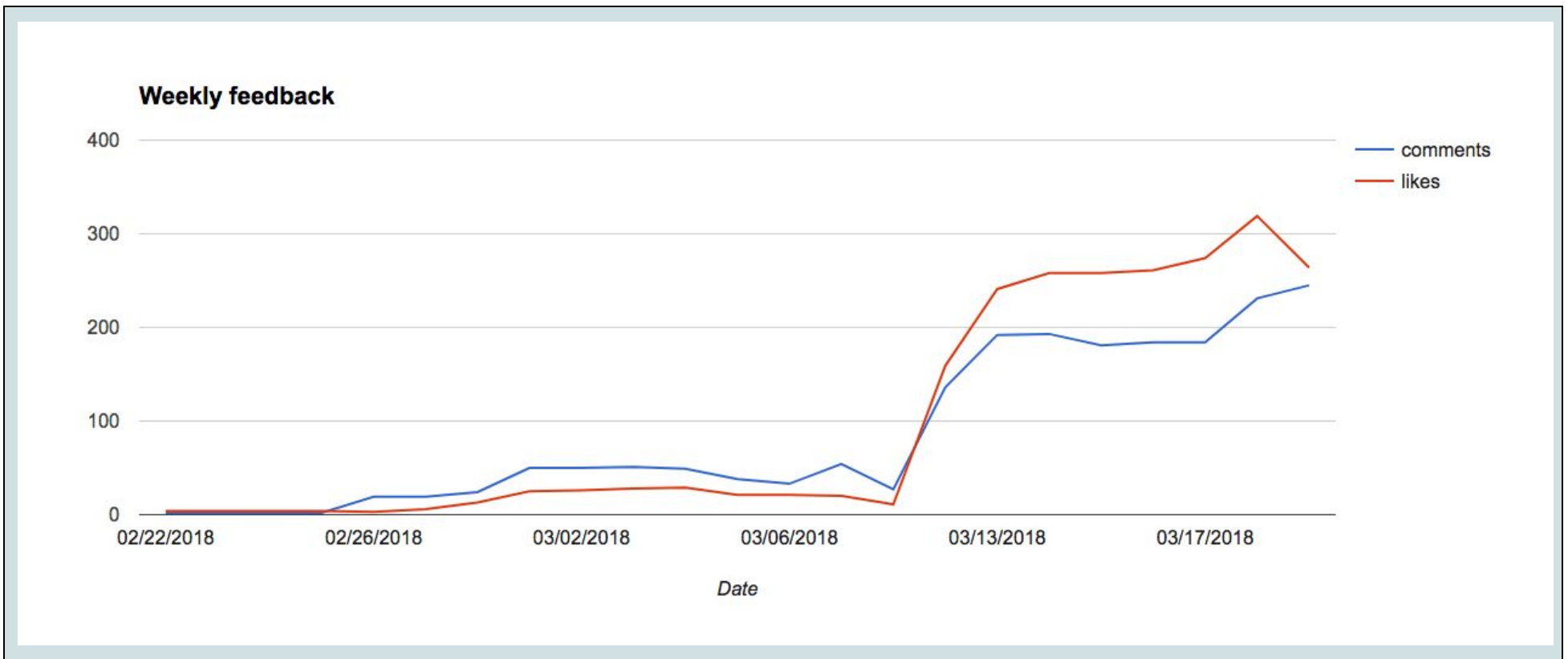
Total Parent Visits

Start Date: 02/22/2018

End Date: 03/21/2018

[Download Stat](#)







77% of parents are signed up to this. We need to continue to educate the parents about using this. Huge discussions regarding what to show regarding testing done for their children. The parents need to know what they are looking at regarding results. Putting extra information with the test so that the picture is complete for the parent. This is only one piece of assessment.

7 DISCUSSION : [Draft Audited Annual Accounts](#)

James to review the draft accounts before we sign them off.

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 Budget Sign off and ipad purchases :

1. [2018 Budget](#) - we will defer approval of this until James has had a chance to look through them. Matthew will ask him to do this and share any comments that he has
2. Ipad for classes (ipad mini)

10 Monthly Finance Reports. [Motions]

[Monthly Financial Report November 2017](#)
[Monthly Financial Report December 2017](#)
[Monthly Financial Report January 2018](#)
[Monthly Financial Report February 2018](#)

11 Updates from the Ministry

1. The Government wants to work collaboratively with the wider community and across the whole education sector to achieve shared ownership of a vision for the education system. [Read more...](#)
2. **On 28 March**, the March Confirmed **Staffing Entitlement**, **2018 Operational Funding Entitlement** and April Instalment Notice will be available via the [School Data Portal](#). More information and instructions on how to access it are available on [our website](#)
3. Tomorrow's Schools' review terms of reference released. [Read more...](#)
4. Update: **Introducing the new Digital Technologies & Hangarau Matihiko curriculum** into schools/kura. [Read more...](#)

Consultation on items being considered for an education bill

In February, the Minister of Education announced a broad work programme that takes a strategic approach to the future of the education sector. This work will involve significant engagement across the education sector. [You can read about the work programme on our website](#)

In the meantime, the Government is also considering a number of smaller possible legislative changes. If it is decided that law change is necessary, some of these changes would need to be in place before the next school year so that schools, parents and students are clear on the law on matters such as cohort entry and communities of online learning (COOL). There are also safety issues which the Government would like to address quickly.

Prior to making decisions on what will be included and drafting the legislation, the Minister of Education has asked us to consult with the education sector on six items. For some items, the consultation will indicate if a law change is necessary, for others it will indicate which option is preferred by those who provide feedback to us.

Before the bill is drafted, we are seeking views on the following issues:

- Potential improvements to safety and police vetting requirements for non-children's workers, such as contractors in schools and for home-based early learning services.
- Repealing the start-up of communities of online learning (COOL), pending a conversation about the future of online learning in our education system.

- Protecting the public interest in Education Council decision making by requiring the Council to consult government on issues relating to teacher training and registration, and enabling the Minister to issue a policy statement on matters relating to the teaching profession.
- Options for establishing a College of Educational Leadership with the power to set qualifications for leadership positions and to ensure that quality professional development programmes are available for educational leaders.
- Making student welfare a registration criteria for private schools.
- Reinstating a skills leadership role for industry training organisations.

We would like to hear your views on as many of these issues as you wish. We are also writing to education peak bodies and to key parties who may have a direct interest in the issues listed above. [Read discussion documents and information on how to make a submission on our website](#). If you would like further information please email consultation@education.govt.nz

5. **Consultation closes on 13 April.** We apologise for the short timeframe, which is due to the deadlines for drafting and introducing proposed legislative changes. There will be a further opportunity to make submissions on any proposed legislation as part of the select committee process. We will keep you informed of these dates.

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.

14 BANKED STAFFING POSITION

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

15 MINUTES FROM Previous Meeting 27 February 2018

16 MATTERS ARISING FROM MINUTES – ACTION LIST

Date	Action Required	Who
28 February	Finance committee self review and plan for the year	Paul, Matthew, James

31 March	Annual accounts prepared and forwarded to the auditors.	27 March - Draft Annual Accounts to be discussed.Full BOT
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 to be discussed. Full BOT
31 May	Community reporting on financial performance	TBA
30 June	Ensure any issues raised by the auditor have been addressed	TBA
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	

17 CORRESPONDENCE (INWARDS/OUTWARDS)

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

In :	Out
MOE updates	
Watershed 10YPP	
Letter: Sue Cole. Agreement to draft reply to this letter.	

18 PRINCIPAL'S REPORT [Motion]

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
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"> 1. 17 Jan 2018 : Refer to 2018 Annual Plan 2. 27 Feb 2018 : refer to Annual Plan 3. 27 Mar 2018 : refer to Annual Plan

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. 27 Mar 2018 : Please comment
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
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. 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"> 17 Jan 2018: The Board is seeking Maori parent representation on the Board in 2018. 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. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board.

13	Our board is a fair representation of our community in terms of gender and ethnicity.				<ol style="list-style-type: none"> 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. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board.
16	We have consulted our school community this year and addressed any relevant issues.				<ol style="list-style-type: none"> 17 Jan 2018: The board's policy consultation timetable can be accessed here :http://bombay.schooldocs.co.nz/ User : bombay Password : ourbestalways 27 Feb 2018 : Bible in Schools Survey Data tabled and discussed.
17	We have consulted with our Maori and Pasifika communities this year and addressed any issues.				<ol style="list-style-type: none"> 17 Jan 2018: Refer above 20 Feb 2018: Paul contacted Dave Hema to ask if he would be willing to attend board meetings. Outcome pending. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board.
18	We regularly published the concerns process to our school community this year.				<ol style="list-style-type: none"> 17 Jan 2018 :The complaints process is Permanently on the website & Newsletter 27 Feb 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			National Std Progress Report Maori Student Achievement		Senco Report			Nat Stds Draft ANOV and Targets for 2018


HR	Principal's Performance Agreement completed	Appraisal Report EEO	Principal's Appraisal Report to the Board			Staff Satisfaction Survey postponed		Principals Appraisal to the BOT	
Property	Approve 10ypp Pending			Draft 5YA	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			

<div> <div>REVIEW</div> <div>Assurance</div> <div>Consult</div> <div>Attestation</div> <div>Update</div> <div>  </div> </div>					
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.
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
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.
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.				1. 17 Jan 2018 : Too early to draft the 2019 budget 2. 27 Feb 2018 : Too early to draft the 2019 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
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
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.
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.
35	There is an appropriate risk identification, assessment and action procedure in place.				<ol style="list-style-type: none"> 27 February 2017 : Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual
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
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.
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.

39	We have consulted our community regarding the health curriculum in the last 2 years. Survey update here		✓		1. 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.				1. 17 Jan 2018 : No matters of concern were raised 2. 17 Feb 2018 : No matters of concern were raised 3. 27 Mar 2018 : Please comment
41	The board has a good understanding of current employee morale and employee issues and concerns.				1. 17 Jan 2018 : School has not started yet. 2. 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. 3. 27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER
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.		✓		1. 17 Jan 2018: ATTESTATION STATEMENT
43	The teaching staff have completed a teacher workplace survey in the last 3 years. (NZCER)				1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018 : In conjunction with Lin Avery, the principal and BOT, and NZCER survey will be conducted in June/ July 2018. 3. 27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER
44	The board has sought meaningful communication with school staff this year.				1. 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. 2. 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. 3. 27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER

	Board Code of Behaviour				
45	Maintained and understood the values and goals of the school				1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018: Members agree that they maintain and understand the values and goals of the school. 3. 27 Mar 2018: Please comment *****
46	Ensured the needs of all students and their achievement is paramount.				1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018. 3. 27 Mar 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: Please comment
48	Publicly represented the school in a positive manner				<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018: Members agree that they represented the school in a positive manner. 27 Mar 2018: Please comment
49	Respected the integrity of the principal and staff				<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018 : Members felt that they respected the integrity of the principal. 27 Mar 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"> 17 Jan 2018. The draft annual plan and charter will be discussed at this meeting 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"> 17 Jan 2018. The draft annual plan and charter will be discussed at this meeting 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"> 17 Jan 2018. The 2018 school year has not started yet. 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"> 17 Jan 2018. The 2018 school year has not started yet. 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"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018: Pending

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"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018: Pending
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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 Hautū 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.
	Review Health and Safety processes for the school		
	Review attendance data		1.
	Review Website		1.
	Review School security, including data security.		
	Presentation of Annual Accounts, reports – Principal and Chairperson,		1.

	review previous years financial Target areas.		
	Written language reporting. Data to be received and reviewed.		1.
	BOT PD NZSTA National Conference to be reviewed		1.
	Receive and Discuss the Numeracy GLOSS/ IKAN results.Receive and review Numeracy Report		
	Receive and Review The Senco Report		1.
	Chairman to check SUE Reports and Sign off BOT Mins		1.
	Review the Concurrence Statements		1.
	Review the Home and School minutes		1.
	BOT to conduct a school walk-through		1.
	EEO Review		1.
	Review Stand downs and exclusions		1.
	Review Reporting to parents		
	Review Staff Professional Development		
	Review register of teacher's registration		<div> <ol style="list-style-type: none"> 1. Shane Keown 314304 F 15 Dec 2020 2. Bethney Steer 350487 F 17/01/20 3. Sharron Hughes 162296 F 13 Nov 2020 4. Cherie Lemon 185364 F 23/09/19 5. Tracey Weight 220998 F 19/04/19 6. Sarah Hancock 241350 F 10/05/19 10. Kim Batters 213513 F 15 Jul 2018 11. Yating Wang 308591 20/12/19 12. Robert Oliphant 338689 F 16 Jan 2020 13. Dianne Rolfe 146657 F 27/11/18 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 </div>

			<div> <div> 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 </div> <div> 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 </div> </div>
	Review Principal's Appraisal progress Report		27 Feb 2018 : Report From Lynley Rawston - entered into in committee minutes 27 Feb 2018 : Lin Avery From Evaluation Associates appointed to conduct this year's appraisal 27 Mar 2018: Paul sent Lin a copy of the staff satisfaction survey
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		

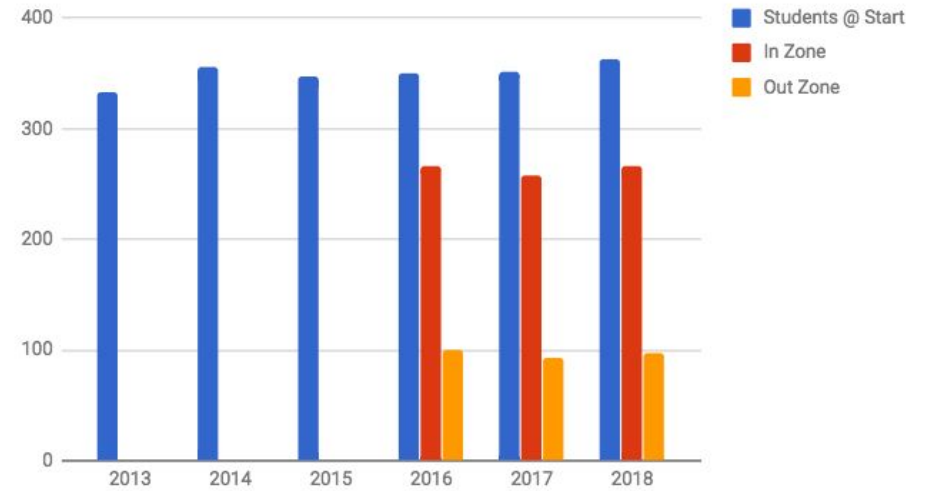
	1. Advertise for new staff as appropriate		
	1. Receive and review the fire evacuation report		1.
	1. 15 Oct deadline for enrolment of out of zone applicants		
	1. 30 October deadline for ballot – out of zone applicants		
	1. Review special needs programmes		1.
	1. Draft budget for the next year		1.
	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 :

We've appointed Jendri Conradie as a year 5 / 6 teacher in Kotuitui.



Jeandri is 29 Years old. She immigrated to NZ from RSA. She has a Bachelor of Arts (Applied Language and Literacy). She has experience as a Kumon English Home Language Tutor, an under 14 and 15 Swimming coach and an under 14 Squash coach. She represented South Africa for backstroke and freestyle as well as Triathlon. She is a freestyle and backstroke specialist. Jeandri also has an interest in Drama. Jendri will start in Term 2.

<p>We've appointed Sharon De Kock to work in Year 5 / 6.</p>		<p>Taught at Pukekohe Intermediate School for twelve and a half years, firstly as a Year 7 and 8 classroom teacher, and then as the music and drama specialist teacher. Sharron was the teacher in charge of the Arts. She is experienced in inquiry based learning. Sharron lead the Pukekohe Intermediate school choir and we are hoping to benefit from that talent at our school too. Sharron will start in July.</p>
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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 Update

COL - Kahui Ako update:

Rachel and Kim have attended the first maths stream meeting on **21st March**. Discussion was held around professional development being made available around maths Asttle and data coaching. Two meeting dates have been proposed for Term 2 to look at a shared understanding of effective practice starting with number for all school involved in this work stream.


Kim attended a culturally responsive meeting on **6th March**. This was an initial workstream meeting to discuss next steps.

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. Medium urgency. To be done in 2019.
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

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

	Corresponding NAG
<p>29 NAG 1 (Student Achievement)</p> <p><u>27 February 2018</u> We've set our annual plan goals for student achievement. For the first time, this year we are adding in targets for accelerant students. Reading recovery is started off well. There are currently 4 students who are making progress as per our expectations. Our SENCO notes have been updated for 2018 and we are currently working on a tracking system for all our target students. Please read the Analysis of variance for 2017, Reading, Writing and Maths.</p> <p><u>1 March 2018</u> We've started our Mentor Reading Programme to support Target Readers.</p> <p><small>Parent, and Jet Star Pilot, Eru Brown has volunteered his time to be a reading mentor at school. When he is not flying about the country, he will be at school working with our readers. Thank you Eru !!!!</small></p>  <p>6 March 2018</p>	<p>NAG 1 (Student Achievement)</p>

Parent and Pilot Eru Brown, a mentor reader, working with one of our students.

[An informal meet the teacher + Cultural celebration](#) day was held. Approximately 150 parents and 200 students attended. You can view the celebration here : <https://youtu.be/Kma19r7GebQ>
14 March 2018 [Kotare Swimming Demonstration](#)
16 March 2018 : [Tuhono Swimming Demonstration](#)
 Triathlon Achievements

30 Nag 2 : Policies, Plans, Programmes

17 February 2018

[Maori culture - Assembly Topic](#)

22 February 2018

Seesaw information campaign begins: [Video 1](#) : [Video 2](#) : [Video 3](#)

27 February 2018

We are reviewing the homework policy at this meeting.

Our curriculum teams met on 20 Feb to draft curriculum action plans. Work on this is ongoing.

[Our 2018 Charter and Annual Plan](#) has been completed.

1 March 2018

Seesaw education and information campaign continues. [Video 1](#) : [Video 2](#) : [Video 3](#)

2 March 2018

Year 3 Camp : First EOTC Experience for our children. An effectively organised camp, Thank you K Batters, Y Wang and D. Raman. Reported to Parents via Seesaw & the newsletter. See below



Well done Kotare Year 2. You've had a great breakfast with the year 3 campers. You had a tour of their tents and you got a sense of what camp would be like for you next year. Everyone said that they are looking forward to their turn in 2019.

Mar 2, 2018

6 March 2018

[Cultural Day Celebration Video Summary](#)

8 March 2018

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

[NAG 2A](#)

[Seesaw information Campaign in the third week of its rollout via the newsletter](#)

9 March 2018

[Dream Ride to School Event + Launch of new Inquiry : How we move.](#)

12 MARCH 2018

FULTON SWIM SCHOOL working with Year 1 - 4. Basic Swimming Skills Levels 1-3

18 March 2018

Lions club/ School partnership : Community Breakfast held : [Video 1](#) [Video 2](#)

19 March 2018

Kotuitui Year 5 / 6 Endurance Swim.

Makerspace opens : Room 7 First group through. [Report to parents added to Seesaw](#)

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</p> <p>23/01/18: Teacher Only Professional Development Day</p> <p>24/01/18 : Professional Development with Vision Education : Focus : Writing. All Teachers.</p> <p>01/02/18 : Week 1 and 2 : Kim Batters offers PD on Hapara and Athletics</p> <p>15/02/18 : Paul trained Kim on the use of SchoolApps</p> <p>23/02/18 : Kim and Susie attended COL PD</p> <p>11/03/18 : K Batters confirmed that planning checks are done.</p> <p>Overall standard is good. Some minor tweaks needed.</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 	<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

Finance Reports

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

2015	2016	2017	2018
<ol style="list-style-type: none"> January 2015 February 2015 March 2015 April 2015 May 2015 June 2015 July 2015 August 2015 September 2015 	<ol style="list-style-type: none"> January 2016 Finance 2016 April 2016 May 2016 10 June 2016 Staffing Entitlement Notice July 2016 August Financial Report September 2016 October Financial Report 	<ol style="list-style-type: none"> January 2017 February 2017 March 2017 April 2017 May 2017 June 2017 July 2017 August 2017 September 2017 October 2017 	<ol style="list-style-type: none"> January 2018

10. October 2015 & Edtech Analysis of our current position 11. November 2015 12. 2015 Audit Report + 2015 Financial Statements	22. 2017 Draft Budget	33. Draft 2018 budget 34. November 2017 35. December 2017				
32 NAG 5 (Health and Safety) <div>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. 5. Teaching Staff - Workplace Survey</div>				NAG 5 (Health and Safety)		
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		
<table><tr><td>27 February 2018 :</td><td>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.</td></tr></table>				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.	
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.					
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.

[ERO School Evaluation Indicators up to August 2015](#)
[ERO School Evaluation Indicators Sept 2015 Onward](#)

36 [PERSONNEL REPORT](#) – Presented By Stafford Bush

Thank you Susie

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

Home and School are wanting to spend some funds to upgrade our Swimming Pool.

Starting to leak and needs re-surfacing.

One company has been to quote - photos of Mangatangi School pool - before and after photos. Spent \$270,000 in total. \$209,000 was just for the pool.

Huge project that needs MOE approval, council approval. Pump rooms needs to be bigger but a bigger

We need to do something about the pool. Do we cover ? Look at heating.

Community Pool - relocate the pool to the council land below the Scout Den? Would it be cheaper to construct a new pool, rather than change to current pool.

Fultons partnership - would be interested but thinking about something which is too expensive. They were looking at a cost of \$600,000!

We do not want to lose our pool. Certainly needs to be resurfaced. Open to wider group so that we can fundraise.

Next step - BOT will discuss as to whether we think this is a good proposition. Then set up a working committee. There will be two more quotes obtained for this project.

Crown Loan (interest Free) option to come up with the minimum amount

BOT to support this project - all in favour.

38 GENERAL BUSINESS :

Exit interview for Shane - Paul and Matthew to do if he is comfortable with that.

39 Motions:

#		Nominated	Seconded	Agreed
1	The Board accepts the minutes of the previous meeting as true and correct record.	Matt	Michelle	
2	The Board accepts the February monthly financial reports.	Matt	Michelle	
3	The Board co-opts David Hema as a parent trustee	Paul	Matt	All
4	The Board accepts the 10YPP	Matt	Michael	
6	The Board approves the 2018 Budget. - Wait for James to review			
7	The Board accepts the Principal's report	Paul	Matt	
8.	The Board accepts the home and school report. - not yet available			
9.	The Board accepts the Staff Rep's Report	Matt	Michael	

40 In Committee

41 MOE [BOT Meeting Spreadsheet Data](#)**42 MEETING CLOSURE: 6:48 pm****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).....