

PRESENT:

2. APOLOGIES:

3. Dates for 2019 BOT Meetings + Request to Postpone Dec 2018 meeting to 29 Jan 2019

4. Inquiry Team Presentation

5. ACCIDENT, SICKNESS AND HAZARD REPORT : To 19 November 2018

6.a. End of Year Assurance Statements: The principal assures the board of the following:

7. Policy Review

8. ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : Nil

9. Addition to the schedule of delegations

10. Monthly Finance Reports.

11. Updates from the Ministry : Sent via email from the BOT Chair

12. ADDITIONS TO THE AGENDA:

13. DECLARATIONS OF INTERESTS:

14. BANKED STAFFING POSITION & Staffing Entitlement Notices

15. MINUTES of Previous Meeting 25 September 2018

16. MATTERS ARISING FROM MINUTES – ACTION LIST

17. CORRESPONDENCE (INWARDS/OUTWARDS)

18. PRINCIPAL'S REPORT

19. Administration & General Matters

[20.Appointments/ Resignations :](#)

[21.Formal Complaints:](#)

[Nil](#)

[22.Stand down/ Exclusion](#)

[23.Concurrence statement:](#)

[24.Attestation:](#)

[25. COL/ Kahui Ako Update](#)

[26. Property](#)

[27 :Reading Recovery Report](#)

[28 Reporting against the NAG's \(Principal's Report Continued\)](#)

[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 : To Come](#)

[37 HOME AND SCHOOL REPORT / MINUTES](#)

[38 GENERAL BUSINESS :](#)

[39 Motions:](#)

[40 In Committee : Teaching Staff Survey \(Second Survey for 2018\)](#)

[41 MOE BOT Meeting Spreadsheet Data](#)

[42 MEETING CLOSURE: 6,40 pm](#)

[43 Useful links](#)

Quick Links for this Meeting:

1. Culturally relational and responsive pedagogy survey data
2. 6 Question Parent Survey
3. Term 2 Attendance Report
4. Term 3 Attendance Report
5. Banked Staffing 6 Nov
6. Teaching Staff Workplace Survey - sent in a separate email.
7. [September Financial Report](#) & [October Financial Report](#)
8. [Staff Rep Report](#)

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

<p>Term 1: Tuesday 30 January- Friday 13 April</p>	<p>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.</p>	<p>Term 3: Term 3: Monday 23 July - Friday 28 September</p>	<p>Term 4: Term 4: Monday 15 October - Friday 14 December</p>
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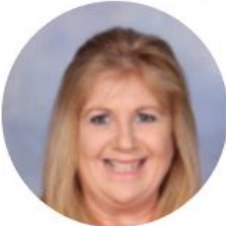
Current Teaching Staff

Senior Leadership

Senior Leadership



Paul Petersen
Principal



Susie Stafford-Bush
Deputy Principal



Kim Batters
Assistant Principal

Team Management

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 Team Year 0-2 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 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



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
2 & TIC Library & Bus



Lynton de Kock
Teacher Room 1a



Megan Webster
Teacher

ant

Kakahu Team Year 7-8 2018

Years 7-8

Kakahu Year 7 - 8

Year 7 - 8



Robert Oliphant
Year 7 & 8 Teacher -
Piwakawaka



Sharon de Kock
Year 7 & 8 Teacher -
Kotuku



Maria Yorwarth
Year 7 & 8 Teacher -
Kereru

School Administration & Property Management

Office Staff



Lorraine Wilson
School Secretary



Heidi Hewes
Receptionist

Property



Doug Crook
Caretaker

Teacher Aides

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

Cleaning

The Cleaning Team

Linda Watson School Cleaner
Michelle Mouselimis School Cleaner
Adelle Robertson Hall Kitchen Cleaner

35 Paparata Road, Bombay 2675
P 09 236 1012 | F 09 236 0458 | E
admin@bombay.school.nz

Linda Watson



Music Teachers

Music Teachers

Kathy Ganter Piano Tutor
Nick Warner Guitar Tutor

35 Paparata Road, Bombay 2675
P 09 236 1012 | F 09 236 0458 | E
admin@bombay.school.nz

Nick Warner



Reading Recovery

Reading Recovery



Janice Orr
Reading Recovery
Specialist

Part Time Teaching Staff

Part Time Teachers



Jenny Paxton
CRT Release Kotare Team

Kathy Ganter

Role

Piano Tutor

Email

kathsmusic66@gmail.com

35 Paparata Road, Bombay 2675
 P 09 236 1012 | F 09 236 0458 | E
admin@bombay.school.nz



Board of Trustees Meeting held on 27n November 2018 in the Staffroom, Bombay School at 5pm

1. PRESENT:

Matt Bagley, Paul Peterson, Michael Pascoe, Michelle McRobbie, Deb Somervell, Dave Hema, Susie Stafford-Bush, Kim Batters

2. APOLOGIES:

Nil

3. Dates for 2019 BOT Meetings + Request to Postpone Dec 2018 meeting to 29 Jan 2019

The Board unanimously agreed to postpone its next meeting to Tuesday 29 January 2019. It was further agreed that members who were away, could attend the meeting via video conference.

Proposed Meeting Dates for 2019

Meeting	1	2	3	4	5		6	7	8	9	10

BOT	29 Jan	26 Feb	26 Mar	30 Apr	27 May	24 Jun	30 Jul	27 Aug	24 Sept	29 Oct	26 Nov
Home 'n School											

The Board unanimously agreed to the proposed meeting dates for 2019. It was noted that the incoming board would be entitled to review these dates.

Leave the dates pencilled in and the new trustees can confirm the dates once they have taken office.

Note: The period from 17 May 2019 until 21 June 2019 has been gazetted by the Minister as the range of dates for the Board of Trustees Triennial Elections for 2019.

Read the Gazette notice, [here](#). The suggested common election date is Friday 7 June 2019 with new board taking office 14 June.

Offer the Returning Officer position to Heidi (Paul) and we will set the election date at Friday 7 June 2019

Term Dates 2019

Term 1: 4 February to 12 April 2019	Term 2: 29 April to 5 July 2019	Term 3: 22 July to 27 September 2019	Term 4: 14 October to 19 December 2019
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4. Inquiry Team Presentation

The Board welcomed Yating, Kat and Jeandri who conducted a presentation on Inquiry Learning at school.

Yating talked about what Inquiry is about at our school. Kat talked about the Kotare Syndicate topics. Jeandri talked about Kotuitui Syndicate topics. 2019 overview was shown - what topics have been selected.

See the presentation document. Thank you team.

5. ACCIDENT, SICKNESS AND HAZARD REPORT : To 19 November 2018

Likelihood,	Consequence				
	Negligible	Minor	Moderate	Major	Death
Very likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High 13	High	Extreme	Extreme
Moderate	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	Significant	Extreme
Rare	Low	Low	Moderate	Significant	Significant

Bombay School

Produced 2018-11-19



Board Report

For period 2018-10-19 to 2018-11-19

	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only		<u>13</u>		
Number of injuries/incidents said to require further medical investigation				
Number of serious harm injuries (reported to Work Safe)				

Comments on injuries

Date	Time	Pupil	Room	Year	
2018-11-14	11:24	****	09	Y3	***** was accidentally kicked in the nose by another student. She had a blood nose, stopped cleaning and cleaned up. cleaned blood nose <i>Enter by Heidi Hewes</i>

2018-11-14	11:16	*****	05	Y0	Hurt ankle on slide <i>Enter by Sickbay</i>
2018-11-14	11:19	*****	04	Y0	Grazed elbow/arm wound cleaned and dressed <i>Enter by Sickbay</i>
2018-11-09	13:26	*****	10	Y3	Ball kicked into face. rest;TLC minor injury <i>Enter by Kat Cameron</i>
2018-11-09	13:31	*****	09	Y3	Fell on wrist. ice minor injury <i>Enter by Kat Cameron</i>
2018-11-02	13:38	*****	06	Y1	Fell over, grazed knee cleaned minor cut/graze <i>Enter by Kat Cameron</i>
2018-11-02	13:30	*****	05	Y1	Twisted little finger ice minor injury <i>Enter by Sickbay</i>
2018-11-01	11:29	*****	06	Y1	**** has a sore tooth. I have phoned Mum and she has advised we can give pamol, 6.6mls of pamol given. Panadol <i>Enter by Heidi Hewes</i>
2018-10-31	08:37	*****	02	Y5	***** tripped on her shoe lace and fell and grazed her hands and leg. Cleaned and dressed. wound cleaned and dressed minor injury <i>Enter by Heidi Hewes</i>
2018-10-29	13:42	**** **	04	Y0	***** was about to sit down when another child pulled the chair away and she fell and hurt the back of her head. The other child did not do it deliberately. ice;rest minor injury <i>Enter by Sickbay</i>
	10:32	****	12	Y4	**** fell on high jump bar when he did his jump. There is a bit of a red mark. I

2018-10-26					have rubbed Arnica cream on and given him an icepack. Advised him to let his teacher know if he is no better. ice;arnica minor injury <i>Enter by Heidi Hewes</i>
2018-10-24	11:44	****	07	Y2	***** fell on his wrist at morning tea time today. We tried ice but was still quite sore. I phoned Nana to collect and take to A & E for checking. <i>Enter by Heidi Hewes</i>
2018-10-24	11:20	****	09	Y3	Banged head/ear on monkey bars ice minor injury <i>Enter by Sickbay</i>

6.a. End of Year Assurance Statements: The principal assures the board of the following:

- Risk Management – The principal assures the board at each meeting that identified hazards are still being monitored and/or controlled and that these measures are being re-evaluated to check their adequacy. Can the board confirm that it is satisfied with this? Discuss financial monthly spot checks - James considers this is a waste of time - he feels that the auditors should be doing checks.
- Emergency Evacuation / Emergency Kit – Assure the board that staff and students have completed trial evacuations (latest fire evac 23/11/18, the emergency planning and procedures are up to date. We will be developing a one stop emergency kit - which will be checked each week - so that emergency meds. Class lists and first aid kits are at hand and contains all items (and that these are up to date).
- The principal also assures the board that the Emergency Planning and Procedures have been printed out, stored/filed correctly, and distributed as required.
- SUE Reports – The principal assures the board that the Board Chair has checked the processes and authorisations used to make payments to staff members, and particularly the payments made to the principal and others in the school with payroll responsibilities.
- The principal assures the board that all staff have completed the appraisal process for the current year, and attestations are up to date.
- The principal assures the board that the appointment procedure and appointment committee delegations reflect practice.
- Provisionally Certificated Teachers – the induction programme of provisionally certificated teachers has been completed to the required standard.

- The principal assures the board that all teaching staff are registered, and therefore vetted.
- The principal assures the board that the school has been open for the statutory number of half-days and hours per day in the current year.
- The principal will present the Reading Recovery – Report to the board at its next meeting - 29 January 2019.

7. Policy Review

Term 4 2018

Under Current Review:

1. Harassment
2. Maori Student Achievement.

To access our policies please do the following:

1. Click on this link <http://bombay.schooldocs.co.nz/>
2. The username is bombay
3. The password is **ourbestalways**

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.

We are thinking that ERO won't now be visiting until Term 2 2019 as they normally give a full term's notice

9 Addition to the schedule of delegations

The board amended its schedule of delegations as of 6 November 2018 as follows. The Board grants the principal the authority to manage the school roll, from in zone and out of zone students, within and not exceeding the school's building capacity of approximately 390 students, 19 FTTE.

Moved: Matthew

Seconded: Michael

All Agreed - Michelle would like to revisit this motion each year.

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](#)
[Monthly Financial Report June 2018](#)
[Monthly Financial Report July 2018](#)
[Monthly Financial Report August 2018](#)
[Monthly Financial Report September 2018](#)
[Monthly Financial Report October 2018](#)

11. Updates from the Ministry : Sent via email from the BOT Chair

[Issue 95](#)
[Issue 96](#)
[Issue 97](#)
[Issue 98](#)
[Issue 99](#)
[Issue 100](#)
[Issue 101](#)

12. ADDITIONS TO THE AGENDA:

1. 6 Question Survey Data this is not a anonymous survey as we want to be able to identify the ethnicities that the school has. Can we put a thank you in the newsletter for those who completed the survey? - feedback suggestions to help regarding what they complained about - e.g. remember that you can search for activities coming up in the website calendar. Only 50 responses.
2. We could email these surveys directly instead of imbedding it in the newsletter - this may get a better response.

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

[Banked Staffing Position for 14 August 2018](#) - We have an overuse of \$31k. We have swapped two teachers to Ops Grant and will pay them from this until it's exhausted. We have applied for Roll Growth Staffing.

[Banked Staffing position of for 11 September 2018](#): Our overuse is reducing - we are now at 19k

[Banked Staffing for 6 November](#): Our overuse is now down to \$15k

15. MINUTES of Previous [Meeting 25 September 2018](#)

Motion: The board accepts the minutes of its meeting of 25 September 2018 as a true and correct record.

Moved: Paul Seconded Matt

16. MATTERS ARISING FROM MINUTES – ACTION LIST

Date	Action Required	Who	Outcome
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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	Discussed at August board meeting. Noted and responded to.	completed
31 August	Annual review of risk management needs and insurances	TBA	Completed
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		

17. CORRESPONDENCE (INWARDS/OUTWARDS)

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

In :	Out
Refer to MOE Bulletins : 100-101 in BOT Drive	

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"> 17 Jan 2018 : NIL - See above 27 Mar 2018 : Principal's Report submitted 29 May 2018: Principal's Report submitted 28 August 2018 : Principal's Report Submitted 25 September 2018: Principal's Report Submitted 27 November 2019: Principal's Report Submitted to this meeting
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 28 August 2018 - Mid- Term Data presented 25 September 2018: CRRP Survey Data presented to BOT 27 November 2018: Teaching Staff Satisfaction Survey presented to BOT @ this meeting
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. 28 August 2018: There were no matters to raise wrt the BOT policy framework or relationship with the principal. 27 November 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 27 March 2018: Nil to date 29 May 2018 : Nil to date 26 June 2018: Nil to date 28 August 2018 : Nil to date 25 September 2018: Nil to date 27 November 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"> 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 6. 28 August 2018 : Status quo 7. 25 September 2018: Status quo 8. 27 November 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 5. 28 August 2018; Status Quo 6. 25 September 2018: Status Quo 7. 27 November 2018: Status quo

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. 27 Mar 2018 : There was no feedback to the home learning policy review 29 May 2018 : Protected disclosures to be reviewed. - Carried over to the next meeting. 26 June 2018: Protected disclosures consultation completed. 28 August 2018: Cultural Responsiveness Survey Completed 25 September 2018: Mid-Year Data released - responses invited. 27 November 2018: Surveyed parents on Mission Statement and School Values + 6 Quick Questions Survey 																				
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. 27 March 2018: David Hema co-opted to the Board. 27 May 2018 : David to work with Paul - drafting a Maori Parents Consultation Process 28 August 2018 : Cultural Responsiveness survey completed. Data being analysed by the Kahui Ako. Classroom observations are underway. 25 September 2018: CRRP Survey Data 27 November 2018: Six quick questions survey presented to BOT 																				
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 27 Mar 2018 : The complaints process is Permanently on the website & Newsletter 27 May 2018 : The complaints process is Permanently on the website & Newsletter 26 June 2018 : The complaints process is Permanently on the website & Newsletter 28 Aug 2018 : The complaints process is Permanently on the website & Newsletter 25 September 2018: The complaints process is Permanently on the website & Newsletter 27 November 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 28 August : refer to the mid-year data report 25 September 2018: Refer to CRRP Data: CRRP Survey Data 27 November 2018 : Final report for 2018 to be made at the next BOT meeting - 29 Jan 2019 																				
20	<p>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.</p> <p>17 Jan 2018: 2018 Board Work-plan will be confirmed at the next board meeting</p> <table border="1"> <thead> <tr> <th></th> <th>Feb</th> <th>Mar</th> <th>May</th> <th>June</th> <th>29 Aug</th> <th>26 Sept</th> <th>31 Oct</th> <th>28 Nov</th> <th>12 Dec</th> </tr> </thead> <tbody> <tr> <td>Strategic</td> <td>Annual Plan</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Review Annual Plan</td> <td>Review Draft of</td> </tr> </tbody> </table>						Feb	Mar	May	June	29 Aug	26 Sept	31 Oct	28 Nov	12 Dec	Strategic	Annual Plan							Review Annual Plan	Review Draft of
	Feb	Mar	May	June	29 Aug	26 Sept	31 Oct	28 Nov	12 Dec																
Strategic	Annual Plan							Review Annual Plan	Review Draft of																

Review	Confirm Charter								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

Review the policy / procedure and advertise it to relevant stakeholders so they can also provide their feedback

Assurance

Assure the board that proper steps and actions have been taken regarding the policy/procedure, and that they are up to date

Consult

Consult with the school community and adopt a statement about the consultation process/ results

Attestation

Return relevant International Student attestation form(s) to NZQA

Update

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

Term 4 2018**Under Current Review:**

3. Harassment
4. Maori Student Achievement.

To access our policies please do the following:

4. Click on this link <http://bombay.schooldocs.co.nz/>
5. The username is bombay
6. The password is **ourbestalways**
- 7.

21	The student achievement reports as outlined in the board work plan have been presented and any issues addressed				<ol style="list-style-type: none"> 1. 27 Feb 2018 : 2018 Targets have been set. 2. 28 August 2018: The mid-year data will be presented at this meeting 3. 25 September 2018: CRRP Survey Data presented to the Board 4. 27 November 2018: Student Survey Data to be presented 29 Jan 2019
22	We have a good understanding through benchmarking and other comparative reporting how the school is performing against relevant top performers.				<ol style="list-style-type: none"> 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.		✓		<ol style="list-style-type: none"> 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				<ol style="list-style-type: none"> 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: No matters raised. BOT satisfied with the information that it receives. 6. 28 August 2018 :No matters raised. BOT satisfied with the information that it receives. 7. 27 November 2018: No matters raised. BOT satisfied with the information that it receives.

					8. 25 September 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		✓		<ol style="list-style-type: none"> 17 Jan 2018 : Budget was approved subject to the depreciation figure being included 27 Feb 2018 : Budget approved 27 May 2018: Budget signed off 25 September 2018: Draft budget process underway 27 November 2018: As above
27	We monitor the budget at every meeting by receiving a variance report from the Finance BOT Member.				<ol style="list-style-type: none"> 17 Jan 2018 : November and December 2017 Monthly reports were accepted 27 Feb 2018: Jan 2018 Monthly Financial report accepted. 27 Mar 2018: Feb 2018 Monthly Financial Report accepted 29 May 2018 : March April Financial reports accepted. 26 June 2018 : May, June financial reports to be approved
28	We are on track to meet our expected budget surplus. ✓				<ol style="list-style-type: none"> 17 Jan 2018 : on track 27 Feb 2018 : on track 28 August 2018 The Board is expecting a deficit budget for 2019 - due to a BOT funded teacher 25 September 2018: The Board is expecting a deficit budget for 2019 - due to a BOT funded teacher 27 November 2018: As above
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 28 August 2018: Too early for draft budget 25 September 2018: Draft budgeting is underway 27 November 2018: As above
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 Refer above 28 August 2018 : We now log sickbay visits in etap - which centralises, tracks and collates the data. 25 September 2018: No issues have arisen to Health and Safety 27 November 2018: No issues have arise in terms of health and safety
31	Workers feel able to express their concerns.				<ol style="list-style-type: none"> 17 Jan 2018 : School has not started yet.

					<ol style="list-style-type: none"> 2. 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 3. 27 Mar 2018: Workplace survey conducted and shared with staff & BOT 4. 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. 5. 28 August 2018: Staff can approach the Staff Rep, Site Rep or Team Leader - who are all trained to provide support. Staff could also use the EAP service. 6. 25 September 2018: Staff can approach the Staff Rep, Site Rep or Team Leader - who are all trained to provide support. Staff could also use the EAP service. 7. 27 November 2018:As above
32	All staff are aware of and suitably trained in order to meet their health and safety requirements.		✓		<ol style="list-style-type: none"> 1. 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. 2. 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"> 1. 17 Jan 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 2. 27 Feb 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 3. 27 Mar 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 4. 29 May 2018 There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 5. 26 June 2018 There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 6. 28 August 2018: There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 7. 25 September 2018: There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 8. 27 November 2018: Please comment
34	Any recommendations arising from health and safety reviews are considered.				<ol style="list-style-type: none"> 1. 17 Jan 2018 : School has not started yet. 2. 27 Feb 2018 : No H&S matters arose from our formal reporting process to date. 3. 27 Mar 2018 : No H&S matters arose from our formal reporting process to date. 4. 27 May 2018: Staff reviewed the report writing process to reduce the workload & be more efficient 5. 26 June 2018: Staff report that the report writing process has made a huge difference to workload reduction 6. 28 August 2018: Staff are reviewing the arts curriculum w.r.t. School Concerts with a view to reducing teacher workload by being more efficient. 7. 25 September 2018: As above 8. 27 November 2018: As above
35	There is an appropriate risk identification, assessment and action procedure in place.				<ol style="list-style-type: none"> 1. 27 February 2018 : Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 2. 27 March 2018:Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 3. 27 May 2018 : Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 4. 26 June 2018 : Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 5. 28 August 2018 Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 6. 25 September 2018: Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 7. 27 November 2018: 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"> 1. 17 Jan 2018: Onsite Contractors Policy + refer to schooldocs 2. 27 March 2018: A paper copy of the health and safety register is to be kept at the desk 3. 27 May 2018 :As above 4. 26 June 2018 :As above 5. 28 August 2018 As above 6. 25 September 2018: As Above 7. 27 November 2018:As Above
37	The 5 year property plan is being implemented effectively as per the plan				<ol style="list-style-type: none"> 1. 17 Jan 2018: The new 10Ypp is being drawn up at present 2. 27 Feb 2018: Meeting scheduled with watershed, moe and school in early March 2018. 3. 27 Mar 2018: Awaiting MOE approval 4. 29 May 2018 : Awaiting MOE approval 5. 28 August 2018: See email to David Major 6. 25 September 2018: Awaiting MOE approval 7. 27 November 2018: received - awaiting signatures
38	The 10 year property plan is current.				<ol style="list-style-type: none"> 1. 17 Jan 2018 : The new 10Ypp is being drawn up at present 2. 27 Feb 2018: Meeting scheduled with watershed, moe and school in early March 2018. 3. 27 Mar 2018: Awaiting MOE approval 4. 29 May 2018 : Awaiting MOE approval 5. 26 June 2018: Still awaiting MOE approval 6. 28 August 2018: Still awaiting MOE approval 7. 25 September 2018: Still awaiting MOE approval 8. 27 November 2018: 5YA Received - awaiting signed copy.
39	We have consulted our community regarding the health curriculum in the last 2 years. Survey update here		✓		<ol style="list-style-type: none"> 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.				<ol style="list-style-type: none"> 1. 17 Jan 2018 : No matters of concern were raised 2. 17 Feb 2018 : No matters of concern were raised 3. 27 Mar 2018 : No matters of concern were raised 4. 29 May 2018: No matters of concern were raised 5. 26 June 2018: No matters of concern were raised 6. 28 August 2018 No matters of concern were raised 7. 5 September 2018 No matters of concern were raised 8. 25 November 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. 28 August 2018: Staff are reviewing the performing arts programme 25 September 2018: As above 27 November 2018: The board received the teaching staff satisfaction survey
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. 28 August 2018: Matthew Bagley will distribute the next survey at the beginning of term 4 25 September 2018: Refer above
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 26 June 2018: The BOT have spent time having lunch in the staffroom - with staff 25 September 2018: BOT and Staff members will work together at Calf Club 27 November 2018: Please comment

	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.

					<ol style="list-style-type: none"> 4. 29 May 2018: Members agree that they maintain and understand the values and goals of the school. 5. 26 June 2018: Members agree that they maintain and understand the values and goals of the school. 6. 28 August 2018: Members agree that they maintain and understand the values and goals of the school. 7. 25 September 2018: Members agree that they maintain and understand the values and goals of the school. 8. 27 November 2018: Please comment
46	Ensured the needs of all students and their achievement is paramount.				<ol style="list-style-type: none"> 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: The board charter and annual plan, containing clear achievement targets, has been set for 2018. 4. 27 May 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018. 5. 26 June 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018. 6. 28 August 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018. 7. 25 September 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018. 8. 27 November 2018: Please comment
47	Been loyal to the organisation and its mission				<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 have been loyal to the school and its mission. 3. 27 Mar 2018: Members agree that they have been loyal to the school and its mission. 4. 29 May 2018: Members agree that they have been loyal to the school and its mission. 5. 26 June 2018: Members agree that they have been loyal to the school and its mission. 6. 28 August 2018: Members agree that they have been loyal to the school and its mission. 7. 25 September 2018: Members agree that they have been loyal to the school and its mission. 8. 27 November 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: Members agree that they represented the school in a positive manner. 5. 26 June 2018: Members agree that they represented the school in a positive manner. 6. 28 August 2018 : :Members agree that they represented the school in a positive manner. 7. 25 September 2018: :Members agree that they represented the school in a positive manner 8. 27 November 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: Members felt that they respected the integrity of the principal.

					<p>6. 28 August 2018: Members felt that they respected the integrity of the principal.</p> <p>7. 25 September 2018: Members felt that they respected the integrity of the principal.</p> <p>8. 27 November 2018: Please comment</p>
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	Audit Role				
50	Set strategic directions and long-term plans and monitor the board's progress against them			√	<p>1. 17 Jan 2018. The draft annual plan and charter will be discussed at this meeting</p> <p>2. 27 Feb 2018: The annual plan and charter for 2018 has been completed.</p>
51	Protect the special character of the school			√	<p>1. 17 Jan 2018. The draft annual plan and charter will be discussed at this meeting</p> <p>2. 27 Feb 2018: The annual plan and charter for 2018 has been completed.</p>
52	Monitor financial management of the school and approve the budget			√	<p>1. 17 Jan 2018. The 2018 school year has not started yet.</p> <p>2. 27 Feb 2018: The Budget has been set. The December 2017 and Jan 2018 monthly financial reports have been presented, discussed and accepted.</p>
53	As per Education Circular 2014/30 We will be required to produce cash flow statements in our annual report.			√	<p>1. 17 Jan 2018. The 2018 school year has not started yet.</p> <p>2. 27 Feb 2018: This is being complied with.</p>
54	31 March 2018 Financial statements and annual report due to auditor			√	<p>1. 17 Jan 2018. The 2018 school year has not started yet.</p> <p>2. 27 Feb 2018: Pending</p> <p>3. 27 Mar 2018: Completed</p> <p>4. 25 September 2018: Completed</p>
55	PDF of annual report and audited fin statements to MOE Annualreports.auckland@minedu.govt.nz Refer File 3/22			√	<p>1. 17 Jan 2018. The 2018 school year has not started yet.</p> <p>2. 27 Feb 2018: Pending</p> <p>3. 27 Mar 2018: Completed</p> <p>4. 25 September 2018:</p>

Term 1 2018 What's on our Self Review Cycle?

	Task	Outcome	Evaluation
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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.	✓	
	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 It is an MOE requirement that the Board reviews its enrolment scheme annually.	✓	17 Jan 2018 : THE ENROLMENT SCHEME 2017 CAN BE ACCESSED HERE . It will be reviewed at this meeting. 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	✓	Curriculum teams report to BOT - see separate schedule.
	Allocation of Management Units – Could the Board please approve the allocation of management and	Completed 17 Jan. Meeting 1 ✓	1. Unit Allocation Flow Chart Refer to the 2018 School Organisation Chart

	responsibility units for 2017 as follows :		
	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.	✓	<ul style="list-style-type: none"> • Maori and Pasifika Parent Survey - 6 quick questions • Student Survey - Year 4 -8 (Bombay and Me) • Teaching Staff Survey (Bi-annual) • CRRP Survey - All parents and Staff • Bible in Schools Survey • Calf Club Survey • Staff Digital Competency • Whanua voice on Seesaw
	<p>Implement Hautu in 2019. Report on progress here.</p> <p>Boards have a responsibility to:</p> <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. <p>Hautū. electronic version</p>		<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	✓	Reviewed

	Receive and Review the Auditor's Recommendations	✓	Received -and responded to.
	Chairman to check SUE Reports and Sign off BOT Mins	✓	<ol style="list-style-type: none"> 1. 17 Jan 2018. Current. Sign offs are up to date 2. 27 Feb 2018 :. Current. Sign offs are up to date 3. 27 Mar 2018 : . Current. Sign offs are up to date 4. 29 May 2018:. Current. Sign offs are up to date 5. 26 June 2018: . Current. Sign offs are up to date 6. 28 August 2018: . Current. Sign offs are up to date 7. 25 September 2018: . Current. Sign offs are up to date 8. 27 November 2018: . Current. Sign offs are up to date
	Review the Concurrence Statements	✓	<ol style="list-style-type: none"> 1. 17 Jan 2018. Current. Sign offs are up to date 2. 27 Feb 2018 :. Current. Sign offs are up to date 3. 27 Mar 2018 : . Current. Sign offs are up to date 4. 29 May 2018:. Current. Sign offs are up to date 5. 26 June 2018: . Current. Sign offs are up to date 6. 28 August 2018: . Current. Sign offs are up to date 7. 25 September 2018: . Current. Sign offs are up to date 8. 27 November 2018: . Current. Sign offs are up to date
	Review the home and school Minutes	✓	<ol style="list-style-type: none"> 1. 17 Jan 2018. Current. Sign offs are up to date 2. 27 Feb 2018 :. Current. Sign offs are up to date 3. 27 Mar 2018 : . Current. Sign offs are up to date 4. 29 May 2018:. Current. Sign offs are up to date 5. 26 June 2018: . Current. Sign offs are up to date 6. 28 August 2018: . Current. Sign offs are up to date 7. 25 September 2018: . Current. Sign offs are up to date 8. 27 November 2018: . Current. Sign offs are up to date
	Review March roll return	✓	<ol style="list-style-type: none"> 1. Completed
	Record of Professional Development for T1	✓	<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 Mathletics</p> <p>15/02/18 : Paul trained Kim on the use of SchoolApps</p> <p>20/03/18 : Kim trained Amber and Julie on taking running records</p>

Term 2	Task	Outcome	Evaluation
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Review Property Plans (10 year and 5 ypp)	✓	<ol style="list-style-type: none"> 27 Mar 2018: to be considered at this meeting. 29 May 2018: The plan has been finalised and is awaiting MOE approval 27 November 2018: Approved - now awaiting signatures
Review Health and Safety processes for the school	✓	<ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 27 November 2018: Terms 1-3 reviewed
Review Website	✓	<ol style="list-style-type: none"> 17 Jan 2018. Reviewed Front Page 27 Feb 2018 :. Added New Calf Club Resources 27 Mar 2018 : . Reviewing Newsletter Format for change T3 29 May 2018:. Updated BOT and Home and School Page 26 June 2018: . Updated Insights Page 28 August 2018: . Added more content to the Our Programmes page 25 September 2018: . Changed and activated new format for newsletters 27 November 2018: . Updated school data page
Review School security, including data security.		<ol style="list-style-type: none"> 29 May 2018 : review pending 28 August 2018: Carried over to 2019
Presentation of Annual Accounts, reports – Principal and Chairperson, review previous years financial Target areas.	✓	<ol style="list-style-type: none"> 27 March 2018 : Completed
Written language reporting. Data to be received and reviewed.		<ol style="list-style-type: none"> 26 June 2018 : Will be presented at the Aug meeting 28 August 2018: Mid Year Data Reported at this meeting
BOT PD NZSTA National Conference to be reviewed		<ol style="list-style-type: none"> No members attending
Receive and Discuss the Numeracy GLOSS/ IKAN results.Receive and review Numeracy Report		<ol style="list-style-type: none"> 26 June 2018: To be reviewed at the Aug Meeting 28 August 2018: Mid Year Data reported at this meeting
Receive and Review The Senco Report		<ol style="list-style-type: none"> 29 May 2018 : Senco Report received and discussed

Chairman to check SUE Reports and Sign off BOT Mins		<ol style="list-style-type: none"> 29 May 2018 : These are signed off on a fortnightly basis 26 June 2018: These are signed off on a fortnightly basis 28 August 2018: These are signed off on a fortnightly basis 															
Review the Concurrence Statements		<ol style="list-style-type: none"> 29 May 2018: Reviewed at every meeting 26 June 2018: reviewed at every meeting August 2018: reviewed at every meeting 25 September 2018 - reviewed 27 November 2018: reviewed 															
Review the Home and School minutes		<ol style="list-style-type: none"> 29 May 2018 : Reviewed 26 June 2018: These are located in the BOT Drive 28 August 2018: These are located in the BOT Drive. They are reviewed at each meeting Reviewed at each meeting 															
BOT to conduct a school walk-through		<ol style="list-style-type: none"> 															
EEO Review		<table border="1"> <tr> <td>1. Staff Composition</td> <td colspan="2">BOT Composition</td> </tr> <tr> <td>31 - 4 males and 27 Females</td> <td>4 Males 3 Females</td> <td></td> </tr> <tr> <td>European 26</td> <td>1 Maori</td> <td></td> </tr> <tr> <td>Maori 1</td> <td>1 African New Zealander</td> <td></td> </tr> <tr> <td>African New Zealanders 4</td> <td>5 Europeans</td> <td></td> </tr> </table>	1. Staff Composition	BOT Composition		31 - 4 males and 27 Females	4 Males 3 Females		European 26	1 Maori		Maori 1	1 African New Zealander		African New Zealanders 4	5 Europeans	
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31 - 4 males and 27 Females	4 Males 3 Females																
European 26	1 Maori																
Maori 1	1 African New Zealander																
African New Zealanders 4	5 Europeans																
Review Stand downs and exclusions		<ol style="list-style-type: none"> 26 June 2018 : There were no stand downs or exclusions 28 August 2018: There were no stand downs or exclusions 25 September 2018: There were no stand downs or exclusions 															
Review Reporting to parents		<p>1.26 June 2018: Staff have reviewed the report format. All staff indicated that this is significantly reduced their workload at report writing time.</p> <p>28 August 2018: Parents will be consulted as part of the annual plan / charter review</p> <p>25 September 2018: Consistent reporting via Seesaw is the goal - not there yet.</p>															
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	✓	<p>Updated : 28 August 2018</p> <table border="1"> <tr> <td> <ol style="list-style-type: none"> Bethney Steer 350487 F 17/01/20 Sharron Hughes 162296 F 13 Nov 2020 Cherie Lemon 185364 F 23/09/19 Tracey Weight 220998 F 19/04/19 Sarah Hancock 241350 F 10/05/19 </td> <td> <ol style="list-style-type: none"> Kim Batters 213513 F 15 July 2021 Yating Wang 308591 20/12/19 Robert Oliphant 338689 F 16 Jan 2020 Susie Stafford-Bush 201723 F 26/11/19 Paul Petersen 211327 F 04/10/19 Juliet Louise Jones 363560 Provisional 17 Jul 2020 </td> </tr> </table>	<ol style="list-style-type: none"> Bethney Steer 350487 F 17/01/20 Sharron Hughes 162296 F 13 Nov 2020 Cherie Lemon 185364 F 23/09/19 Tracey Weight 220998 F 19/04/19 Sarah Hancock 241350 F 10/05/19 	<ol style="list-style-type: none"> Kim Batters 213513 F 15 July 2021 Yating Wang 308591 20/12/19 Robert Oliphant 338689 F 16 Jan 2020 Susie Stafford-Bush 201723 F 26/11/19 Paul Petersen 211327 F 04/10/19 Juliet Louise Jones 363560 Provisional 17 Jul 2020 													
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	Review Principal's Appraisal progress Report	✓	<p>5 Feb 2018 Appraisal scope discussion - Paul / Matt and Lin</p> <p>16 Feb 2018 : Discussion notes shared with BOT chair</p> <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>7 March 2018 : Discussion notes shared with BOT Chair</p> <p>27 Mar 2018: Paul sent Lin a copy of the staff satisfaction survey</p> <p>2 May 2018 Discussion Notes shared with BOT Chair</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>27 June 2018: Lin Met with Staff to gather input for 360</p> <p>14 Aug 2018: Matt, Paul and Lin met. Report in committee</p> <p>11 September 2018: Paul met with Lin Avery - Notes shared with BOT Chair.</p> <p>13 November 2018 - Paul Met with Lin Avery - Notes shared with BOT Chair</p>		
Term Three	Review Action plans –contained in the annual plan	✓	Curriculum teams now report directly to the BOT		
	Review Writing, Reading and Numeracy Data		<ul style="list-style-type: none"> 1. Presented at the August BOT meeting 2. 27 November 2018 - next report at the next BOT meeting 		
	September– advertise out of zone enrolments if applicable.	✓	<ul style="list-style-type: none"> 1. 		
	1. Review the accident register	✓	<ul style="list-style-type: none"> 1. 		

	1. Review the Policy Folder	✓	1. We now follow the schooldocs sytemt
	1. Receive and Review the Appraisal Report		1. 27 November 2018 - to be reported at the next BOT meeting
	1. Review the Board's Self Review Cycle (Our Report Card)	✓	27 November 2019 - Review to be completed in Jan 2019
	1. Chairman to check SUE Reports and Sign off BOT Mins	✓	1. This is done on a weekly basis (Chair & Principal meet on Friday mornings).
1.	1. Review the Concurrence Statements	✓	1. Reviewed at each meeting
	1. Review the Home and School minutes	✓	1. 28 August 2018: Reviewed at every meeting
	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 - reported to BOT chair	✓	1. 28 August 2018: Refer to in-committee agenda 2. 27 November 2018 - Matthew to review appraiser's notes.
Term Four	1. Special Needs Programme: Reading Recovery, 6 Year Net.		1. 27 November 2018 : The board has elected to continue reading recovery in 2019. The BOT contribution will be 0.2 Ftte
	1. Report and Review on existing Charter/ Strategic Goals/ Annual Plan.		1. 27 November - a review is underway - parent consultation ending this week

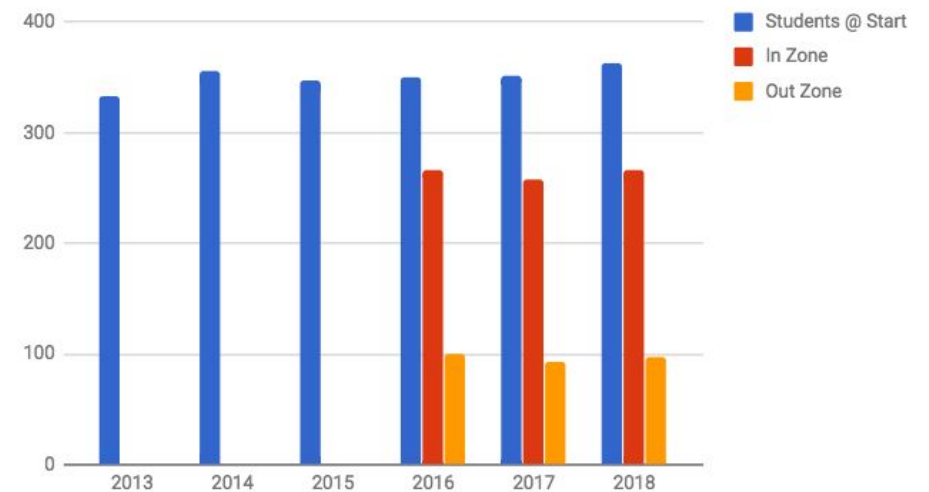
	<ol style="list-style-type: none"> 1. Staffing for next year 2. Staffing for next year and Unit allocations: Reviewed 3. Surplus staffing Timeline checked if applicable. 		
	<ol style="list-style-type: none"> 1. Approve school dates for the next year 	✓	
	<ol style="list-style-type: none"> 1. Advertise for new staff as appropriate 	✓	
	<ol style="list-style-type: none"> 1. Receive and review the fire evacuation report 		1.
	<ol style="list-style-type: none"> 1. 15 Oct deadline for enrolment of out of zone applicants 	✓	
	<ol style="list-style-type: none"> 1. 30 October deadline for ballot – out of zone applicants 	✓	
	<ol style="list-style-type: none"> 1. Review special needs programmes 		1.
	<ol style="list-style-type: none"> 1. Draft budget for the next year 		1.
	<ol style="list-style-type: none"> 1. Review Staff induction processes 		
	<ol style="list-style-type: none"> 1. Review staffing levels for the next year 	✓	
	<ol style="list-style-type: none"> 1. Submit financial info to the auditor 		1.
	<ol style="list-style-type: none"> 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 :

-

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

1. [Kahui Ako - Draft Strategic Document](#)
2. [Graphical Representation](#) of the strategy
3. [Change Manager's Report](#)

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
Room 11--13 Roof Replacement	Project underway in Mid September 2018

27 :Reading Recovery Report

https://drive.google.com/open?id=1wmnGekQ8KcFFoVnpLq8e4QKxIX0bq_wb

28 Reporting against the NAG's (Principal's Report Continued)

	Corresponding NAG
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 Athletics 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. 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</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 ● Susie, Kim and Kahui Ako Team - conducted CRRP observations. ● Paul Susie and Kim - classroom observations of all teachers - followed by open to learning conversations. ● September Principal met with his appraiser 	<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 ● Teacher voice in CRRP tool. ● Staff voted in favour of NZEI industrial action ● NZEI Staff went on strike ● 19/09/2018 NZEI members to consider MOE offer ● 12/11/2018 - NZEI members held another day of strikes.

26/07/18: E-asttle PD Training for Rob, Kim and Sharron
 31/07/2018: Amber BT Course - Kohia
 07/08/2018: Staff Meeting on Cultural Responsiveness
 8/8/2018 Juliet and Jeandri - Kohia Course for new teachers.

- Paige and Cherie - attended behaviour management course for
- Teacher aides went Jane Van Der Zyden - oral language specialist
- Paige and Dorraine - ALL meetings
- Paige and Susie - ALL workshop
- Paige Doriane and Susie - Spelling programme for the school
- Jeandri and Kat - Kath Murdoch's - power of Inquiry.
- Full staff - Cultural Relational Responsive Pedagogy PD & Data feedback

•
 //** Kat and Torie attend Nathan Wallis Course - Anxiety

- 14 Nov - Juliet PD:
- 14 Nov - Kim Attended Kahui Ako Maths PD
- 15 Nov Sharron Attends Maths PD- Alim
-

Finance Reports

2015	2016	2017	2018
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	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	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	1. Monthly Financial Report January 2018 2. Monthly Financial Report February 2018 3. Monthly Financial Report March 2018 4. Monthly Financial Report April 2018 5. Monthly Financial Report May 2018 6. Monthly Financial Report June 2018 7. Monthly Financial Report July 2018 8. Monthly Financial Report

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

			<p>9. August 2018 Monthly Financial Report September 2018</p>	
<p>32 NAG 5 (Health and Safety)</p>				<p>NAG 5 (Health and Safety)</p>
<ol style="list-style-type: none"> 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 6. 28 August - Refer to the sickbay reports and 2018 Bombay School Health and Safety Register 7. 25 September - Refer to the sickbay and 2018 Bombay School Health and Safety Register 8. 27 November - Refer to the sickbay and 2018 Bombay School Health and Safety Register 				
<p>33 NAG 6 : Attendance/ Length of School Day & Year</p>				<p>NAG 6</p>
<p>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</p>				
<p>27 February 2018 :</p>	<p>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.</p>			
<p>28 August 2018</p>	<p>BOT voted to set out term dates for 2019 Term 2 Attendance Data</p>			

34 NAG 7 : Annual Update of School Charter		NAG 7
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.		
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 : To Come

What's been happening? Report

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, 25 September as true and correct record.	Matt	Paul	✓
2	The Board accepts the September and October financial report.	Michael	Matt	✓
3	The Board accepts the *****Principal's report as tabled.	Michael	Michelle	✓
4	The board amends its schedule of delegations as follows. The Board grants the principal the authority to manage the school roll, from in zone and out of zone students, within and not exceeding the school's building capacity of approximately 390 students, 19 FTTE. Moved: Matthew Seconded: Michael All Agreed - Michelle would like to revisit this motion each year.	Matthew	Michael	✓
6	The Board accepts the Staff Rep's report..	Michelle	Matt	✓

40 In Committee : Teaching Staff Survey (Second Survey for 2018)

Please follow this link to the Teaching Staff Survey Data

41 MOE [BOT Meeting Spreadsheet Data](#)

42 MEETING CLOSURE: 6,40 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).....