

Minutes of the Meeting - 29 May 2018 - 5 PM IN STAFFROOM



Matthew Bagley
BoT Chair



True and correct record of the BOT minutes
29 May 2018

Agenda for the Meeting - 29 May 2018 - 5 PM IN STAFFROOM

1.PRESENT:

2 APOLOGIES:

3 Discussion : Open to the public - Welcome Sue Cole & Biddy Sargent

4.1. Maths Report

4.2. ACCIDENT, SICKNESS AND HAZARD REPORT : Period 22 March to 30 April

5 Appliance Testing :

6 DISCUSSION : Appointment of Project Managers for our 5 Year Property Projects

7 Police Vet Checks of Support Staff

8 ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : Nil

9 Discussion : Policy Review

Protected Disclosure

Make a Protected Disclosure

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

Manage a Protected Disclosure

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Minutes of the BOT Meeting 29 May 2018

Meeting Opens: 5pm

1. **PRESENT**: Matthew Bagley, Paul Petersen, Deb Somervell, Michael Pascoe, James Agnew, Dave Hema, Michelle McRobbie, Susie Stafford-Bush

2 **APOLOGIES**: Nil. Welcome : Kim Batters, Royce McCort, Andrew Dickinson, Brigitte Sargent and Sue Cole

3 Public Forum -

1. Meeting opens at 5pm
2. Attendees welcomed. No apologies.
3. Chairperson explained the format of a public forum. Noted that the BOT would be happy to take matters raised in this forum up at another meeting should the public forum run over the allocated 10 mins. Chair noted that the agenda was very lengthy tonight. Chair opened the floor.
4. Mrs Cole - expressed thanks to the chair for being allowed the floor. Noted that she would be brief and direct.
5. Mrs Cole Tables a letter. (Refer to Appendix A), which she had previously emailed to the board for discussion at its previous meeting. Noted that she wanted it minuted, rather than being tabled as correspondence.
6. Mrs Cole requested that her questions and the answers thereto are to be recorded in the minutes.
7. Mrs Cole noted that she regarded the responses to her previous letter as an attempted subfuscation. She would therefore like to redirect her questions.
8. Mrs Cole Raised a point of correction with regard to her email in which she sought information on Mrs Conradie's credentials. She noted that she was not questioning Mrs Conradie's bona fides to teach nor the BOT's ability to choose the best candidate. Mrs Cole noted that it was one of 3 examples she cited in her letter of the school's inability to communicate in a consistent, clear and transparent manner.
9. Mr Bagley raised a point of clarification, noting that the response to Mrs Cole's letter was a Board collective response, which was circulated and moderated by BOT members.
10. Mrs Cole noted that she was unable to find evidence to validate the statement that the board survey's staff twice a year about workplace satisfaction.
11. Mrs Cole wanted to know where the surveys were published.

12. Mr Bagley responded that the survey results are not public because they contain identifying information. Mr Bagley noted that the board discusses the survey data.
13. Mrs Cole asked when the surveys were implemented.
14. Mr Bagley responded that surveys were implemented by Paul approximately 2 years ago.
15. Mrs Cole took issue with the board's response to her letter in which the board rejected her request for independent review. Noted that it sounded like a parent tell a child. Noted that this reply does nothing to promote transparency and relationships. Noted that it appears to be a roadblock. Mrs Cole requested that the board responds in writing stating Why it completely reject an independent review.
16. Mrs Cole noted that when the board responds to a parent in writing it should not cut and paste the response because parents can compare responses.
17. Mrs Cole noted that when using Apple definitions the board should make sure that it fits the context of the board's sentence and hers. She referred to the use of the word unprecedented.
18. Mrs Cole noted that those she had spoken to had never seen a similar turnover of staff at Bombay School.
19. Mrs Cole questioned the processing of her letter. Mrs Cole asked how many Board members read her letter before the previous meeting.
20. All board members confirmed that they had read the letter.
21. Mrs Cole asked how much time was spent at the meeting discussing her letter.
22. Mr Bagley noted that minimal time was spent discussing it at the meeting.
23. Mrs Cole asked what sources the board used to check the validity of her letter.
24. Mr Bagley responded that the board used collective sources and data that it has at its disposal.
25. Mr Agnew noted that he did not agree with the board's response to Mrs Cole's letter. He had made it clear within a board email that he did not agree with it.
26. Mr Bagley wanted it noted that Mr Agnew made no concrete suggestions or contributions to the collectively moderated reply.
27. Mrs Cole asked if all BOT members had read the exit interviews of the staff.
28. Mr Petersen responded that the responses are all placed into the board's digital drive.
29. Mrs McRobbie replied that it was discussed at meetings. Staff were interviewed. Notes taken. Discussed at board level.
30. Mr Bagley noted that not all staff requested exit interviews or were prepared to do that.
31. Mrs Cole wanted to know if there was any reason why some staff would not want an exit interview.
32. Mr Bagley responded that there were no reasons known to him.

33. Mrs Cole wanted to know if all bot members were in agreement with the response that was sent to her and if everyone had read it prior to being sent.
34. Mr Bagley noted that the response had gone through significant moderation by members before it was sent.
35. All BOT members acknowledged that they had read the response.
36. Mr Bagley noted that he obtained comments from everybody.
37. Mrs Cole asked if all board members were aware of other letters from parents of a similar nature to hers? (Referring to staff turnover)
38. BOT members responded that they were aware of and had read the letters.
39. Mrs Somervell noted that there was not a barrage of letters.
40. Mr Bagley explained that emails sent to BOT@bombay.school.nz is automatically redirected to each board member's email.
41. In closing Mrs Cole noted that with clear transparent communication and inclusive processes we could get the school on the right path. A path where parents are consulted and listened to.
42. Mr Bagley asked if there was any further follow-up and what format that would take.
43. Mrs Cole would like follow up on the reason why the BOT do not feel that any further external review is required.
44. Mrs Sergeant asked when the staff surveys started. Expected a public statement around the content of the survey. Wanted to know which teacher had responded and in what way.
45. Mr Bagley noted that the survey was anonymous and some data related to staff performance in their roles. It was therefore confidential. The commitment to teachers was that it was for internal use and that it was anonymous.
46. Mrs Sergeant presented a letter from a group of parents. This was tabled. Mrs Sergeant noted that individuals have raised concerns and that these concerns were not going away. Mrs Sergeant asked that the school does something about the noise level in the MLE's. Mrs Sergeant noted that there was widespread support for the letter but that many parents voiced concerns that there would be repercussions if they signed the letter. Mrs Sergeant noted that this was a sad indictment on the current culture of the school. Mrs Sergeant asked that the letter be read with an open mind - with a view to improving cultural and relational pedagogy.
47. Mr Agnew asked for an example to illustrate how parents felt that they were not being listened to.
48. Mrs Sergeant raised the process of introducing chromebooks in 2013 as an example of the school not listening to us. Mrs Sergeant raised an example of the school's response to an email that Mr de Jong had sent to the parent community. Mrs Sergeant felt that the school's response was inappropriate because a reply went to the whole school community and Mr De Jong was 'shot down' in that response. That response put fear into people. Consultation took place only with parents of children in the year levels where chromebooks were going to be

introduced and not with the full school community. No parent suggestions were taken on board. Mrs Sergeant said that she did not want to have the issue of trying to manage devices at home. Mrs Sergeant noted that if you enable a child with these devices - they will use it. It takes extra parenting. A lot of parents felt the same. There is confusion over whether or not devices are compulsory at year 3 level. When they did not buy a device for her eldest daughter - she became disadvantaged. Consultation with parents was merely a show pony.

49. Mrs Cole noted that there has never been any forum where parents could go and discuss how it's going. Noted that it is good that a survey was done with MLE children. Feels that it would be better if one was done with parents. Cited Whangamata Area School termly forum for discussing MLE progress and for addressing concerns.
50. Mrs Somervell noted that in her experience - these types of meetings are organised and there is a small turnout. And usually the same faces.
51. Mrs McRobbie noted that it was good that parents were at this board meeting. It is one of the areas that the board had noted as being lacking - parent attendance at BOT meetings. It is a monthly forum for people to come to and share. BOT are parents too and are acutely aware of issues that parents have but it is hard to reach a shared understanding and improve if the forum is not used. This is a good forum to come and share, discuss etc, rather than for people to get frustrated and feel unheard. The BOT does publicise meetings in the newsletter and on the roadside sign.
52. Mrs Cole and Mrs Sergeant noted that they do not remember seeing the notice on the board but that they appreciated it being there for this meeting.
53. Mr Bagley & Mrs McRobbie noted that meetings have often been advertised on the board.
54. Mr Bagley asked Mrs Cole what the preferred format for a response would be.
55. Mrs Cole : A response is expected - face to face - would be preferred. A conversation can then be held.

4.1. Maths Report - Maths Curriculum Leaders Charlotte, Rachel, Megan and Kim.

Change to the basic facts test to make it easier for the students to sit.

World of Maths - great problem solving exercises - this is an area that that students need more exposure to.

Rachel and Charlotte team walked through the classrooms to see what was happening during the Maths times.

Charlotte thanked for the opportunity to do the walk through. Maths timetable was displayed so that all students could tell what they were expected to be doing. Get a snapshot across the school of what is happening in Maths.

Allowing the information to be shared across all the classes. They talked about what they found in the classrooms.

Activities backed up the learning intentions. Technology linked into the lessons.

Modelling books were well worked with all the groups from each class. Great to use for students who have missed a lesson because they have been absent.

Bring the materials out to show/prove the understanding of the maths. Next steps for teachers to do.
 ALiM group - Accelerated Learning in Maths - doing extra maths with the students who may not reach the expected level in maths. Susan McDougall is our Maths advisor - she will come and watch lessons and give feedback to the teachers.
 COL - Maths and Culturally Responsive. Kim talked about the last meeting that they had in Puke. Looked at 'number'.

4.2. ACCIDENT, SICKNESS AND HAZARD REPORT : Period 22 March to 30 April - Taken as recorded.

5 Appliance Testing: Progressively going around the school to test all appliances. Found some of the multi boards have failed. Good chance to see what electrical appliances the school has. Testing is done at various time frames depending on what it is.

6 DISCUSSION : Appointment of Project Managers for our 5 Year Property Projects - New company Watershed have completed our 10 year plan. Recommend Watershed as the new Project Managers -
 First contract is roof replacement for Rooms 9-13. Let families of the school put their tenders in for jobs that need to be done.
 Michael - list of which parents could help for which type of job? < \$50,000 the school can manage.

7 Police Vet Checks of Support Staff - all completed. Police Vet. - only done every three years for support staff and annually for overnight camp helpers.

8 ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : We think we may get a review at end of Term 3, possibly early Term 4. School community will be informed.

9 Discussion : Policy Review. Protected Disclosure. Make a Protected Disclosure. Manage a Protected Disclosure. Parent consultation in the next newsletter.

10 Monthly Finance Reports. March and April Financial reports accepted. - James / Matthew
Budget 2018

The 2018 Budget is presented to the Board for approval:

Income	\$2,325,599
Expenditure	\$2,471,605

Deficit	\$ 146,006	
Add back Depreciation	\$ 119,000	
Less Fixed Asset Purchases	\$ 29,200	
Estimated Cash Movement	(\$ 56,206)	Deficit [This amount is the cost of one teacher that the Board is funding.]

Comments to budget:

Approved: Matt, James and Paul - report signed.

Motion : Budget for 2108 is approved.

11 Updates from the Ministry: taken as read

12 ADDITIONS TO THE AGENDA :

Bible in Schools - Deferred to Term three as not enough time to advise the staff to proceed in term two (Jan Vanini only advised in week 2 of the holidays that they had enough staff). Staff are overwhelmingly against Bible in School. Parents 51% want it to continue. As the board we need to make a decision. November 2017 was when the survey was done.

Teachers response is important - not a release time as they need to still be in class to supervise the students that the bible teachers can not manage.

The school needs to be closed during the 30 minutes that the Bible in School is run - legislation.

Those children who are excluded from the lessons also need to be 'looked after' as they need to be out of the class.

What do the children think?

Board to seek feedback from Community on the following decision: "It is our intention to not resume Bible in Schools. Please provide feedback if you would like to."

Provide details of the teacher survey results to community. Seek children's views.

Motion

Staff Satisfaction Survey - responses will not be shared with community as it was stated that the information would only be for the board use.

Analyse the questions of the survey - ongoing process using the questions - coming up with solutions to solve any problems that may have been there

Do the survey twice a year - November is a great time to re-do for this year. Add a question to ensure that the survey was beneficial.

Talk about the survey questions before it is presented to the staff.

Wireless network upgrade - 6 June the work will be started - \$2393.36 - this is our contribution. This will future-proof our wireless for the next 5 years. We take it when it is offered - or we need to fund ourselves. Expense approved.

13 DECLARATIONS OF INTERESTS: Add Tracey Weight (Staff member) - sister of Michelle McRobbie

14 BANKED STAFFING POSITION & Staffing Entitlement Notices - no problems seen - we will use Bulk Grant for relievers for sick leave earlier than we did in 2017

15 MINUTES of Previous Meeting 27 March 2018: Approved. See motions

16 MATTERS ARISING FROM MINUTES – ACTION LIST : NIL

17 CORRESPONDENCE (INWARDS/OUTWARDS): Letter from S Cole and SB. Sargeant et al.

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

19.Administration & General Matters : NIL

20.Appointments/ Resignations - NIL

21.Formal Complaints: Refer to letter from S Cole and SB. Sargeant et al.

22.Stand down/ Exclusion: NIL

23.Concurrence statement:Taken as read. Accepted

24.Attestation:: Taken as read. Accepted

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

26. Property:

- School hall is needing target repainting. Last done 8 years ago. BOT has not seen latest MOE condition assessment - Michael to follow-up with Brenda Roberts
- Michael to lead an initiative to go out to the wider community to see what trades people we have who could assist with the project. Royce McCort has a contact - a business that deals with leaky buildings - get him to ask them to give us a report on the building? Working Group to start work - ask the community for skills they have in this regard - register your business interest on the website ?

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

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

39 PERSONNEL REPORT - Maths Team Presenting

40 HOME AND SCHOOL REPORT / MINUTES: Taken as read

38 GENERAL BUSINESS :

Kea Crossing - The memorial committee was unaware that is was happening - keep them in the loop with when it is going to happen.

Offer the committee an annual contribution towards the cost of upkeep of the parking area across the road.

Kim talked about the parents who are willing to fund some of the technology items - large \$'s donated.

Interviews - trustees make themselves available during this time to talk to the parents if they want to.

Community Pool meeting on Thursday night - first meeting to gain some ideas.

Sports Community Proposal - this is still going to happen.

Looking at the reserve as an option for the placement of the Community Pool.

39 Motions:

1	The Board accepts the minutes of the previous meeting, 27 March 2018, as true and correct record.	Deb	Michael	✓
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2	The Board accepts the March 2018 monthly financial report.	Dave	Matt	✓
3	The Board accepts the April 2018 monthly financial report.	Deb	Dave	✓
4	The Board accepts the May 2018 Principal's report	Michael	Deb	✓
6	The Board appoints Watershed as its Project Managers for its 5 Year Property Plan.	Matt	Deb	✓
7	The board will advise the community that Bible in Schools will not continue at Bombay School, and invite a response.	Matt	Deb	
8.	Wireless upgrade quote accepted for work to begin 6 June	Matt	Michael	✓
40: Meeting went into committee at 7pm. Meeting came out of committee at 7:44pm				

Meeting finished: 7.45 pm

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		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	24 July Susie, Kat, Tracey	22 Aug Susie, Paige,	17 Sept Susie, Cherie,	17 Oct Susie, Kim, Amber	13 Nov Susie, Beth , Yating	5 Dec Susie

Term Dates 2018

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

Senior Leadership



Paul Petersen
Principal



Susie Stafford-Bush
Deputy Principal



Kim Batters
Assistant Principal

Team Managers



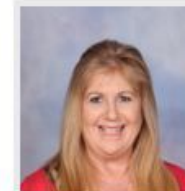
Cherie Lemon
*Team Manager -
Kotare Team (Year
0-2)*



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



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



Susie Stafford-Bush
*Team Manager -
Senior School*



Doriane Raman
*Co-Leadership of
Tuhono for 2018*

Kotare Teachers (Year 0-2)



Cherie Lemon
Team Manager -
Kotare Team Room
7



Juliet Jones
New Entrants
Room 4



Kat Cameron
New Entrants
Room 5



Torie Muir
New Entrants
Room 5



Amber Dones
Year 1-2 Teacher
Room 6



Charlotte Forch
Year 2 Teacher
Room 8



Megan Burford
Year 2 Teacher
Room 8

Tuhono Yr3-4



Doriane Raman
Teacher Year 3
Room 9



Yating Wang
Teacher Year 3 -
Room 10



Paige Goldstone-
Leighton
Year 3 Teacher
Room 11



Beth Steer
Year 4 Teacher,
Room 12

Kotuitui

Years 5 -6



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



Jeandri
Conradie
Classroom Teacher
Year 5 / 6 - Room 1



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



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



Megan Webster
Teacher

Kakahu Year 7 - 8

Year 7 - 8



Rachel Richards
Team Manager
and Teacher
Kereru Space



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



Robert Oliphant
Year 7 & 8 Teacher -
Piwakawaka

Office Staff

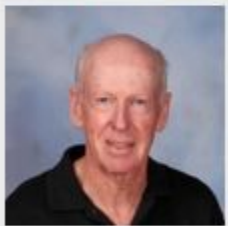


Lorraine Wilson
School Secretary



Heidi Hewes
Receptionist

Property



Doug Crook
Caretaker

Teacher Aides



Carol Wright
Teacher Aide



Tracey Perez
Teacher Aide



Cheryl Wynn
Library Assistant



Michelle
Mouselimis
Teacher Aide



Alannah Dovell
Teacher Aide



Jamye Figgess
Teacher Aide

Reading Recovery



Janice Orr
*Reading Recovery
Specialist*

Part Time Teachers



Jenny Paxton
*CRT Release Kotare
Team*

Board of Trustees Meeting held on 29 May 2018 in the Staffroom, Bombay School at 5pm

1.PRESENT:



2 APOLOGIES:



3 Discussion : Open to the public – Welcome Sue Cole & Biddy Sargent

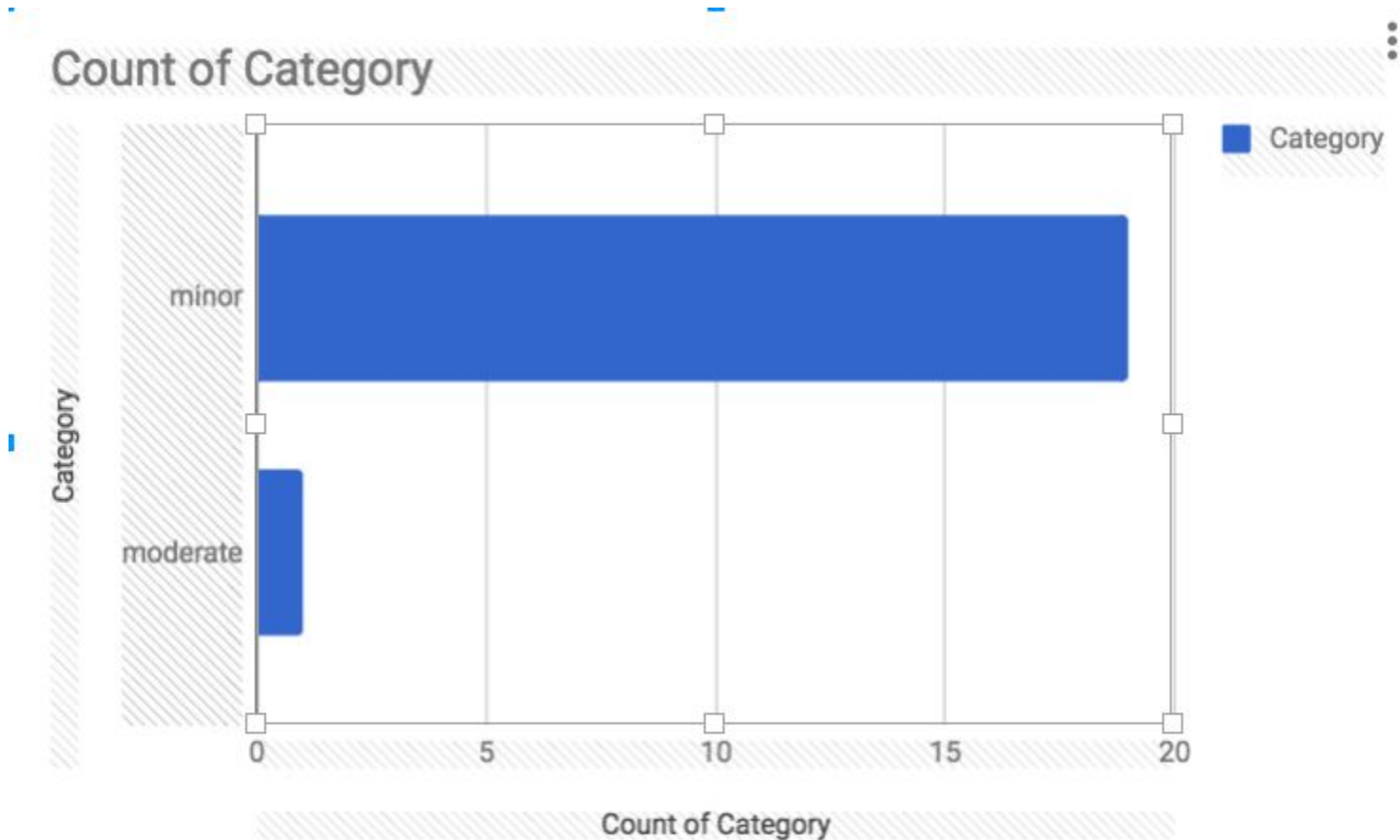


4.1. Maths Report

To be presented by teachers to the board

4.2. ACCIDENT, SICKNESS AND HAZARD REPORT : Period 22 March to 30 April

Likelihood,	Consequence				
	Negligible	Minor	Moderate	Major	Death
Very likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Moderate	Low 19	Moderate 1	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	Significant	Extreme
Rare	Low	Low	Moderate	Significant	Significant



Date	Category	Incident
2018-03-21	minor	Feeling Dizzy
2018-03-23	minor	spontaneous nose bleed
2018-03-26	moderate	Fall from monkey bars. Collected by mum. Returned to school the next day.
2018-03-26	minor	spontaneous nose bleed
2018-03-26	minor	Bumped head in playground
2018-03-27	minor	Small cut to elbow - playground
2018-03-27	minor	Bumped head in playground
2018-03-28	minor	small cut to foot. Weekend broken glass on top court

2018-03-28	minor	sore fingers (Previous Break)
2018-04-04	minor	finger jammed in door
2018-04-04	minor	feeling sick - unknown reason
2018-04-05	minor	fall- running - minor graze to elbow
2018-04-06	minor	minor allergy to grass
2018-04-09	minor	leg hit bike chain
2018-04-10	minor	grazed knee in playground
2018-04-10	minor	jammed finger in door
2018-04-11	minor	sore wrist from previous injury - ice pack
2018-04-11	minor	sore lip - head to head collision
2018-04-13	minor	feeling sick - unknown reason
2018-04-30	minor	sore fingers (accidental kick to hand)

Twenty three staff received their first aid certificates on 26 April 2018. These are valid for two years and three months. Any staff who missed the training will be offered another opportunity to do the course.

5 Appliance Testing :

Doug and Paul are now qualified to conduct appliance testing.
 We've ordered the equipment and will begin testing asap. The PAT tester cost \$1475 + GST and 1500 labels cost \$600 This (Doug and I doing the testing) represents a saving of \$2.50 per tag.
 21/05/2018 - To date, testing has been completed in Kotuitui and the school staffroom.

6 DISCUSSION : Appointment of Project Managers for our 5 Year Property Projects

[Please follow these links to the documents in the Board Folder](#)

7 Police Vet Checks of Support Staff

By 1 July 2018, all existing core children's workers (staff who were already employed or contracted before 1 July 2015 and have primary responsibility for children) must be safety checked. All children's workers employed or engaged after 1 July 2015 should already have been checked. All four components below need to be completed for any existing core children's workers that have not been checked: • Identity confirmation • Criminal Conviction History (NZ Police vet) • Information from any relevant professional organisation, licensing or registration body • Risk assessment. As all children's workers need to be safety checked every three years, we recommend you keep a record of who has been safety checked, when this was completed and the results of the checking.

I confirm that all support staff have been police vet checked and cleared. P. Petersen 29 May 2018.
We now have to complete the process of collecting copies of their their proof of identity (driver's license)

8 ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : Nil

The key action points from our 2015 report are :

1. School leaders are continuing to refine processes that support teachers to make valid and reliable judgements in relation to the National Standards.
2. Student achievement information is well used by teachers to group students for instruction. Some teachers make particularly good use of this information to respond to individual student's specific learning needs.
3. School leaders should maintain their focus on ensuring the consistent alignment of assessment information, teaching and learning programmes, and individual student goals.
4. Students investigate their interests and questions in aspects of social science, science and technology through an inquiry learning approach. To enhance this learning process, school leaders should consider developing a framework to guide teaching practice that reflects The New Zealand Curriculum. This should enable the school to identify key learning outcomes for students, and to support students to build on their learning in these curriculum areas.
5. To further enhance the school's curriculum, and to better reflect New Zealand's bicultural heritage, priority should be given to:

implementing a school-wide, sequential te reo Māori programme incorporating local Māori history, places of significance, and Māori contexts across the curriculum.

6. The board and school leaders implement a wide range of useful self-review practices that include regular consultation with parents, staff and students. To further develop these practices, trustees and school leaders should consider strategically reviewing the effectiveness of key aspects of school operations.

9 Discussion : Policy Review

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

Protected Disclosure

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

The protected disclosure policy:

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

Serious wrongdoing is defined in the Act as:

- unlawful, corrupt, or irregular use of public funds or resources

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

Legislation

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

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

Make a Protected Disclosure

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

To make a protected disclosure:

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

[authority.](#)

Manage a Protected Disclosure

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

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

The board considers seeking legal advice.

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

10 Monthly Finance Reports.

[Monthly Financial Report November 2017](#)

[Monthly Financial Report December 2017](#)

[Monthly Financial Report January 2018](#)

[Monthly Financial Report February 2018](#)

[Monthly Financial Report March 2018](#)

[Monthly Financial Report April 2018](#)

The 2018 Budget is presented to the Board for approval:

Income	\$2,325,599	
Expenditure	\$2,471,605	
Deficit	\$ 146,006	
Add back Depreciation	\$ 119,000	
Less Fixed Asset Purchases	\$ 29,200	
Estimated Cash Movement	(\$ 56,206)	Deficit [This amount is the cost of one teacher that the Board is funding.]

Comments to budget:

Approved: Matt, James and Paul - report signed.

Motion :

11 Updates from the Ministry

[Refer to Issue 90](#)

12 ADDITIONS TO THE AGENDA :

Discussion : Bible in school

Release of full Staff Survey report to Sherilyn Naylor

Wireless Network Upgrade - school contribution \$2,493.36 inc. Requires approval.

13 DECLARATIONS OF INTERESTS:

Does anyone have a conflict of interest to declare?

Known conflicts or perceived conflicts

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

The Board is aware that:

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

14 BANKED STAFFING POSITION & 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](#)

15 MINUTES of Previous Meeting [27 March 2018](#)

Motion : The board accepts the minutes of its 27 March 2018 meeting, as a true and correct record. Moved [] Seconded []

16 MATTERS ARISING FROM MINUTES – ACTION LIST

Date	Action Required	Who
28 February	Finance committee self review and plan for the year	Paul, Matthew, James
31 March	Annual accounts prepared and forwarded to the auditors.	27 March - Draft Annual Accounts to be discussed.Full BOT
30 April	Annual review of 10-year property plan completed by the property committee and available as an input document for budgeting purposes.	27 March- 10YPP discussed @ BOT Meeting. 30 April - awaiting MOE approval. All documentation submitted in

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

17 CORRESPONDENCE (INWARDS/OUTWARDS)

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

In :	Out
Banked Staffing Balanced for 2017	
Ops Grant	
Staffing Entitlement	
Paid Union Meeting (Information from NZEI)	

18 PRINCIPAL'S REPORT [Motion]

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

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

✓		Not Met	Met	Exceeded	Comment
1	Our charter been reviewed within the last 365 days and our mission/vision/purpose statements clearly communicate what we want to achieve.		✓		<ol style="list-style-type: none"> 1. 2016 Charter & Annual Plan 2. 2017 Charter & Annual Plan : Approved 28/02/17 3. 2018 Charter & Annual Plan : Approved 27/02/18
2	Our updated charter was sent to the MoE by the start of the school year and approved.		✓		<ol style="list-style-type: none"> 1. 17 Jan 2018 : Pending 2. 27 Feb 2018: Pending 3. 01 Mar 2018: Submitted
3	We used the charter and annual plan as the basis for all decision making this year.		✓		<ol style="list-style-type: none"> 1. 17 Jan 2018 : Charter and Annual Plan to be approved at this meeting. 2. 27 Feb 2018 Charter and Annual Plan has been approved 3. 01 Mar 2018 : Charter and Annual Plan Submitted + 2017 ANOV NS Docs were submitted via the Data Portal
4	We monitored implementation of the annual plan throughout the year by receiving progress reports from the principal.				<ol style="list-style-type: none"> 1. 17 Jan 2018 : NIL - See above 2. 27 Mar 2018 : Principal's Report submitted 3. 29 May 2018: Principal's Report submitted
5	We used analysed school wide student achievement data; and our survey data; and our analysis of variance information to identify areas for improvement for next year's annual plan. (We incorporated national standards in our targets.) We had a particular focus on Maori, Pasifika and students with special education needs.				<ol style="list-style-type: none"> 1. 17 Jan 2018 : Refer to 2018 Annual Plan 2. 27 Feb 2018 : refer to Annual Plan 3. 27 Mar 2018 : refer to Annual Plan 4. 29 May 2018: Refer to the Annual Plan

6	We have adhered to our agreed, Board Board Policy Framework and have a positive relationship with our principal.				<ol style="list-style-type: none"> 17 Jan 2018 : The board's 2018 Draft Board Policy Framework was passed at this meeting. 27 Feb 2018 : There were no matters to raise wrt the BOT policy framework 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 : 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 : *****
10	The board has a new trustee induction process and this has been used effectively this year including the 3 month post-election survey. Any issues have been addressed and required changes made to the induction process.				<ul style="list-style-type: none"> 17 Jan 2018 : There are no trustees to induct as of this meeting. The Induction process is as follows : [Also see the Board's Policy Framework document] Letter of congratulations and New trustees welcomed at their first meeting Becoming a Trustee Video The trustee's handbook Trustees know what is expected of them. (Roles and Responsibilities) New trustees know where to get information New trustees know where to access PD New trustees are taken on a tour of the school New trustees understand the Bombay School Charter. New trustees sign and agree to work within the code of conduct. New trustees are up to date with opportunities and risks facing the board. New Trustees are encouraged to attend NZSTA training. They are supported to select appropriate needs based training. New trustees are encouraged to attend board social functions and board networking events New trustees are introduced to the staff It may seem rather daunting to start, with all the terms and processes which can seem so foreign and difficult to grasp, but we have good news! We are here to help and support you and your board of trustees. Explore our website it is packed with information and resources, Learning modules, Governance essentials, complete a Policy framework, also read Making a difference: Trustee handbook.
11	The constitution of our board meets legislative requirements. (check with NZSTA Helpdesk)		✓		<ul style="list-style-type: none"> 17 Jan 2018: The board is a legally constituted board.
12	We did not have difficulty recruiting or retaining credible board members this year.				<ol style="list-style-type: none"> 17 Jan 2018: The Board is seeking Maori parent representation on the Board in 2018. 20 Feb 2018 : Paul contacted Dave Hema to ask him to attend BOT meetings - awaiting a response. + K Hughes expressed interest in serving on the board.

					<ol style="list-style-type: none"> 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board. 27 March 2018 : David Hema has been co-opted to the board.
13	Our board is a fair representation of our community in terms of gender and ethnicity.				<ol style="list-style-type: none"> 17 Jan 2018: Our Board has 7 elected members. 3 Female.4 Male. 6 European Extraction. 1 South African Extraction. The Board discussed its efforts to date to recruit Maori Members at the governance level. The Board noted that its attempts to recruit a Maori Board member at the last election did not succeed. The principal also approached a parent who would have been a credible candidate - but he was not able to spare the time commitment to the role. The board will try to recruit again in 2018 by appealing via the newsletter, at special meetings and through 1:1 approaches. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board. 27 March 2018 : David Hema has been co-opted to the board.
16	We have consulted our school community this year and addressed any relevant issues.				<ol style="list-style-type: none"> 17 Jan 2018: The board's policy consultation timetable can be accessed here :http://bombay.schooldocs.co.nz/ User : bombay Password : ourbestalways 27 Feb 2018 : Bible in Schools Survey Data tabled and discussed. 27 Mar 2018 :There was no feedback to the home learning policy review 29 May 2018 : Protected disclosures to be reviewed. *****
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
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
	Accountability				
19	We achieved the annual plan targets and have identified next steps in/for our analysis of variance and next year's annual plan				<ol style="list-style-type: none"> 17 Jan 2018: See 2017 Annual Report 27 Feb 2018 : The new 2018 Annual Plan has been approved

20

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

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

	Feb	Mar	May	June	29 Aug	26 Sept	31 Oct	28 Nov	12 Dec
Strategic Review	Annual Plan Confirm							Review Annual Plan	Review Draft of ANOV


	Charter								
		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			

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

29	We have a draft budget in place for next year that is aligned with the annual plan.				<ol style="list-style-type: none"> 17 Jan 2018 : Too early to draft the 2019 budget 27 Feb 2018 : Too early to draft the 2019 budget
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
31	Workers feel able to express their concerns.				<ol style="list-style-type: none"> 17 Jan 2018 : School has not started yet. 27 Feb 2018 : Staff asked by Staff Rep if there were any matters to raise at this board meeting. NZCER workplace survey scheduled for end of term 1 2018 27 Mar 2018: Workplace survey conducted and shared with staff & BOT
32	All staff are aware of and suitably trained in order to meet their health and safety requirements.		✓		<ol style="list-style-type: none"> 17 Jan 2018 : All teachers are expected to be first aid trained. New Staff will be offered first aid courses. The caretaker is trained to manage the pool. Team managers are trained to Unit Standard 29315 - Health and Safety Site Rep Health and Safety Rep Training : Certificate. 17 Jan 2018 : All teachers are expected to be first aid trained. First aid course booked for 26 April 2018.. The caretaker is trained to manage the pool. Team managers are trained to Unit Standard 29315 - Health and Safety Site Rep Health and Safety Rep Training : Certificate
33	The health and safety area is adequately resourced (Money, time, equipment)				<ol style="list-style-type: none"> 17 Jan 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 27 Feb 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 27 Mar 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 29 May 2018 *****
34	Any recommendations arising from health and safety reviews are considered.				<ol style="list-style-type: none"> 17 Jan 2018 : School has not started yet. 27 Feb 2018 : No H&S matters arose from our formal reporting process to date. 27 Mar 2018 : No H&S matters arose from our formal reporting process to date. 27 May 2018: *****
35	There is an appropriate risk identification, assessment and action procedure in place.				<ol style="list-style-type: none"> 27 February 2018 : Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 27 March 2018:Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual 27 May 2018 : Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual
36	There are appropriate policies and procedures in place to ensure that				<ol style="list-style-type: none"> 17 Jan 2018: Onsite Contractors Policy + refer to schooldocs 27 March 2018: A paper copy of the health and safety register is to be kept at the desk

	contractors have required health and safety standards.				
37	The 5 year property plan is being implemented effectively as per the plan				<ol style="list-style-type: none"> 17 Jan 2018: The new 10Ypp is being drawn up at present 27 Feb 2018: Meeting scheduled with watershed, moe and school in early March 2018. 27 Mar 2018: Awaiting MOE approval 29 May 2018 : Awaiting MOE approval
38	The 10 year property plan is current.				<ol style="list-style-type: none"> 17 Jan 2018 : The new 10Ypp is being drawn up at present 27 Feb 2018: Meeting scheduled with watershed, moe and school in early March 2018. 27 Mar 2018: Awaiting MOE approval 29 May 2018 : Awaiting MOE approval
39	We have consulted our community regarding the health curriculum in the last 2 years. Survey update here		✓		<ol style="list-style-type: none"> 17 Jan 2018: Consultation was completed in Dec 2017
	Employer Role				
40	The board's relationship with the principal is one of mutual trust and respect.				<ol style="list-style-type: none"> 17 Jan 2018 : No matters of concern were raised 17 Feb 2018 : No matters of concern were raised 27 Mar 2018 : No matters of concern were raised 29 May 2018: 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.
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.

					<ol style="list-style-type: none"> 27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER 29 May 2018 : Staff are working through the implications of the survey results in a series of staff meetings. Outcomes will be reported to the board when this process is completed.
44	The board has sought meaningful communication with school staff this year.				<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. The Board intends to meet staff at a Board organised morning tea on 26 Jan 2018. 27 Feb 2018 : BOT members attended a morning tea social and a classroom walkthrough. S.Stafford-Bush presented the first staff rep report for 2018. Staff members were asked if that wanted to raise anything with the BOT during the staff meeting of 20 Feb. S.Stafford-Bush will report on this meeting at the next staff meeting. 27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER

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

	Audit Role				
50	Set strategic directions and long-term plans and monitor the board's progress against them			√	<ol style="list-style-type: none"> 17 Jan 2018. The draft annual plan and charter will be discussed at this meeting 27 Feb 2018: The annual plan and charter for 2018 has been completed.
51	Protect the special character of the school			√	<ol style="list-style-type: none"> 17 Jan 2018. The draft annual plan and charter will be discussed at this meeting 27 Feb 2018: The annual plan and charter for 2018 has been completed.
52	Monitor financial management of the school and approve the budget			√	<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018: The Budget has been set. The December 2017 and Jan 2018 monthly financial reports have been presented, discussed and accepted.
53	As per Education Circular 2014/30 We will be required to produce cash flow statements in our annual report.			√	<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018: This is being complied with.
54	31 March 2018 Financial statements and annual report due to auditor				<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018: Pending 27 Mar 2018: Completed
55	PDF of annual report and audited fin statements to MOE Annualreports.auckland@mi.nedu.govt.nz Refer File 3/22				<ol style="list-style-type: none"> 17 Jan 2018. The 2018 school year has not started yet. 27 Feb 2018: Pending 27 Mar 2018: Completed

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

	Task	Outcome	Evaluation
Term One	Elect the Board Chair, and if required the other office bearers	Completed 17 Jan. Meeting 1 ✓	The board recognises that it needs to improve its representation of parents. Paul has been tasked with approaching Dave Hema to come to board meetings, with a view to being co-opted on.
	Confirm the BOT meeting Schedule for 2018	Completed 17 Jan. Meeting 1	

		✓	
	Confirm the Board's 2018 Board Policy Framework	Completed 17 Jan. Meeting 1 ✓	
	Meet new staff	Partially achieved	Some board members were able to meet new staff at the teacher only day.
	Receive and review Job descriptions for the year.	Pending	
	Review the Asset Capitalisation threshold	Completed 17 Jan. Meeting 1 ✓	
	Review and Finalise the Budget.	Pending ✓	1.
	Receive and Review the Principal's attestation report	Completed 17 Jan. Meeting 1 ✓	
	Review Enrolment Scheme 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		27 Feb 2018 : Curriculum teams met to draft action plans on 20 Feb 2018.
	Allocation of Management Units – Could the Board please approve the allocation of management and responsibility units for 2017 as follows :	Completed 17 Jan. Meeting 1 ✓	1. Unit Allocation Flow Chart Refer to the 2018 School Organisation Chart
	Review, Finalise and Forward the Charter & Annual Plan to MOE by the due date.	To be actioned by 31 May 2018	1.

	Review the School's Organisation and confirm	Completed 17 Jan. Meeting 1 ✓	
	Determine which surveys will be undertaken in 2018 and set the dates for them.		27 Feb 2018. The BOT committed to Maori and Pasifika Parents Surveys + NZCER workplace Survey 27 Mar 2018: Please comment
	<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	Too early	
	Receive and Review the Auditor's Recommendations	Too early	
	Chairman to check SUE Reports and Sign off BOT Mins		1. 27 Feb 2018 : Sign off and up to date
	Review the Concurrence Statements		1. 27 Feb 2018 : Reviewed.
	Review the home and school Minutes		1. 27 Feb 2018 : Reviewed
	Review March roll return	Too early	1.
	Record of Professional Development for T1		<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>

			01/02/18 : Week 1 and 2 : Kim Batters offers PD on Hapara and Mathletics 15/02/18 : Paul trained Kim on the use of SchoolApps 20/03/18 : Kim trained Amber and Julie on taking running records
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Term 2	Task	Outcome	Evaluation
	Review Property Plans (10 year and 5 ypp)		1. 27 Mar 2018: to be considered at this meeting. 2. 29 May 2018: The plan has been finalised and is awaiting MOE approval
	Review Health and Safety processes for the school		1. 29 May 2018: review pending
	Review attendance data		1. 29 May 2018: review pending
	Review Website		1. 29 May 2018 : review pending
	Review School security, including data security.		2. 29 May 2018 : review pending
	Presentation of Annual Accounts, reports – Principal and Chairperson, review previous years financial Target areas.	✓	1. 27 March 2018 : Completed
	Written language reporting. Data to be received and reviewed.		1.
	BOT PD NZSTA National Conference to be reviewed		1.
	Receive and Discuss the Numeracy GLOSS/ IKAN results.Receive and review Numeracy Report		
	Receive and Review The Senco Report		1. 29 May 2018 : Senco Report received and discussed
	Chairman to check SUE Reports and Sign off BOT Mins		1. 29 May 2018 : These are signed off on a fortnightly basis

	Review the Concurrence Statements		1. 29 May 2018: Reviewed at every meeting		
	Review the Home and School minutes		1. 29 May 2018 : Reviewed		
	BOT to conduct a school walk-through		1.		
	EEO Review		1.		
	Review Stand downs and exclusions		1.		
	Review Reporting to parents		1.		
	Review Staff Professional Development		29 May 2018: A chronological and accumulative record of PD is presented to the board at each meeting		
	Review register of teacher’s registration		<table><tr><td>1. Shane Keown 314304 F 15 Dec 2020 2. Bethney Steer 350487 F 17/01/20 3. Sharron Hughes 162296 F 13 Nov 2020 4. Cherie Lemon 185364 F 23/09/19 5. Tracey Weight 220998 F 19/04/19 6. Sarah Hancock 241350 F 10/05/19 7. Megan Mary Burford 308977 Subject to Confirmation 27 Mar 2020 8. Charlotte Victoria Forch 323844 Full 03 May 2019 9. Paige Ophelia Dawn Goldstone-Leighton 335803 Full 07 Feb 2021</td><td>10. Kim Batters 213513 F 15 Jul 2018 11. Yating Wang 308591 20/12/19 12. Robert Oliphant 338689 F 16 Jan 2020 13. Dianne Rolfe 146657 F 27/11/18 14. Susie Stafford-Bush 201723 F 26/11/19 15. Paul Petersen 211327 F 04/10/19 16. Juliet Louise Jones 363560 Provisional 17 Jul 2020 17. Amber Jessie Dones 365786 Provisional 14 Feb 2021 18. Victoria Elizabeth Muir 322147 Full 14 Dec 2018 19. Kathryn Anne Cameron 302920 Subject to Confirmation 02 Aug 2019 20. Doriane Roza Rani Raman 313755 Full 10 Sep 2020 21. Rachel Alice Richards 341059 Full 31 Jan 2019</td></tr></table>	1. Shane Keown 314304 F 15 Dec 2020 2. Bethney Steer 350487 F 17/01/20 3. Sharron Hughes 162296 F 13 Nov 2020 4. Cherie Lemon 185364 F 23/09/19 5. Tracey Weight 220998 F 19/04/19 6. Sarah Hancock 241350 F 10/05/19 7. Megan Mary Burford 308977 Subject to Confirmation 27 Mar 2020 8. Charlotte Victoria Forch 323844 Full 03 May 2019 9. Paige Ophelia Dawn Goldstone-Leighton 335803 Full 07 Feb 2021	10. Kim Batters 213513 F 15 Jul 2018 11. Yating Wang 308591 20/12/19 12. Robert Oliphant 338689 F 16 Jan 2020 13. Dianne Rolfe 146657 F 27/11/18 14. Susie Stafford-Bush 201723 F 26/11/19 15. Paul Petersen 211327 F 04/10/19 16. Juliet Louise Jones 363560 Provisional 17 Jul 2020 17. Amber Jessie Dones 365786 Provisional 14 Feb 2021 18. Victoria Elizabeth Muir 322147 Full 14 Dec 2018 19. Kathryn Anne Cameron 302920 Subject to Confirmation 02 Aug 2019 20. Doriane Roza Rani Raman 313755 Full 10 Sep 2020 21. Rachel Alice Richards 341059 Full 31 Jan 2019
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	Review Principal's Appraisal progress Report		27 Feb 2018 : Report From Lynley Rawston - entered into in committee minutes 27 Feb 2018 : Lin Avery From Evaluation Associates appointed to conduct this year's appraisal 27 Mar 2018: Paul sent Lin a copy of the staff satisfaction survey 29 May 2018: Paul and Lin met on 2 May 2018. Next meeting is 29 June 2018. Lin to meet with parents & children and staff.		
Term Three	Review Action plans –contained in the annual plan		1.		

	Review Writing, Reading and Numeracy Data		
	July – advertise out of zone enrolments if applicable.		1.
	1. Conduct Parent/ Teacher Interviews – Board to review the subsequent report		
	1. Review the accident register		1.
	1. Review the Policy Folder		1. Reviewed - will be switching to school docs
	1. Receive and Review the Appraisal Report		1.
	1. Review the Board's Self Review Cycle (Our Report Card)		1.
	1. Chairman to check SUE Reports and Sign off BOT Mins		1.
1.	1. Review the Concurrence Statements		1.
	1. Review the Home and School minutes		1.
	1. 1 Sept – consider out of zone enrolments		1.
	1. BOT to conduct a school walk-through		1.
	1. Review Banked staffing		1.

	1. Review Student attendance		1.
	1. Review Principal's Appraisal progress Report		1.
Term Four	1. Special Needs Programme: Reading Recovery, 6 Year Net.		1.
	1. Report and Review on existing Charter/ Strategic Goals/ Annual Plan.		1.
	1. Staffing for next year 2. Staffing for next year and Unit allocations: Reviewed 3. Surplus staffing Timeline checked if applicable.		
	1. Approve school dates for the next year		
	1. Advertise for new staff as appropriate		
	1. Receive and review the fire evacuation report		1.
	1. 15 Oct deadline for enrolment of out of zone applicants		
	1. 30 October deadline for ballot – out of zone applicants		
	1. Review special needs programmes		1.
	1. Draft budget for the next year		1.
	1. Review Staff induction processes		

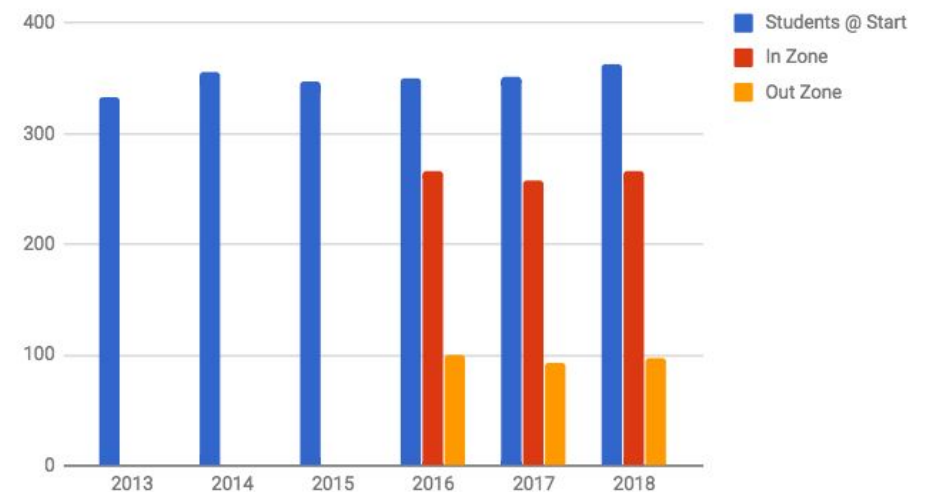
	1. Review staffing levels for the next year		
	1. Submit financial info to the auditor		1.
	1. Sport Review 2. Review of Donation requests	1.	
	1. Review Statement on Staff Appraisals		1.
	1. Review the Board's Succession Planning		
	Review the Board's insurance		
	1. Review the concerns and complaints folder		1.
	1. Review Achievement Data in Reading and Numeracy. Are we effective? What needs to change? How can we resource improvements?		
	1. Receive and review the EOTC report		1.
	1. Conduct parent consultation including Maori and Pasifika communities.		1.
	1. Chairman to check SUE Reports and Sign off BOT Mins		
	1. Review the Concurrence Statements		
	1. Review the Home and School minutes		

	1. Review the Overview for next year's term 1 including the number of call-back days that the Board mandates for the next year.		
	1. Receive principal's appraisal report.		

19.Administration & General Matters

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

Students @ Start, In Zone and Out Zone



20.Appointments/ Resignations :

- In Committee

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

Kahui Ako Update:

The Maths Work stream has begun which has seen the across school roll person Nicola Gibson meet with Rachel and myself to discuss next steps.

Last Thursday Rachel and I attended a maths workstream meeting which looked in depth at the Learning Progression Framework for number. This was a valuable workshop as we were able to unpack this for each level and look at developing consistency across schools in this area. Next action plan is to meet again on the 14th June to look at strand. Nicola has also agreed to run a staff meeting session for us around effectively using the ARBs site. Kim, Rachel and Tracey W have done this workshop already and found it very beneficial. This will probably take place early Term 3.

The culturally responsive work stream is also underway and Rachel attended this meeting. From this meeting we will be meeting with Rachel Schanzer on Thursday May 31st for the next steps which will involve a staff meeting and a survey of our staff around being culturally responsive.

Thanks Kim and Rachel

26. Property

Action list for remaining property matters	
Landscape plan	1. We have a landscape plan but require funds. A medium term concern is the erosion of the bank along paparata road (opposite room 1)
LED classroom lighting	1. Gradual replacement. Room 1A completed. 2. Room 9 completed. Breakout space R9 completed. 3. SLT office Completed
Remove old heaters	1. Completed
Room 9 - floor near the door is weakening	1. Medium urgency. To be done in 2019.
Signage	1. on hold - costs
Front Office	1. First phase complete. 2. Second Phase on hold. Costs
Photocopy room : Ceiling Cracks	1. low urgency - cosmetic. On Hold - costs
DP Office	1. carpet - on hold costs
Kakahu Carpet	Next 5ypp
Kotuitui Floors and Glass partitions	Next 5ypp

27 Roll Predictions and class bulge scenarios for 2019 – discussion

Not discussed at this meeting

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

			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	
22/01/18: Teacher Only day - induction for new staff 23/01/18: Teacher Only Professional Development Day 24/01/18 : Professional Development with Vision Education : Focus : Writing. All Teachers. 01/02/18 : Week 1 and 2 : Kim Batters offers PD on Hapara and Mathletics 15/02/18 : Paul trained Kim on the use of SchoolApps 23/02/18 : Kim and Susie attended COL PD 11/03/18 : K Batters confirmed that planning checks are done. Overall standard is good. Some minor tweaks needed. 20/03/18: Whole staff receive PD on Seesaw. Teachers determine their teaching as inquiry focus.	<ul style="list-style-type: none"> 27 Feb 2018 : Attestation completed for P. Leighton/ R. Oliphant/ R Richards/ B Steer/ K.Cameron/ C Forch/ Jen Paxton/ J Orr/ A Dovell/ H Hewes/ M Mouselimis/ C Wright/ C Wynn ALL Team conducted School-wide observations of literacy programmes and reported back to the staff. 10/03/18: Planning checks conducted. 23/05/18: Rachel & Charlotte conduct schoolwide ALim observations 	<ul style="list-style-type: none"> 16 February 2018 Amber Dones graduated - BEd. The school sent flowers to Whangarei - her hometown 26/02/18 onward D. Rolfe scheduled to have surgery. PUM on 26/03/18 20/03/18 Teaching Staff Workplace Survey Data 	

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

Finance Reports

2015	2016	2017	2018
<ol style="list-style-type: none"> 1. January 2015 2. February 2015 3. March 2015 4. April 2015 5. May 2015 6. June 2015 7. July 2015 8. August 2015 	<ol style="list-style-type: none"> 13. January 2016 14. Finance 2016 15. April 2016 16. May 2016 17. 10 June 2016 Staffing Entitlement Notice 18. July 2016 19. August Financial Report 	<ol style="list-style-type: none"> 23. January 2017 24. February 2017 25. March 2017 26. April 2017 27. May 2017 28. June 2017 29. July 2017 30. August 2017 	<ol style="list-style-type: none"> 1. January 2018

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

<div>9. September 2015</div> <div>10. October 2015 & Edtech Analysis of our current position</div> <div>11. November 2015</div> <div>12. 2015 Audit Report + 2015 Financial Statements</div>	<div>20. September 2016</div> <div>21. October Financial Report</div> <div>22. 2017 Draft Budget</div>	<div>31. September 2017</div> <div>32. October 2017</div> <div>33. Draft 2018 budget</div> <div>34. November 2017</div> <div>35. December 2017</div>		
<div>32 NAG 5 (Health and Safety)</div> <div><div>1. Bombay School Health and Safety Manual</div><div>2. 2017 Bombay School Health and Safety Register - includes Hazards & Accidents Register</div><div>3. 2018 Bombay School Health and Safety Register - includes Hazards and Accidents Register report for 31 January 2018 - 20 February 2018</div><div>4. 10 April 2018 : Doug and Paul - booked in to do electrical test and tag course.</div><div>5. Teaching Staff - Workplace Survey</div></div>				<div>NAG 5 (Health and Safety)</div>
<div>33 NAG 6 : Attendance/ Length of School Day & Year</div> <div>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.</div> <div>National Administration</div> <div><div>27 February 2018 :</div><div>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.</div></div>				<div>NAG 6</div>

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](#) : Maths Team Reporting @ this meeting

Maths Team Reported at this meeting

37 HOME AND SCHOOL REPORT / MINUTES

MEETING DATES FOR HOME AND SCHOOL

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

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

Starting to leak and needs re-surfacing.

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

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

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

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

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

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

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

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

BOT to support this project - all in favour.

38 GENERAL BUSINESS :

39 Motions:

#		Nominated	Seconded	Agreed
1	The Board accepts the minutes of the previous meeting, 27 March 2018, as true and correct record.	Deb	Michael	✓
2	The Board accepts the March 2018 monthly financial report.	Dave	Matt	✓
3	The Board accepts the April 2018 monthly financial report.	Deb	Dave	✓
4	The Board accepts the May 2018 Principal's report	Micheal	Deb	✓
6	The Board appoints Watershed as its Project Managers for its 5 Year Property Plan.	Matt	Deb	✓
7	The board will advise the community that Bible in Schools will not continue at Bombay School			
8.	Wireless upgrade quote accepted for work to begin 6 June	Matt	Michael	✓
9.				

40 In Committee The board went into committee at 7.20pm and came out of committee at 743pm

41 MOE [BOT Meeting Spreadsheet Data](#)

42 MEETING CLOSURE: 7.44pm

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).....