

PRESENT:

2. APOLOGIES:

3. The 2018 Annual Report

4. The Policy Framework

5. ACCIDENT, SICKNESS AND HAZARD REPORT : Nil

6. The 2019 Draft Budget & 2019 ANNUAL PLAN DISCUSSION

7. Policy Review : Hold this over to the late Feb meeting

8. ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : Nil

9. Balance Sheet Budget and Depreciation Split

10. Monthly Finance Reports.

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

12. Edtech Fees for 2019

13. DECLARATIONS OF INTERESTS:

14. BANKED STAFFING POSITION & Staffing Entitlement Notices

15. MINUTES of Previous Meeting 27 November 2018

16. MATTERS ARISING FROM MINUTES – ACTION LIST

17. CORRESPONDENCE (INWARDS/OUTWARDS)

18. PRINCIPAL'S REPORT : Held over to Feb 2019 Meeting

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 :*****](#)

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

[29. NAG 1 \(Student Achievement\)](#)

[30 Nag 2 : Policies, Plans, Programmes](#)

[Access the chronological report here](#)

[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 : *****](#)

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

[38 GENERAL BUSINESS :](#)

[39 Motions:](#)

[40 In Committee : Nil](#)

[41 MOE BOT Meeting Spreadsheet Data](#)

[42 MEETING CLOSURE: 7.50pm](#)

43 Useful links

Quick Links for this Meeting:

1. Culturally relational and responsive pedagogy survey data
2. 6 Question Parent Survey

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											

Term Dates 2019

Term One: 4 February to 12 April 2019	Term Two: 29 April to 5 July 2019	Term Three: 22 July to 27 September 2019	Term Four: 14 October to 19 December 2019
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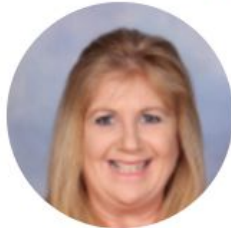
Current Teaching Staff

Senior Leadership

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



Rachel Taylor
Kotuitui Team Leader



Maria Yorwarth
Kakahu Team Leader



Paige Goldstone
Team Manager Tuhono

Kotare Team Year 0-2 2019

Kotare Teachers (Year 0-2)



Juliet Jones
New Entrants Room 5



Kat Cameron
Year 1 / 2 Room 6



Megan Burford
Year 1 / 2 Room 6 & 7



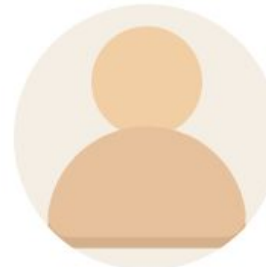
Amber Dones
Year 1/ 2 Room 7



Cherie Lemon
Team Manager - Kotare
Team Room 8

Tuhono Team Year 3-4 2019

Tuhono Yr3-4



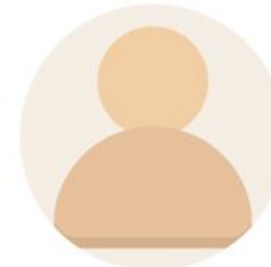
Cherie Lemon
Teacher Room 8



**Paige Goldstone-
Leighton**
Year 3 Teacher Room 11



Yating Wang
Teacher Year 3 - Room 10



Kim Batters
Teacher Room 11

Kotuitui Team Year 5-6 2019

Years 5-6

Kotuitui

Years 5 -6



Jeandri Conradie
Classroom Teacher Year 5
/ 6 - Room 1



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



Rachel Taylor
Team Manager



Emma Kay
Teacher

Kakahu Year 7 - 8

Year 7 - 8



Robert Oliphant
Year 7 & 8 Teacher -
Piwakawaka



Maria Yorwarth
Year 7 & 8 Teacher -
Kereru



Kate Mulligan
Teacher



Melanie Melville
Teacher

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 29 January 2019 in the Staffroom, Bombay School at 5pm

1. PRESENT:

Matthew Bagley, Paul Petersen, Michael Pascoe, Dave Hema, Deb Somervell, Michelle McRobbie, Susie Stafford-Bush

2. APOLOGIES:

Nil

3. The 2018 Annual Report

Report is based on National Standards for the first half of the year and Curriculum Levels for the 2nd half of the year.

We are aware of any issues and will work to assist with any problems.

We can't compare results from 2017 to 2018 and we will have the same thing comparing from 2018 to 2019.

PD will be done regarding OTJ's for the Curriculum Levels as most teachers have only worked with National Standards.

There is a document that the staff will work through on the Teacher Only Day to assist with putting content into the report for

the 2019 plan.

The pass on lists for the new teachers explains where the students are and what progress they made in 2018. Gives more information than just the data – personal issues, behavioural issues etc.

Some students are no longer in the 'needing help' list because of various factors – help from home, readiness to read (for instance), change of things happening at home with assists etc.

We have given percentages for the 'top' students.

Moved that report be accepted – Matthew, seconded Michael, all in favour.

4. The Policy Framework

[The Policy Framework for 2019](#)

The only thing that has been added is the option to advertise for Out of Zone Places each term to fill year levels where needed to keep our numbers.

If we don't want to take out of zone pupils - affect will be reduction in staffing and in funding from MOE.

Accepted the Schedule of Delegations and Policy Framework.

5. ACCIDENT, SICKNESS AND HAZARD REPORT : Nil

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

6. The 2019 Draft Budget & 2019 ANNUAL PLAN DISCUSSION

DRAFT 2019 ANNUAL BUDGET

Budget is not looking good at this stage.

Worked with Matt, Jeff (from EdTech) to attempt to cut the budget to fit with what we will receive from the Ministry. We are again looking at a deficit budget. We can not continue this pattern.

Consider chopping 2 x Teacher Aides (\$16,000). Redistribute the teacher aides. All teacher aides will need to re-apply for jobs and this of course will be a very nervous time. Looking to cut 2 teacher aides and re-distribute their jobs. Paul will look at the contracts that the teachers aides have signed. We will receive assistance from NZSTA. None of the TA's are union members.

Other cost is putting new sand in the pool (\$5000) which is needed and has been done.

Paul will talk to the teachers at the Teacher Only Day regarding what they actually need to purchase in the curriculum areas - what could hold off until 2020? This may generate some surpluses.

We will increase the 'casual' rate of Hall Hire from \$15 (plus GST) per hour to \$20 (plus GST). We can't adjust KAS rates without some consultation with them.

We spent some time working through the curriculum areas to see where cuts could be made.

AP/DP appraisal - does it need to be done by an outside appraiser? Michelle suggested using another school in some sort of reciprocal process. We will look for a similar process and reduce our costs.

Funds allocated for Senior Teacher release days over and above the CRT allocations. We have removed the budgeted figure - perhaps this will come from banked staffing.

Increase the one child donation from \$115 to \$150? Keep the 2 or more children the same (\$225, \$335). **\$115 to \$125 single child. \$225 to \$230 for 2 students, \$335 to \$340 for 3 or more children**. All agreed.

International Students? Paul will look into what is required.

Are there grants that would assist with the curriculum budget?

Selling sponsorship? What does the community think about that.

Call out for the community (perhaps to Home and School first) ideas for funding and fundraising. We need your support to find new sources of money to help to balance the budget. Keep the level of resources that we have.

Rugby Club doing the same thing at the moment - looking for funds, we ask to work together.

Promote the paying of the school donation through Facebook etc.

More discussion needs to happen at next meeting.

Re distribute the jobs that some teacher aides do - get volunteers to do some of the tasks at home.

2019 Annual Plan discussion

6.1 Vision Statement

Our Vision:

To assist our students to be: self-motivated learners with effective interpersonal skills, able to achieve their potential in all curriculum areas, using the key competencies as they engage in lifelong learning.

Is the vision still as is? Do we need to include something along the lines of 'fitting within and contributing to the community as a member'.

'6.2. Our Reading Goal

Target is Students below and above

6.3. Our Writing Goal

Target is Students below and above

6.4 Our Maths Goal

Target is Students below and above

6.5 Our Pedagogical strategy

Teaching the students where they are at. Personalised learning.

6.6. Additional Goal??

Obligations towards the Treaty, to our Maori and other students, other than European.

Staff suggestions will be circulated after the TOD.

7. Policy Review : Hold this over to the late Feb meeting

Term 1 2019

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.

9 Balance Sheet Budget and Depreciation Split

[One](#)
[Two](#)

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](#)
[Monthly Financial Report November 2018](#)
[Draft Monthly Financial Report December 2018](#)

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

2018	2019	
Issue 95 Issue 96 Issue 97 Issue 98 Issue 99 Issue 100	Tomorrow's Schools Taskforce report: Summaries and opinion pieces Membership Matters re email 25 Jan 2019	

12. Edtech Fees for 2019

Edtec Fees for 2019 are \$ 4788.00 + gst

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

2018	2019
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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

1. 25 January 2019**Banked staffing discussion/ Minutes**

The board confirms its current banked staffing position as accurate.

15. MINUTES of Previous Meeting 27 November 2018

Refer to Motions

16. MATTERS ARISING FROM MINUTES – ACTION LIST

Date	Action	Person	Outcome
January 2019	Develop an asbestos management plan.	Paul	Completed and circulated to BOT 10/01/2019

17. CORRESPONDENCE (INWARDS/OUTWARDS)

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

In :	Out
1. 25 Jan 2019 - NZSTA Membership Matters - circulated via email to BOT members.	

18. PRINCIPAL'S REPORT : Held over to Feb 2019 Meeting

Principal's Report including the Board's Self-Review Tool for 2019

(Please read through our progress report card and note any items for discussion when I deliver my report.
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 4. 2019 Charter and Annual Plan - Draft
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. *****
3	We used the charter and annual plan as the basis for all decision making this year.				<ol style="list-style-type: none"> 1. 29 January 2019 : The Board confirms that it uses the charter and annual plan as the basis for its decision making.
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. 29 January 2019 : The board confirms that it monitors the implementation of the annual plan. 2.
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. 29 January 2019 : The board confirms that it uses achievement data to inform decision making.
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"> 1. 29 January 2019 : The Board confirms that it adheres to its policy framework.
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"> 1. 29 January 2019 : 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"> 1. 29 January 2019 : Office holder positions where confirmed at this meeting.

9	The board attended appropriate professional development this year.				1. 29 January 2019 : *****																		
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">29 January 2019 : 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 meetingBecoming a Trustee VideoThe trustee's handbookTrustees know what is expected of them. (Roles and Responsibilities)New trustees know where to get informationNew trustees know where to access PDNew trustees are taken on a tour of the schoolNew 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 eventsNew trustees are introduced to the staffIt 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">29 January 201 : The board is a legally constituted board.																		
12	We did not have difficulty recruiting or retaining credible board members this year.				1. 29 January 2019 : There will be a triennial election in June 2019.																		
13	Our board is a fair representation of our community in terms of gender and ethnicity.				1. 29 January 2019 : *****																		
16	We have consulted our school community this year and addressed any relevant issues.				<div>1. 29 January 2019 : Surveys Planned for 2019 as follows</div> <div>2.<table><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>Charter & Annual Plan Health Curriculum Dec 18 Data</td><td>Staff Satisfaction Student Survey Policies</td><td>Policies</td><td>Policies</td><td>6 Questions Policies</td><td>Mid Year Data Policies</td><td>Policies</td><td>Policies</td><td>Staff Satisfaction Student Survey</td></tr></table></div>	1	2	3	4	5	6	7	8	9	Charter & Annual Plan Health Curriculum Dec 18 Data	Staff Satisfaction Student Survey Policies	Policies	Policies	6 Questions Policies	Mid Year Data Policies	Policies	Policies	Staff Satisfaction Student Survey
1	2	3	4	5	6	7	8	9															
Charter & Annual Plan Health Curriculum Dec 18 Data	Staff Satisfaction Student Survey Policies	Policies	Policies	6 Questions Policies	Mid Year Data Policies	Policies	Policies	Staff Satisfaction Student Survey															

17	We have consulted with our Maori and Pasifika communities this year and addressed any issues.				1. 29 January 2019 : Consultation is planned for July 2019
18	We regularly published the concerns process to our school community this year.				1. 29 January 2019 : 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				1. 29 January 2019 : 2018 EOY data to be presented to BOT

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	Aug	Sept	Oct	Nov	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	2018 ANOV - submitted via the data portal				Student Progress Report Maori Student Achievement	Senco Report			Draft ANOV and Targets for 2019
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	Refer to 5YPP								
Finance	Approve Budget to be Completed	Fixed Assets		Mid Year Budget Review				2019 Draft Budget	
COL	COL Update		COL Update		COL update		COL update		

Policy Review Schedule will open at the end of Jan 2019

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**

21	The student achievement reports as outlined in the board work plan have been presented and any issues addressed				1. 29 January 2019 : Confirmed
22	We have a good understanding through benchmarking and other comparative reporting how the school is performing against relevant top performers.				1. 29 January 2019 :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. 29 January 2019 : Too early
24	Our principal gives us the information that we expect and need to evaluate our school's performance				1. 29 January 2019 :Confirmed
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. 29 January 2019 : *****
27	We monitor the budget at every meeting by receiving a variance report from the Finance BOT Member.				1. 29 January 2019 : Confirmed
28	We are on track to meet our expected budget surplus.√				1. 29 January 2019 : confirmed

29	We have a draft budget in place for next year that is aligned with the annual plan.				1. 29 January 2019 : *****
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.				1. 29 January 2019 : The 2019 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.
31	Workers feel able to express their concerns.				1. 29 January 2019 : Confirmed. Teacher survey to be completed this term.
32	All staff are aware of and suitably trained in order to meet their health and safety requirements.				1. 29 January 2019 :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 .
33	The health and safety area is adequately resourced (Money, time, equipment)				1. 29 January 2019 : confirmed
34	Any recommendations arising from health and safety reviews are considered.				1. 29 January 2019 : confirmed
35	There is an appropriate risk identification, assessment and action procedure in place.				1. 29 January 2019 : Refer to 2019 Hazard, Risk and Accident Register
36	There are appropriate policies and procedures in place to ensure that contractors have required health and safety standards.				1. 29 January 2019 : Onsite Contractors Policy + refer to schooldocs
37	The 5 year property plan is being implemented effectively as per the plan				1. 29 January 2019 : Room 9 Interior Wall relining completed. Floor Repair actioned. New Floor coverings added.
38	The 10 year property plan is current.				1. 29 January 2019 : *****

39	We have consulted our community regarding the health curriculum in the last 2 years. Survey update here		✓		1. 29 January 2019 : Consultation was completed in Dec 2017
	Employer Role				
40	The board's relationship with the principal is one of mutual trust and respect.				1. 29 January 2019 : Confirmed
41	The board has a good understanding of current employee morale and employee issues and concerns.				1. 29 January 2019 : Staff survey to be completed in term 1.
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. 29 January 2019 : ATTESTATION STATEMENT
43	The teaching staff have completed a teacher workplace survey in the last 3 years. (NZCER)				1. 29 January 2019 : To be completed in Term 1 2019
44	The board has sought meaningful communication with school staff this year.				1. 29 January 2019 : *****

	Board Code of Behaviour				
45	Maintained and understood the values and goals of the school				1. 29 January 2019 : confirmed
46	Ensured the needs of all students and their achievement is paramount.				1. 29 January 2019 : confirmed
47	Been loyal to the organisation and its mission				1. 29 January 2019 : confirmed
48	Publicly represented the school in a positive manner				1. 29 January 2019 : confirmed

49	Respected the integrity of the principal and staff				1. 29 January 2019 : confirmed

Term 1 2019 What's on our Self Review Cycle?

	Task	Outcome	Evaluation
Term One	Elect the Board Chair, and if required the other office bearers		
	Confirm the BOT meeting Schedule for 2019	Completed 29 Nov '18 ✓	
	Confirm the Board's 2019 Board Policy Framework		
	Meet new staff		
	Receive and review Job descriptions for the year.		
	Review the Asset Capitalisation threshold		
	Review and Finalise the Budget.		1.
	Receive and Review the Principal's attestation report		
	Review Enrolment Scheme It is an MOE requirement that the Board reviews its enrolment scheme annually.		29 January 2018 : THE ENROLMENT SCHEME 2018 CAN BE ACCESSED HERE . It will be reviewed at this meeting.
	Review Action Plans		
	Allocation of Management Units – Could the Board please approve the		1. Unit Allocation Flow Chart

	allocation of management and 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 2019	1.
	Review the School's Organisation and confirm		
	Determine which surveys will be undertaken in 2019 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) • Health Curriculum Survey
	Hautū. electronic version Progress in 2019		2. 29 January 2019 : *****
	Review of student attendance		
	Receive and Review the Auditor's Recommendations		
	Chairman to check SUE Reports and Sign off BOT Mins		1. 29 January 2019 : *****
	Review the Concurrence Statements		1. 29 January 2019 : *****
	Review the home and school Minutes		1. 29 January 2019 : *****
	Review March roll return		1. 29 January 2019 : *****
	Record of Professional Development for T1		1. 29 January 2019 : *****

Term 2	Task	Outcome	Evaluation
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	Review Property Plans (10 year and 5 ypp)		1.
	Review Health and Safety processes for the school		1.
	Review attendance data		1.
	Review Website		1.
	Review School security, including data security.		1.
	Presentation of Annual Accounts, reports – Principal and Chairperson, review previous years financial Target areas.		1.
	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		1.
	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		<div>1. <table><thead><tr><th>Staff Composition</th><th colspan="2">BOT Composition</th></tr></thead><tbody><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></tbody></table></div>	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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	Review Reporting to parents		1.															
	Review Staff Professional Development																	
	Review register of teacher’s registration		<div>Updated : 10 January 2019</div> <table><tbody><tr><td><div>1. Bethney Steer 350487 F 17/01/20</div><div>2. Sharron Hughes 162296 F 13 Nov 2020</div><div>3. Cherie Lemon 185364 F 23/09/19</div><div>4. Tracey Weight 220998 F 19/04/19</div><div>5. Megan Mary Burford 308977 Subject to Confirmation 27 Mar 2020</div><div>6. Paige Ophelia Dawn Goldstone-Leighton 335803 Full 07 Feb 2021</div></td><td><div>7. Kim Batters 213513 F 15 July 2021</div><div>8. Yating Wang 308591 20/12/19</div><div>9. Robert Oliphant 338689 F 16 Jan 2020</div><div>10. Susie Stafford-Bush 201723 F 26/11/19</div><div>11. Paul Petersen 211327 F 04/10/19</div><div>12. Juliet Louise Jones 363560 Provisional 17 Jul 2020</div><div>13. Amber Jessie Dones 365786 Provisional 14 Feb 2021</div><div>14. Victoria Elizabeth Muir 322147 Full 14 Dec 2021</div><div>15. Kathryn Anne Cameron 302920 Subject to Confirmation 02 Aug 2019</div><div>16. Doriane Roza Rani Raman 313755 Full 10 Sep 2020</div><div>17. Jeandri Conradie 364385 07 Feb 2021 provisional</div><div>18. Maria Yarworth 240590 Full 29 Mar 2021</div><div>19. Kate Mulligan 351034 Full Exp 23/11/19</div><div>20. Melanie Melville 336045 full 13 Feb 2021</div><div>21. Rachel Taylor 347237 full 08 JKune 2020</div><div>22. Emma Kay 244829 Full 03 Sept 2021</div></td></tr></tbody></table>	<div>1. Bethney Steer 350487 F 17/01/20</div> <div>2. Sharron Hughes 162296 F 13 Nov 2020</div> <div>3. Cherie Lemon 185364 F 23/09/19</div> <div>4. Tracey Weight 220998 F 19/04/19</div> <div>5. Megan Mary Burford 308977 Subject to Confirmation 27 Mar 2020</div> <div>6. Paige Ophelia Dawn Goldstone-Leighton 335803 Full 07 Feb 2021</div>	<div>7. Kim Batters 213513 F 15 July 2021</div> <div>8. Yating Wang 308591 20/12/19</div> <div>9. Robert Oliphant 338689 F 16 Jan 2020</div> <div>10. Susie Stafford-Bush 201723 F 26/11/19</div> <div>11. Paul Petersen 211327 F 04/10/19</div> <div>12. Juliet Louise Jones 363560 Provisional 17 Jul 2020</div> <div>13. Amber Jessie Dones 365786 Provisional 14 Feb 2021</div> <div>14. Victoria Elizabeth Muir 322147 Full 14 Dec 2021</div> <div>15. Kathryn Anne Cameron 302920 Subject to Confirmation 02 Aug 2019</div> <div>16. Doriane Roza Rani Raman 313755 Full 10 Sep 2020</div> <div>17. Jeandri Conradie 364385 07 Feb 2021 provisional</div> <div>18. Maria Yarworth 240590 Full 29 Mar 2021</div> <div>19. Kate Mulligan 351034 Full Exp 23/11/19</div> <div>20. Melanie Melville 336045 full 13 Feb 2021</div> <div>21. Rachel Taylor 347237 full 08 JKune 2020</div> <div>22. Emma Kay 244829 Full 03 Sept 2021</div>													
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	Review Principal's Appraisal progress Report		1.															

Term Three	Review Action plans –contained in the annual plan		
	Review Writing, Reading and Numeracy Data		1.
	September– advertise out of zone enrolments if applicable.		1.
	1. Review the accident register		1.
	1. Review the Policy Folder		1.
	1. Receive and Review the Appraisal Report		1.
	1. Review the Board’s Self Review Cycle (Our Report Card)		
	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 - reported to BOT chair		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		

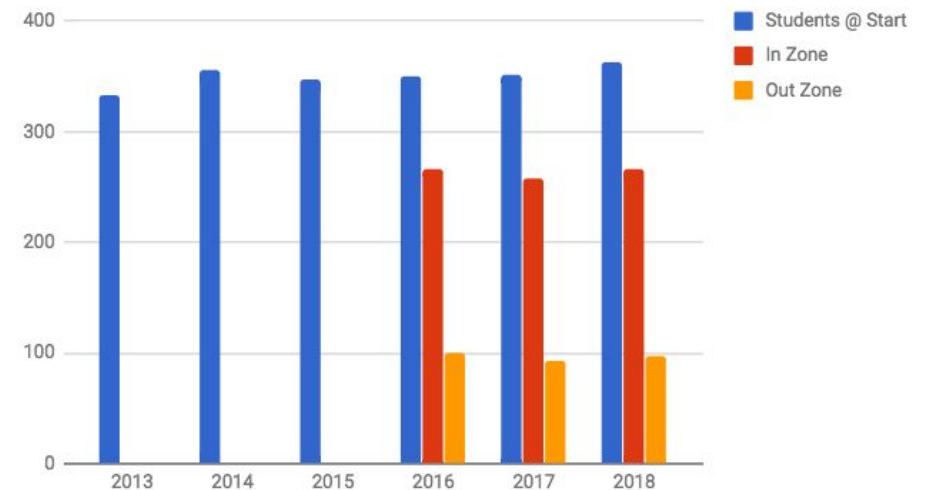
	1. Review staffing levels for the next year		
	1. Submit financial info to the auditor		1.
	1. Sport Review 2. Review of Donation requests	1.	
	1. Review Statement on Staff Appraisals		1.
	1. Review the Board's Succession Planning		
	Review the Board's insurance		
	1. Review the concerns and complaints 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 :

- The board accepted the resignation of Board Member James Agnew. The position will not filled, given that the triennial elections are in June.

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 - rechecked 10/01/2019
- All teacher aides are police vetted. (In 2018. Next vet due 2021)
- All teachers are being paid correctly in accordance with their collectives and payroll rules.

25. COL/ Kahui Ako Update

1. 29 January 2019 *****
- 2.

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. Block 1, 2 and Room 11 Upgrades to be completed by end of Jan 2019
Room 9 - floor near the door is weakening	1. Floor Repair to be completed by the end of Jan 2019
Signage	1. on hold - costs
Front Office	1. First phase complete. 2. Second Phase on hold. Costs
	1.
DP Office	1. carpet - on hold costs
Kakahu Carpet	Next 5ypp
Kotuitui Floors and Glass partitions	Next 5ypp Doors will be installed by the end of January 2019
Room 11--13 Roof Replacement	Completed Dec 2018

27 :*****

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

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

30 Nag 2 : Policies, Plans, Programmes

[Access the chronological report here](#)

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

[NAG 2A](#)

31 NAG 3 (Staff Performance; Industrial Relations.)

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

Record of Professional Development	Record of Appraisal/ Attestations	Industrial Relations & Other Matters relating to personnel
	<ol style="list-style-type: none"> 29 January 2019 - All teacher registrations have been verified as current. Reminders have been sent on the calendar for staff who are due for renewal this year. 29 January 2019 - All Teachers Aides have current police vets. Next check due April 2021 Janice Orr, Nick Warner, Kathy Ganter have current police vet checks. Next check due April 2021 	

Finance Reports

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

2015	2016	2017	2018	2019
<ol style="list-style-type: none"> January 2015 February 2015 March 2015 April 2015 May 2015 June 2015 July 2015 August 2015 September 2015 October 2015 & Edtech Analysis of our current position November 2015 2015 Audit Report + 2015 Financial Statements 	<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 2017 Draft Budget 	<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 Draft 2018 budget November 2017 December 2017 	<ol style="list-style-type: none"> 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 	

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

1. [Bombay School Health and Safety Manual](#)
2. [2017 Bombay School Health and Safety Register](#) - includes Hazards & Accidents Register
3. [2018 Bombay School Health and Safety Register](#) - includes Hazards and Accidents Register report for 31 January 2018 - 20 February 2018
4. [2019 BOMBAY School Health and Safety Register](#) - includes Hazards and Accidents Register
5. [Paul and Doug are Qualified to Tag and Test Electrical Appliances](#)
6. [Refer to Teacher Workplace comparative survey data for 2018](#)
7. [Refer to sickbay reports](#)

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

NAG 6

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

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.
28 August 2018	BOT voted to set out term dates for 2019 Term 2 Attendance Data

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 : *****

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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

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38 GENERAL BUSINESS :

39 Motions:

#		Nominated	Seconded	✓ All Agreed
1	The board accepts and approves the 2018 Annual report.	Matt	Dave	
2	The board accepts and approves the 2019 Policy Framework.	Michael	Deb	
3	The board accepts the November 2018 Financial Report.	Dave	Michelle	
4	The board accepts the 2019 Edtech fee proposal.	Matt	Deb	
6	The board received and accepted the 25 January banked staffing report.	Deb	Michael	

40 In Committee : Nil**41 MOE [BOT Meeting Spreadsheet Data](#)****42 MEETING CLOSURE: 7.50pm****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

1

2

3

4

Very well

5

Comment:

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

Not at all

1

2

3

4

Very well

5

Comment:

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

Not at all

1

2

3

4

Very well

5

Comment:

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

Name: (Optional).....