

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



Matthew Bagley
BoT Chair



True and correct record of the BOT minutes
27 February 2018

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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*



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



Susie Stafford-Bush
*Team Manager -
Senior School*

Kotare Team Year 0-2 2018

Kotare Teachers (Year 0-2)



Juliet Jones
New Entrants
Room 4



Kat Cameron
New Entrants
Room 5



Torie Muir
New Entrants
Room 5



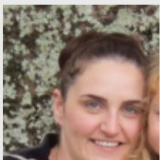
Amber Dones
Year 1-2 Teacher
Room 6



Cherie Lemon
Team Manager -
Kotare Team Room
7



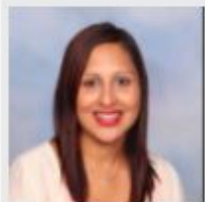
Charlotte Forch
Year 1-2 Teacher
Room 8



Megan Burford
Year 2 Teacher
Room 8

Tuhono Team Year 3-4 2018

Tuhono Yr3-4



Doriane Raman
Teacher Year 3
Room 9



Yating Wang
Teacher Year 3 -
Room 10



Paige Goldstone-
Leighton
Year 3 Teacher
Room 11



Beth Steer
Year 4 Teacher,
Room 12

Kotuitui Team Year 5-6 2018

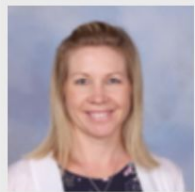
Years 5-6

Kotuitui

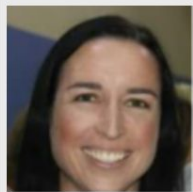
Years 5 -6



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



Tracey Weight
tweight@bombay.sch



Sarah Hancock
Kotuitui Room 2



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

Kakahu Team Year 7-8 2018

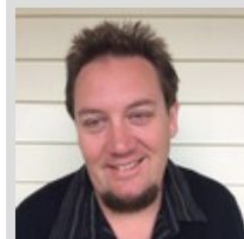
Years 7-8

Kakahu Year 7 - 8

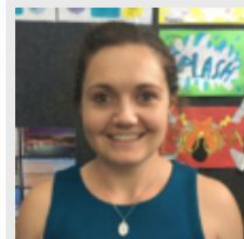
Year 7 - 8



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



Robert Oliphant
*Kakahu Teacher
Year 7 & 8*



Rachel Richards
*Team Manager
and Teacher
Kereru Space*

Office Staff

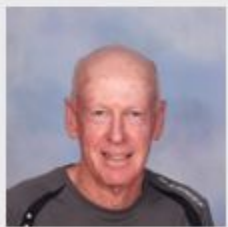


Lorraine Wilson
School Secretary



Heidi Hewes
Receptionist

Property



Doug Crook
Caretaker

Teacher Aides



Carol Wright
Teacher Aide



Tracey Perez
Teacher Aide



Cheryl Wynn
Teacher Aide & Library Assistant



Michelle Mouselimis
Teacher Aide



Allanah Durant
Teacher Aide

Reading Recovery Part Time Teachers



Janice Orr
Reading Recovery Specialist



Jenny Paxton
CRT Release Kotare Team

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

1.PRESENT:

Paul Petersen, Matthew Bagley, Michelle McRobbie, Deb Somervell, Susie Stafford-Bush. Welcome: Kim Batters, Dave Hema

2 APOLOGIES:

James Agnew, Michael Pascoe

3 Discussion : Matt to brief meeting on 2017 Appraisal outcome: Lynley Rawston NZSTA accredited Appraiser

Received the principal appraisal for 2017. Goals were set at end of 2016 beginning of 2017. Paul has achieved the goals. Report is interesting overview of the school. Lynley went and interviewed all teaching staff in Term 2. Paul has a strong pedagogical knowledge of effective teaching and learning. As a result he has a clear vision of what needs to happen in the classroom. The school is very orderly and well maintained with clear policy and procedure. There is a shift towards digital communication which most staff appreciate. Paul is rested with a great deal of physical capability and lack of stress. As a result of this has the capability to perform his role of principal to ensure the BOT's strategic plan is successfully implemented. Paul has a depth of interest in pedagogy. The operation of the school is increasingly being driven by reliable data sourced from a variety of sources. There is also increasing evidence that staff assessment efficacy is increasing especially through the planning process. All staff show a high degree of satisfaction with the PD. Offered All the evidence shows that the school is well managed with clear well-developed systems. Paul has a very good relationship with the BOT chair and board. The school community is kept well informed of activities in the school and student progress. Paul has developed the culture in the school to engage staff effectively in the changes in the school. Some of the staff still provide a challenge in terms of engagement in the

changes in the school. We have spoken about using different leadership styles to engage and at times realizing that some issues need to be left.

Lyn Avery is the Principal Appraiser for 2018 year. Goals are based on the Strategic Plan plus the 4 goals that Paul put forward. Lyn was a successful principal and has come well recommended as an Appraiser.

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

Likelihood,	Consequence				
	Negligible	Minor	Moderate	Major	Death
Very likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Moderate	Low	Moderate [5]	High	Extreme	Extreme
Unlikely	Low	Low [20]	Moderate	Significant	Extreme
Rare	Low	Low	Moderate	Significant	Significant

minor	earache
minor	feel unwell - too hot
minor	Feeling unwell -High Temp
minor	Fell down stairs - operator error
minor	grazed chin, bit tongue falling off playground
minor	Headache
minor	Headache

minor	Headache
minor	Itchy bite
minor	Itchy bite
minor	Itchy bite
minor	Sore eyes - home issue
minor	Sore eyes - home issue
minor	sore teeth - braces
minor	sore throat - possible cold
minor	sore toe - fell over
minor	sore tummy
minor	sore tummy
minor	Spontaneous nose bleed
minor	tripped. grazed knee
moderate	banged head on playground - operator error
moderate	Bumped nose - head to head collision
moderate	Rolled Ankle jumping off snr playground
moderate	slapped cheek suspected
moderate	Sore Head - standing under wood bridge when someone jumped on the top

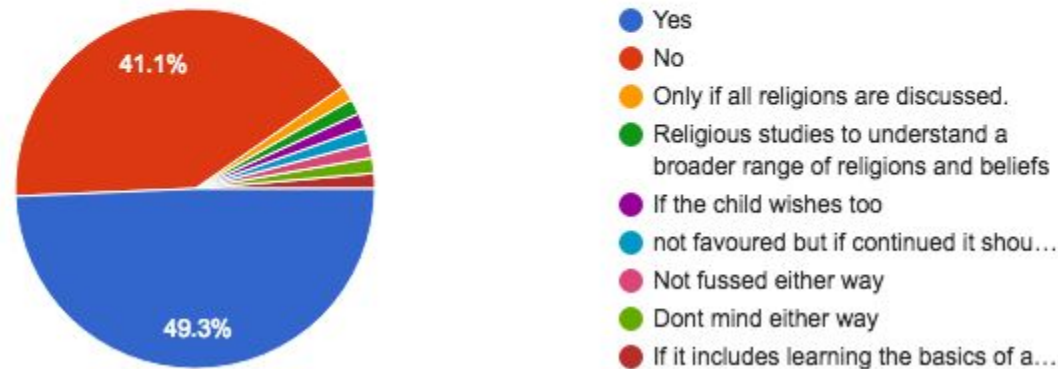
Source of information - Sick Bay register, Staff and KAS notebook (for before school incidents)

5 DISCUSSION : Bible in Schools – There are not enough teachers to have Bible in Schools this term. Newsletter note to be put in.

If there are sufficient teachers for this in Term 2 – we need to make a decision as to whether we continue with it.

Do you favour the continuation of Bible in School lessons in 2018?

73 responses



You indicated yes to the question one, could you please expand on your reasons for saying yes? 36 responses

I like giving them an opportunity to learn about religion

A basic understanding of the bible is possibly helpful for kids to understand other peoples devotion to the church

We believe it has a positive impact on our son outside of Church. He is sometimes resistant to attending Sunday School, however he has never complained about having the lesson at school - perhaps with it being taught around his school friends.

Don't see any harm in it

I see no harm in it. NZ was built on a Christian foundation, it's part of what makes New Zealand, New Zealand. I would however also be happy for the format to change to a more broader level as detailed in the next answer.

I believe it is important for the families who wish for their children to learn about the bible should have a choice!

I believe it's important for children to have an understanding of faith (in all its formats)

You can't make informed decisions later in life if you don't experience all life has to offer.

It is an essential part of learning and growing and broadening the understanding of living in a predominantly christian country

It opens up a new world and the children enjoy it

The children really enjoy learning about Jesus. It's a great moral base for them.

Its a part of education and understanding important historical events that have formed society

I believe that as long as it's kept as an introduction and light hearted it does no harm to children to learn there are other forms of worship and personal beliefs. There are many families who would like their child (or are indifferent/don't mind) to have knowledge of the bible but for any number of reasons don't attend church. Bible in Schools is an opportunity for those children to learn about the basic principles of what it means to be a Christian. Christianity in the community (both Maori and Pakeha) has been fundamental in New Zealand's history so for this reason also, I think it is important to make it the 'default' option rather than "secular" being the default option.

We do not go to Church but it is one way for Jacob to understand the bible and basics of an religion

My children like bible studies and enjoying learning about right and wrong

Because it is good for children to learn about god and appreciate the things around them and learn to be better people. And I think bible should be thought in all schools.

Because our society was originally based on biblical principles

As a child I had the option of attending Bible in School's whilst attending primary school, I found it beneficial to be involved with acting scenes and putting on end of year productions, it also gave me something to believe in as a child, even if it meant as an adult I didn't stick to that one particular faith/religion once i learnt more about what was out there.

I believe it is important for all children to be educated on being a Christian. Without an understanding of religion or faith they can't make an educated decision on how this could be part of their life.

Although we are not religious I like the kids learning about it and also many of the Christan values are values we agree with

Teaches children what Christianity is about. It's harmless learning so long as that is what it's about and there is no expectation or pressure for kids to convert .

To learn about Jesus & the bible is essential for ones spiritual journey & many students are not provided with this opportunity outside of school

I agree with Bible in school and would like to think it is teaching children that everyone has different beliefs and tolerance. However, my daughter says she isn't learning much from the classes, and this could be the way it is presented to the younger children. She is keen to learn from the stories.

children need christian morals to survive happily in this world of despair and fair

Bible in school focus on life lessons and not religion. It teaches kindness and generosity among so many other good things

I think it is not a bad thing for my chn to learn this it certainly won't do them any hatred my chn have always enjoyed it and never complained

Catherine loves it. It upholds values that I like. Being kind to others etc

I personally think understanding and having strong Christian values is a good foundation for children to be encouraged to make good choices. I think as long as the meaning and moral of the bible stories are explained children can understand the importance of the values being shared and their transference to their own situations.

Gives the children an understanding of religion that they might not otherwise get home.

NZ as a country is a Christian country our observed holidays follow the Christian calendar so yes I think that there is a place for Bible in school. I also consider the basic teachings are good principles to follow.

Keeping an open mind, broadening knowledge of history etc

Christian

We are not a religious family but I don't see harm in the children learning about the bible, there is benefit in knowing about other religions and beliefs.

I feel my child can have a choice to be religious if he decides to be.

We don't go to church as a family so I think it's good to have it in school because my children learn about Christianity

You indicated yes to the question one, what ideas can you share about how the school can cater for those students whose parents have opted out of Bible in Schools?³⁶ responses

They can go outside or to the hall and do some type of movement/exercise

Respect the parents wishes and offer alternative learning for the time of Bible Studies (nothing fun, as the bible kids won't be happy about it) perhaps additional math/reading study

Attendance in library.

No

I understand that there are other religions in New Zealand so there is a need to, not preach them but maybe discuss them at a broader level ie where does the religion come from, how do they celebrate.

These children could be offered another class session being art or reading?

In the happiness work I do, I've found that one of the key factors in people's happiness is their faith. It's less important what they actually believe in, than the fact they have identified a system of belief. In my view, children should have the opportunity to review a variety of belief systems and understand what faith can offer. I personally think they're making decisions without giving the child a chance to learn about religion and make their own decision later in life as to whether they believe in it or not.

The teachers could use the time for special reflections and quiet time for these children on their own beliefs or those of their parents.

Sit in hall or library and read a book

Baha'i the teaching of unifying oneness across religion

Given alternative work

Project work, helping the teachers of the junior school to prep for project work to give them a better appreciation of how much work the teachers have to do. Also extra maths worksheets maybe?

Morals based programme; reading books; older students reading to younger students or helping them with schoolwork; perhaps older students could devise a morals based programme to teach younger students with the supervision of one or two teachers or parents

I see it is as there choice but it is a learning tool

and should be encouraged just to know the basics of the reasons behind Christmas and Easter and why things happened,

Have another subject for them to learn

Well that's their decision if they don't want their kids in bible school but they're missing out on learning about how to be a better person and also about God.

School leaders possible to supervise library time.

Offer Bible in Schools that cater towards other faiths that are outside of Christian Based Faiths, but carry on teaching at normal for those not involved. Students could learn about other historical things such as folk lore and fairy tales. Should they move onto studying literature and history in high school.

Similar learning such as respect, kindness, compassion, honesty...just take away the religious level.

Their parents can answer that I don't believe they should be normal classroom activities as it would be fair if children were disadvantaged by taking bible

Extra maths or reading

If parents don't want their child to learn about the bible then they should provide some religious material of their choice for their child to read to enhance their own spiritual journey.

Not sure

set up a study time for those who don't want to participate

One of the seniors children can take them to the library and they can read books.

Maybe a broader range of religion rather than just Christian beliefs as another may suit someone better

Inquiry topic that is student lead and they need to research something applicable to them or handwriting

I think understanding cultures, history of religions and why people in the world turn to an intangible faith for strength and to make sense of the world is important, as is teaching acceptance of the many and diverse beliefs that people hold.

None that's their prerogative to opt out

Don't really see a strong valid reason for opting out personally regardless of your personal beliefs, if their own home beliefs/teachings are so strong any conflicting instructions during bible studies shouldn't be an issue, I see bigger problems with some of the things that are accessible on the internet than learning the Ten Commandments, maybe the parents feeling that they need to opt out should have pay for a tutor/teacher to supervise their children during this time.

When I was at school, bible studies was first thing in the morning on a certain day, those that didn't want their kids there were told to bring them to school after it was finished.

A local school I know of notifies all parents of weekly bible class on a Friday morning and parents then have the choice to let their kids start later on that day

Maybe a better understanding of exactly what bible in school is teaching the children. If it's preaching to them similar to that in a church service then I don't agree with that but like I said above there is benefit in children learning about the bible and the stories we all learnt about growing up so they can be mindful of different peoples religions and beliefs. I think also important to acknowledge other religions as we live in a very diverse country with many different cultures who have different spiritual beliefs.

Alternative lesson eg Art, social studies can replace Bible studies

Don't know

You indicated no to the question one, could you please expand on your reasons for saying no. 30 responses

Against religious indoctrination at such a young age

Because I don't think it is done in the right context. They are preaching not teaching. I really don't like the things my kids come home saying. I think religious education is a subject for older children to choose from at college.

State schools are/should be a secular environment. Those requiring religious instruction can get this elsewhere. Teaching religion from the same place we teach maths and science gives it a credence and legitimacy it simply does not deserve.

I do not believe a singular faith or belief system should be taught in a state school. I have no problem with religious studies that investigate a wide range of beliefs. I also do not hold with members of a religious organisation "teaching" the bible.

I believe religious education is the responsibility of the family, not the School.

Don't see the point of teaching Bible to the children, not sure what value this adds to their overall education.

I think if there are going to be any sort of religious study at school it should cover all religions not just one otherwise not at all.

you are teaching one kind of religion - kids do not need to be pressurised to be told they have to follow - my belief is general understanding for all but if the child or family want to join a church - the information is available and let them decide if they want to join that specific church or to choose another - or if they don't want religion - its not an issue - its their choice to make

Not a relevant subject for school curriculum (NB Religious Studies OK, Bible Study no)

I don't agree with the bible education provided

Religion is a personal choice.

Bible in school is a hangover from years gone by and the associated creationism views directly contradict the scientific argument around the origins of the Earth, of humanity, and of other life – surely this must be confusing to children of this age group, when they perceive every statement adults' make to be squarely placed in fact. Bible in school as it currently stands, only communicates one view point when there are many many others – why is this one deemed the correct one to be taught in school?

I think all religions should be taught. Diversity and acceptance of other religions is important.

When the bible teacher teaching Year 6 students say that Santa isn't real and that it's your parents. Not their place to say at all.

I think the time could be spent learning more relevant subjects.

I feel this should be an opt in subject not an opt out.

I believe that religious instruction is something that should be undertaken by the family rather than as part of the school curriculum if you follow a particular religion.

Unless a school is affiliated to a particular church then I don't think Bible in Schools is really necessary. If parents want a Christian based education then they can send their children to a school that is based on Christian values.

children if needed can be taught about religion rather than a religion

If you want religious teachings go to church

Not a believer. Also I think the time spent is better used in learning. Its also very biast to only teach one religion...

I would prefer if my child learnt about all religion's not just christian beliefs

Just feel that it's not necessary in today's curriculum. There is so many other interesting topics that could be learnt in this time. Old fashioned crafts for example.

There is no place for religion in schools. If someone wants their child to have religious instruction they can go to church. I do not like the fact that the teachers often fill in as bible teachers. Teachers are positions of authority over the children and this is a misuse of their position.

I feel that the teaching of the bible/christianity is a one eyed approach. I think a better approach would be to teach kids about different religious beliefs and how they came about. This would also allow kids to better understand different peoples views and cultures.

I don't think it has a place in today's culture. I think there should be a focus on values education that does not have a biblical slant.

My children only attend because it is an out-out system rather than an opt-in. Because of this, there are very few that opt-out. Maybe the school should consider switching it to an opt-in system. My wife and I are agnostic and I see the current 'Bible' sessions only teach Christianity.

Bible shouldn't be taught in school. If a parent wants their child to do bible it should be done at home/Sunday school/ church or whatever. I think school is for intellectual learning. Not fiction.

I think you should offer all Religions for RE

Keep religion out of state schools.

If a decision is made to continue with Bible in School in 2018, what ideas could you share about how the school can cater for children who have opted out? 30 responses

Library time. Sports. Critical thinking

Something age relevant.

Don't do Bible in School - problem solved.

I believe it should be opt in rather than opt out. Children who have not opted to participate could do revision or extension work, they could do science, which I feel is lacking in the Bombay curriculum. They could also do ethics, community or life skills

I'd be happy for my children to simply read a book! Maybe some science activities would be a good alternative - the kids have enjoyed science in Akoranga sessions.

Art

What do you currently do? Are there kids that opt out at the moment?

get taught basic religion and then be given work sheets or teaching kids how to ride a bike or how to cross a road or other school work that can be completed - not muck around in classroom or sit and talk - wasting the time

More time needed for internet/library research on topic; perhaps they could research, prepare and present 5 min presentation on eg countries of the world
Perhaps children could use this time to read or browse in the library or other space or do mathematics etc under supervision of a teacher

n/o

If a decision is made to continue Bible in school then perhaps consider holding the classes after school hours - say immediately after the final bells goes. If the parents of Bible in school children deem the activity important enough for their child to attend, then they will accommodate a later pick-up time on that day. I would not opt my kids out as they really enjoy Bible and often discuss what they have learnt, there are huge moral learnings to be gained from Bible. I just think that there should be an awareness of other religions so they grow up having a balanced view of the world not just assume that one religion is the only one that is right.

Another sporting activity

Jump jam, Te Reo, Maths games.

Not sure but kids who opt out could feel a bit isolated which is why opt in is a good idea.

I would prefer the study of different cultures encompassing many different religions rather than focusing only on Christianity. I would want the kids to be involved in something fun and productive that is appropriately supervised, not just left in the library.

Are there options to cover things like values/morals etc that aren't coming from a religious viewpoint? My children are opted in, but only because I was under the impression that they basically don't do anything of value if they are opted out.

they just carry on with their normal schoolwork as expected

They all work independently so they can just carry on in a separate location. The rooms 1,2 & 3 is big enough to accomodate that.

Learning

Something artist. Music lessons, theatre sports

Crafts and sports lets the kids choose what interests them maybe?

Why are children/parents asked to opt out? Inclusion should be an opt in question. If a parent wants their child to have religious education then they should give 'enthuastic consent', as opposed to consent by default.

Teach them about another religion like Buddhism or Islamic religions. I don't particularly want my child opted out but would love her to learn other beliefs other than Christianity.

I think bible should be opt in, not opt out.

Change the system to be opt-in. That way those that wish to attend can all go off to the hall and the other children can remain in class

Continued learning. Crafts. Arts. Free time. Whatever works that has some type of positive learning.

Something fun, and where they don't miss out. Easter is not about receiving chocolate but when Rose opted out she didn't receive them as was made to feel different

Have it RE after school hours

You selected 'other' in response to question one. Could you please expand on your reasons? 7 responses

While no religious myself, I would welcomed me the chance for my child to learn about religion, but all religions should be covered.

Religious studies to cover a broader range of religions and beliefs

I believe that the child should be able to participate in Bible Studies if the child or the parents wish the child too

teaching one religion is very narrow sighted in a multicultural community

We are not religious people. However I don't see the harm in the kids being exposed to religion through Bible in School. But I also don't think it is an absolute necessity so I'm not fussed either way.

We are a not opposed to it but also feel it's not needed

I think it would be beneficial to learn about all major religions, to instill understanding and acceptance.

Please use this box if you have any other comments/ ideas to raise. 20 responses

Moving forward for bible in schools it's hugely important and beneficial to educate the children about ALL the different types of religion not just Christianity

If we believe our children have a right to learn bible in schools then why should our rights be taken away because some people don't believe?

I would like to see Bombay children receive exposure to multiple faith systems, widening their knowledge further. Alongside bible stories, there is an opportunity to explore material from many other sources

Changing platforms and approaches should be used to stay relevant for these bible teachings

With the diversity of our society, I feel it is wholly inappropriate to favour one religion.

Years ago (8 anyway!) new parents were actively discouraged by School management to withdraw their kids from bible lessons. I'd like to think that ALL of our families now are fully aware it's fine to withdraw them. I'd be disappointed if bible lessons were to continue, unless the lessons were changed to include ALL religions.

I hope there would be exploratory discussion to enable the children to make their own choices

William is still attending bible studies as Katherine portrays religion in a manner appropriate to a young person but Charlotte was pulled due to scare mongering by an older member of the church. If the likes of Katherine continue to teach bible studies I would be more than happy for Charlotte to return.

n/a

I do not support introducing other religions to 'balance' with Bible in Schools

Perhaps "citizenship" studies would be a more relevant and applicable subject to teach; especially the juniors.

Everybody has there own beliefs and if they agree and disagree it cool

I was brought up at school also once a week for a hour learning about the bible and I never ended up going to church, but I learnt about things and why we celebrate these things

Everybody is different

Bible in Schools shouldnt be limited by age. Children should be able to par take in it from the moment they start school.

Historically, Bombay School has had Bible in School and its important for it to continue so the students can learn about the spiritual dimension.

I don't feel that religion in schools is relevant with such a diverse community of cultures and religious and non-religious backgrounds.

Can these ideas and principles be taught in a different way, rather than through the teachings of the Bible

Having Bible Studies at school is great and I love the fact Bombay does.

bible is an extra curricular activity if parents feel the need for children to study the bible they can go to church in their own time.

I'd be interested in an opt in version of a structured comparative religious education...as a type social studies. By this I mean, prior to accepting any kind of religious education, speakers must be attained by the local Islamic, Hindi, Christian, Buddhist, Mormon, etc institutions. Each religion should be given equal time and access to children (one can't 'opt out' of specific religion - this is an educational subject) Each should be a historical account of their religion, core tenants, etc. The premise is that, society is full of all kinds of people with all kinds of beliefs and we all need to get along. By understanding our neighbours better, we contribute to a stronger community, one with tolerance, compassion and empathy.

No

6 DISCUSSION : [2018 Charter & Annual Plan](#)

Are there any discussion points? Lyn and Paul have tweaked some of the goals.

It has been back to the staff and everyone is happy with the changes. No additional discussion points. Needs to be submitted in March. To be accepted in motions.

7 DISCUSSION : Food in Schools

The Food Act 2014 and its regulations apply to a range of food activities in schools.

If you are selling food as part of your school programme or activity you may need to register under the Food Act by 31 March 2018. If the food isn't for sale, you won't have to register but just make sure the food is safe and suitable.

The Ministry for Primary Industries' (MPI) 'Where Do I Fit' tool is a great way to find out if the Act applies to you and start your registration. MPI also has a fact sheet [PDF], with examples of who does and doesn't have to register. There's also a fact sheet on fundraising [PDF] and helpful videos about the Food Act 2014 and case studies of businesses operating under it. If you have further questions please, contact info@mpi.govt.nz or phone 0800 00 83 33. Register early and avoid a last minute rush

We completed the 'where do I fit tool' : We do not have to register. [Here is the result](#)

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 POLICY REVIEW : Home Learning

Consultation Period 1 March - 14 March

FYI Details are here :

<http://bombay.schooldocs.co.nz/>

User : bombay

Password : ourbestalways

Home Learning

The amount of homework given will vary depending on the age of the student. Any homework is done to reinforce what has been taught in the classroom. As parents, you may like to help with homework by encouraging or showing an interest in your child's school activities.

Teachers send home a "homework brief" at the start of the year to assist parents in ways to help their children. Please let the teacher know if homework is too hard, causing stress or cannot be managed at this time.

Staff concesous - home reading, Mathletics & Spelling should always be done.

Value - chance for parents to engage with the children - reading to them, them reading to Mum or Dad.

No changes necessary.

10 Monthly Finance Reports for Nov, Dec, Jan. [Motions]

[Monthly Financial Report November 2017](#)

[Monthly Financial Report December 2017](#)

[Monthly Financial Report January 2018](#) – no concerns or questions. – Deb/Matt. Unanimous – see Motions

11 PRINCIPAL'S APPRAISAL : [Discussion about the 2018 Principal's Target Agreement](#)

Paul went through the agreement so the trustees understood the basic form and information contained within.

There are goals that come directly from the Charter and Annual Plan.

NZCER survey for staff satisfaction - Week 9 Term One, then middle of Term 4.

We went through the goals so that all was understood.

Matt - Do we need to create a policy around **SeeSaw** - to be done in future when we know more about how it works. Set minimum standards.

Discussion regarding the stopping of the 'mid year report'. Replacing with the constant reporting to parents through the SeeSaw programme. The children upload information and videos or pictures - includes worksheets (i.e.basic fact sheets)

12 ADDITIONS TO THE AGENDA :

12.1. Lions Club Community Breakfast:

The community breakfast was held in the school hall on Sunday 18 Feb. Approximately 120 people attended. For the club, this represented an encouraging turnout, for what they hope will be a regular event. By all accounts, it was successful, rendering a modest profit of \$1000 for the club. The school will continue to assist the club with this venture on a no cost basis. The club membership is dwindling and we would like to assist it to remain a viable community group. We produced two videos in support of them. These were emailed to them and also distributed via the school's Facebook and Youtube channels.

1. [A Highlights Report](#)
2. [The President's Address](#)

12.2. Paparata Road Reserve:

We received a call from Ron Dawbin about the Paparata Road reserve. Ron heard that the council planned to sell off this land.

Ron has requested a meeting with Andrew Bayley and I (Paul) have invited myself along to that. I will keep the board informed.

Update : We met with Andrew last night. It's not looking promising - if the community wants this land - it will need to buy it. It's highly

Unlikely that MOE will pay for it. We could appeal to the community for ideas :

Ron Dawbin's suggestion about using the land as a drop off - loop road, to take the traffic off Paparata Road. There may be some commercial buyers looking at it buying if it is re-zoned as commercial.

What were the conditions on the giving of the land - from when it was part of the school land.

This is about all pieces of land that the council owns - they need to get some cash flow.

More research before we question the school community regarding this sale.

Paul will speak to Barrie Duckworth regarding the conditions (provisos) of the sale - see if he remembers.

Sale of the reserve next to the playcentre

It's come to our attention that Parks and Reserves intend to sell off the reserve next to the play centre and the school. Word on the vine is that a business consortium is interested in the land.

Some of you will be aware that the reserve used to belong to the school in the past.

A group of concerned community members are keen to gauge your views.

Should the land be sold?
Should it remain a reserve?

Could it be used by the community?

Could it be used to solve parking congestion when the rugby club and the school have functions?

Could a new community entity be set up to control the land for the use of the school, rugby club, play centre etc?

What would be the best use of the land?

If the land was sold and rezoned - it could mean that commercial buildings could be set up. Dairy? Liquor Store? Fast Food? Are you in favour of this?

Please share your ideas with us by filling in the form below and we will take it to a meeting with Andrew Bayley and Counsellors.

Please fill in the form.



12.3. Seesaw

There are 7 pillars of Personalised Learning (Our pedagogy) (The way we teach.) These pillars are Locus of Control : Knowing Students as Learners; Student Engagement; Collaboration; Effective Use of ICT; Classroom & School Culture. We started the journey of personalising student learning in 2014. A great deal of work went into getting the school into the position where learning, with the support of digital tools, was embedded into our practice. This task is by no means complete. Think of it more as a journey and not a destination. We are continually refining, adjusting and rethinking our pedagogy. We are now at the point where we needed to think about

the way we were engaging students and their parents in the teaching and learning partnership. We needed to think about how we strengthened this partnership and how we made it more effective. We believe that seesaw is the next evolutionary step to take.

What is seesaw? <https://youtu.be/pzIrtDR84KY>

Through the learning journal, students can engage with the families. <https://youtu.be/tlw-tUKvnNc>

The app will allow parents to get a good window into learning : https://youtu.be/fztA8m_4U5A

Down the track we will be able to report student progress against the curriculum and learning progressions.

Seesaw will open up the learning process, increase understanding of what we do and enhance the school's culture of openness.

This transparency enhances accountability for all stakeholders. It enhances engagement, which is central pillar of personalised learning.

This digital platform will enhance the effective use of the technology that we have at our disposal and will represent good value for money. If achievement/ assessment data is captured in seesaw, it would eliminate double handling for teachers. Seesaw allows for real time feedback - from multiple sources. In the past parents had to wait for a June or December report before they could provide feedback to their children. It also meant that parents had to wait until three way conferences or report time before they became alerted to a potential learning/ behaviour deficit. Seesaw is a cumulative record of learning. It builds up as the child progresses through the school and it can be downloaded Our seesaw rollout will follow this sequence : Setup Seesaw > Teachers get time to learn > students get time to learn > open it up to parents > evaluate progress

Notes

BOT decided to defer further action on this matter until more information can be obtained from parks and reserves.

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**

We are (9k) over. Should be mopped up to zero over the next 2 pay-periods

15 MINUTES FROM Previous Meeting 17 January 2018

The board confirms the [17 January 2018](#) minutes as a true and correct record of the meeting.

See Motions

16 MATTERS ARISING FROM MINUTES – ACTION LIST

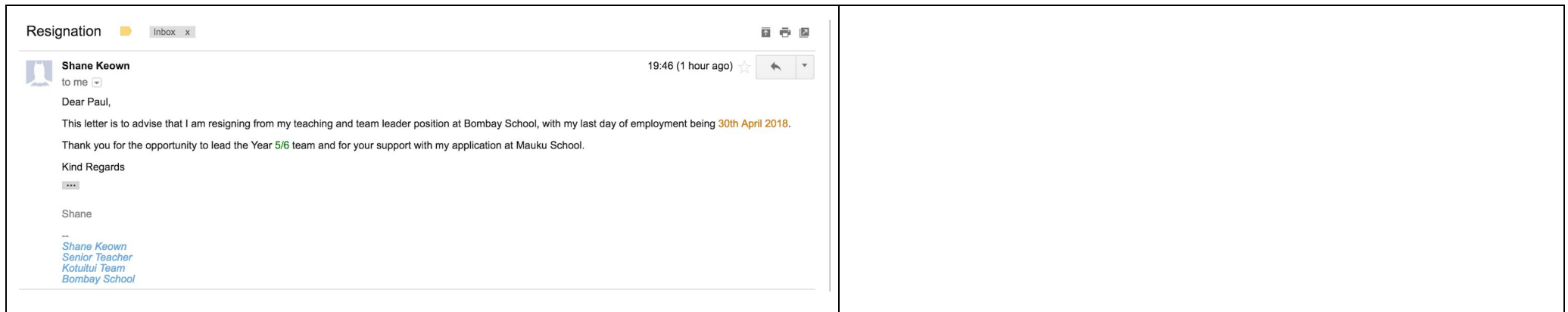
Date	Action Required	Who
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28 February	Finance committee self review and plan for the year	
31 March	Annual accounts prepared and forwarded to the auditors.	
30 April	Annual review of 10-year property plan completed by the property committee and available as an input document for budgeting purposes. Note: this should also encompass normal cyclical maintenance and capital works	
31 May	Community reporting on financial performance	
30 June	Ensure any issues raised by the auditor have been addressed	
31 August	Annual review of risk management needs and insurances	
30 Septembe r	Annual plan available as an input document for preparation of the budget	
31 October	Initial annual budget recommendations submitted to the board	
30 November	Revised annual budget (if required) submitted to the board for approval	
27 Feb	Talk to KAS about parking their van differently	

17 CORRESPONDENCE (INWARDS/OUTWARDS)

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

In :	Out
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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"> 2016 Charter & Annual Plan 2017 Charter & Annual Plan : Approved 28/02/17 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"> 17 Jan 2018 : Pending 27 Feb 2018: Pending 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"> 17 Jan 2018 : Charter and Annual Plan to be approved at this meeting. 27 Feb 2018 Charter and Annual Plan has been approved 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.				1. 17 Jan 2018 : NIL - See above
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.				1. 17 Jan 2018 : Refer to 2018 Annual Plan 2. 27 Feb 2018 : refer to Annual Plan
6	We have adhered to our agreed, Board Board Policy Framework and have a positive relationship with our principal.				1. 17 Jan 2018 : The board's 2018 Draft Board Policy Framework was passed at this meeting. 2. 27 Feb 2018 : There were no matters to raise wrt the BOT 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		✓		1. 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)		✓		1. 17 Jan 2018: The board will confired BOT roles for 2018
9	The board attended appropriate professional development this year.				1. 17 Jan 2018 : Nil for 2018 to date. 2. 27 Feb 2018 : Nil to date
10	The board has a new trustee induction process and this has been used effectively this year including the 3 month post-election survey. Any issues have been addressed and required changes made to the induction process.				<ul style="list-style-type: none"> • 17 Jan 2018 : There are no trustees to induct as of this meeting. The Induction process is as follows : [Also see the Board's Policy Framework document] • Letter of congratulations and New trustees welcomed at their first meeting • Becoming a Trustee Video • The trustee's handbook • Trustees know what is expected of them. (Roles and Responsibilities) • New trustees know where to get information • New trustees know where to access PD • New trustees are taken on a tour of the school • New trustees understand the Bombay School Charter. • New trustees sign and agree to work within the code of conduct. • New trustees are up to date with opportunities and risks facing the board. • New Trustees are encouraged to attend NZSTA training. They are supported to select appropriate needs based training. • New trustees are encouraged to attend board social functions and board networking events


					<ul style="list-style-type: none"> • New trustees are introduced to the staff • It may seem rather daunting to start, with all the terms and processes which can seem so foreign and difficult to grasp, but we have good news! We are here to help and support you and your board of trustees. Explore our website it is packed with information and resources, Learning modules, Governance essentials, complete a Policy framework, also read Making a difference: Trustee handbook.
11	The constitution of our board meets legislative requirements. (check with NZSTA Helpdesk)		✓		<ul style="list-style-type: none"> • 17 Jan 2018: The board is a legally constituted board.
12	We did not have difficulty recruiting or retaining credible board members this year.				<ol style="list-style-type: none"> 1. 17 Jan 2018: The Board is seeking Maori parent representation on the Board in 2018. 2. 20 Feb 2018 : Paul contacted Dave Hema to ask him to attend BOT meetings - awaiting a response. + K Hughes expressed interest in serving on the board. 3. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board.
13	Our board is a fair representation of our community in terms of gender and ethnicity.				<ol style="list-style-type: none"> 1. 17 Jan 2018: Our Board has 7 elected members. 3 Female.4 Male. 6 European Extraction. 1 South African Extraction. The Board discussed its efforts to date to recruit Maori Members at the governance level. The Board noted that its attempts to recruit a Maori Board member at the last election did not succeed. The principal also approached a parent who would have been a credible candidate - but he was not able to spare the time commitment to the role. The board will try to recruit again in 2018 by appealing via the newsletter, at special meetings and through 1:1 approaches. 2. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board.
16	We have consulted our school community this year and addressed any relevant issues.				<ol style="list-style-type: none"> 1. 17 Jan 2018: The board's policy consultation timetable can be accessed here :http://bombay.schooldocs.co.nz/ User : bombay Password : ourbestalways 2. 27 Feb 2018 : Bible in Schools Survey Data tabled and discussed.
17	We have consulted with our Maori and Pasifika communities this year and addressed any issues.				<ol style="list-style-type: none"> 1. 17 Jan 2018: Refer above 2. 20 Feb 2018: Paul contacted Dave Hema to ask if he would be willing to attend board meetings. Outcome pending. 3. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board.
18	We regularly published the concerns process to our school community this year.				<ol style="list-style-type: none"> 1. 17 Jan 2018 :The complaints process is Permanently on the website & Newsletter 2. 27 Feb 2018 : The complaints process is Permanently on the website & Newsletter
	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"> 1. 17 Jan 2018: See 2017 Annual Report 2. 27 Feb 2018 : The new 2018 Annual Plan has been approved
20	<p>We have developed and have followed a 3 year board work plan where we have identified on a per meeting basis the items we will be addressing in 2018.</p> <p>17 Jan 2018: 2018 Board Work-plan will be confirmed at the next board meeting</p>				

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

2018 REVIEW SCHEDULE

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

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

		REVIEW	Assurance	Consult	Attestation	Update	
		Review the policy / procedure and advertise it to relevant stakeholders so they can also provide their feedback	Assure the board that proper steps and actions have been taken regarding the policy/procedure, and that they are up to date	Consult with the school community and adopt a statement about the consultation process/ results	Return relevant International Student attestation form(s) to NZQA	Update the charter & forward to Ministry Prepare annual report for auditor	No actions are required this year - check 3-year schedule for when action is due
21	The student achievement reports as outlined in the board work plan have been presented and any issues addressed				1. 27 Feb 2018 : 2018 Targets have been set.		
22	We have a good understanding through benchmarking and other comparative reporting how the school is performing against relevant top performers.				1. NS Data has been removed from Education Counts - BOT to explore other ways to get comparative data		
23	Our annual report was submitted to the MoE by 31 May and made available to our school community.		✓		1. 17 Jan 2018 : To be done by the March Meeting 2. 27 Feb 2018: Completed. Submitted via the portal		
24	Our principal gives us the information that we expect and need to evaluate our school's performance				1. 17 Jan 2018 : No matters raised. BOT satisfied with the information that it receives. 2. 27 Feb 2018 : No matters raised. BOT satisfied with the information that it receives.		
26	We approved this year's budget by the beginning of the school year and ensured that it was aligned to the annual plan				1. 17 Jan 2018 : Budget was approved subject to the depreciation figure being included 2. 27 Feb 2018 : Budget approved		
27	We monitor the budget at every meeting by receiving a variance report from the Finance BOT Member.				1. 17 Jan 2018 : November and December 2017 Monthly reports were accepted 2. 27 Feb 2018: Jan 2018 Monthly Financial report accepted.		
28	We are on track to meet our expected budget surplus.√				1. 17 Jan 2018 : on track 2. 27 Feb 2018 : on track		
29	We have a draft budget in place for next year that is aligned with the annual plan.				1. 17 Jan 2018 : Too early to draft the 2019 budget 2. 27 Feb 2018 : Too early to draft the 2019 budget		

30	The principal has completed all requirements in relation to health and safety both physical and emotional. The board is receiving up to date, accurate health and safety data. The principal has considered the unintended consequences from health and safety plans.				<ol style="list-style-type: none"> 17 Jan 2018 : The 2018 Hazard, Risk and Accident Register has been updated for this meeting. Please read it. The Bombay School Health and Safety Manual has been update. The Bombay and Me survey of students will take place in week 9 2018 : All teachers feed health and safety concerns to their team managers who are their nominated health and safety officers. Admin staff feed their input to the office manager and support staff feed their input to the Deputy Principal. Team leaders, the office manager and the Deputy Principal, feedback to the principal. The principal actions pertinent responses and feeds the outcome back to staff via the agenda for their next meeting. The Emergency evacuation map and Bombay School Health and Safety Manual have been added to the website.P Petersen, S.Keown, C.Lemon, R.Oliphant and K Batters have all completed the online health and safety Rep training course. 27 Feb 2018 : Refer above
31	Workers feel able to express their concerns.				<ol style="list-style-type: none"> 17 Jan 2018 : School has not started yet. 27 Feb 2018 : Staff asked by Staff Rep if there were any matters to raise at this board meeting. NZCER workplace survey scheduled for end of term 1 2018
32	All staff are aware of and suitably trained in order to meet their health and safety requirements.		✓		<ol style="list-style-type: none"> 17 Jan 2018 : All teachers are expected to be first aid trained. New Staff will be offered first aid courses. The caretaker is trained to manage the pool. Team managers are trained to Unit Standard 29315 - Health and Safety Site Rep Health and Safety Rep Training : Certificate. 17 Jan 2018 : All teachers are expected to be first aid trained. First aid course booked for 26 April 2018.. The caretaker is trained to manage the pool. Team managers are trained to Unit Standard 29315 - Health and Safety Site Rep Health and Safety Rep Training : Certificate
33	The health and safety area is adequately resourced (Money, time, equipment)				<ol style="list-style-type: none"> 17 Jan 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs. 27 Feb 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs.
34	Any recommendations arising from health and safety reviews are considered.				<ol style="list-style-type: none"> 17 Jan 2018 : School has not started yet. 27 Feb 2018 : No H&S matters arose from our formal reporting process to date.
35	There is an appropriate risk identification, assessment and action procedure in place.				<ol style="list-style-type: none"> 27 February 2017 : Refer to the Bombay School Hazard, Risk & Accident Register 2018 and Bombay School Health and Safety Manual
36	There are appropriate policies and procedures in place to ensure that contractors have required health and safety standards.				<ol style="list-style-type: none"> 17 Jan 2018: Onsite Contractors Policy + refer to schooldocs
37	The 5 year property plan is being implemented effectively as per the plan				<ol style="list-style-type: none"> 17 Jan 2018: The new 10Ypp is being drawn up at present 27 Feb 2018: Meeting scheduled with watershed, moe and school in early March 2018.
38	The 10 year property plan is current.				<ol style="list-style-type: none"> 17 Jan 2018 : The new 10Ypp is being drawn up at present 27 Feb 2018: Meeting scheduled with watershed, moe and school in early March 2018.

39	We have consulted our community regarding the health curriculum in the last 2 years. Survey update here		✓		1. 17 Jan 2018: Consultation was completed in Dec 2017
	Employer Role				
40	The board's relationship with the principal is one of mutual trust and respect.				1. 17 Jan 2018 : No matters of concern were raised 2. 27 Feb 2018 : Please comment
41	The board has a good understanding of current employee morale and employee issues and concerns.				1. 17 Jan 2018 : School has not started yet. 2. 27 Feb 2018 : BOT members attended a morning tea social and a classroom walkthrough. SLT Notes on staff feedback indicate that staff are positive and engaged.
42	The board approves and monitors personnel policy as per the board's work plan and ensures that the principal completes a personnel attestation form for the first meeting of the year.		✓		1. 17 Jan 2018: ATTESTATION STATEMENT
43	The teaching staff have completed a teacher workplace survey in the last 3 years. (NZCER)				1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018 : In conjunction with Lin Avery, the principal and BOT, and NZCER survey will be conducted in June/ July 2018.
44	The board has sought meaningful communication with school staff this year.				1. 17 Jan 2018. The 2018 school year has not started yet. The Board intends to meet staff at a Board organised morning tea on 26 Jan 2018. 2. 27 Feb 2018 : BOT members attended a morning tea social and a classroom walkthrough. S.Stafford-Bush presented the first staff rep report for 2018. Staff members were asked if that wanted to raise anything with the BOT during the staff meeting of 20 Feb. S.Stafford-Bush will report on this meeting at the next staff meeting.

	Board Code of Behaviour				
45	Maintained and understood the values and goals of the school				1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018: Members agree that they maintain and understand the values and goals of the school.
46	Ensured the needs of all students and their achievement is paramount.				1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018.
47	Been loyal to the organisation and its mission				1. 17 Jan 2018. The 2018 school year has not started yet. 2. 27 Feb 2018: Members agree that they have been loyal to the school and its mission. 3.

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.
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.

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

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	Completed 17 Jan. Meeting 1	1. Unit Allocation Flow Chart Refer to the 2018 School Organisation 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 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
<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		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

Term 2	Task	Outcome	Evaluation
	Review Property Plans (10 year and 5 ypp)		1.
	Review Health and Safety processes for the school		
	Review attendance data		1.
	Review Website		1.
	Review School security, including data security.		
	Presentation of Annual Accounts, reports – Principal and Chairperson, 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				
	Receive and Review The Senco Report		1.		
	Chairman to check SUE Reports and Sign off BOT Mins		1.		
	Review the Concurrence Statements		1.		
	Review the Home and School minutes		1.		
	BOT to conduct a school walk-through		1.		
	EEO Review		1.		
	Review Stand downs and exclusions		1.		
	Review Reporting to parents				
	Review Staff Professional Development				
	Review register of teacher's registration		<table border="1"> <tr> <td> <ul style="list-style-type: none"> 1. Shane Keown 314304 F 15 Dec 2020 2. Bethney Steer 350487 F 17/01/20 3. Sharron Hughes 162296 F 13 Nov 2020 4. Cherie Lemon 185364 F 23/09/19 5. Tracey Weight 220998 F 19/04/19 6. Sarah Hancock 241350 F 10/05/19 7. Megan Mary Burford 308977 Subject to Confirmation 27 Mar 2020 8. Charlotte Victoria Forch 323844 Full 03 May 2019 9. Paige Ophelia Dawn Goldstone-Leighton 335803 Full 07 Feb 2021 </td> <td> <ul style="list-style-type: none"> 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>	<ul style="list-style-type: none"> 1. Shane Keown 314304 F 15 Dec 2020 2. Bethney Steer 350487 F 17/01/20 3. Sharron Hughes 162296 F 13 Nov 2020 4. Cherie Lemon 185364 F 23/09/19 5. Tracey Weight 220998 F 19/04/19 6. Sarah Hancock 241350 F 10/05/19 7. Megan Mary Burford 308977 Subject to Confirmation 27 Mar 2020 8. Charlotte Victoria Forch 323844 Full 03 May 2019 9. Paige Ophelia Dawn Goldstone-Leighton 335803 Full 07 Feb 2021 	<ul style="list-style-type: none"> 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		<p>27 Feb 2018 : Report From Lynley Rawston - entered into in-committee minutes</p> <p>27 Feb 2018 : Lin Avery From Evaluation Associates appointed to conduct this year's appraisal</p>		

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		

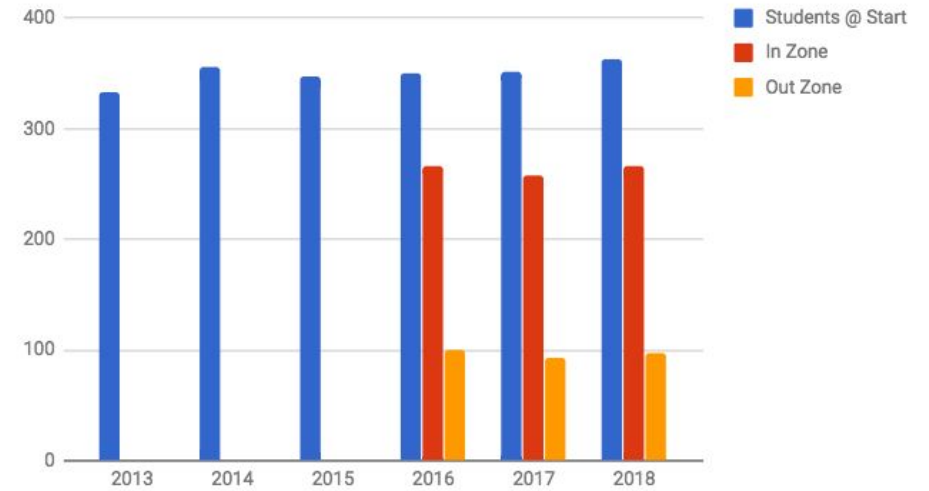
	1. Review special needs programmes		1.
	1. Draft budget for the next year		1.
	1. Review Staff induction processes		
	1. Review staffing levels for the next year		
	1. Submit financial info to the auditor		1.
	1. Sport Review 2. Review of Donation requests	1.	
	1. Review Statement on Staff Appraisals		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 :

1. 845 am 23 Feb 2018. Shane Keown informed me yesterday that he had been offered the DP role at Mauku School. This is a wonderful promotion. We wish him well. As soon as I receive his resignation, I will advertise for a scale A teacher. (Paul)
2. 8pm 23 Feb 2018. We have received S. Keown's resignation. [The vacancy has been advertised.](#)
3. M. Webster has indicated that she is NOT keen to work 5/5 days. We've informed her that we are proceeding with advertising the position as per our agreement. [The vacancy can be found here.](#)

21. Formal Complaints:

- Nil

22. Stand down/ Exclusion

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

23. Concurrence statement:

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

24. Attestation:

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

25. COL UPDAte

Kahui Ako Update

Kim has attended the AP/DP COL meeting on Friday 23.2.2018. This was held by Haydon Brill and Dr Alison Davis. Discussions were held on the work streams as well as clarity over some of this and roles on in school COL roles as well.

We have signed up to look into the work stream of culturally responsiveness and Rachel Schanzer the across school COL person is running this. We have our first meeting on Tuesday 6th March from 4pm - 5pm which Kim will attend. We are a little concerned about how this will run as they are looking at this through the lens of a secondary school. We are looking into the work stream around writing because this is an area of need within our school.

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 Congratulations Amber Dones – Graduation – BEd

Amber Dones graduated 16 February. The school community sent flowers and several of us sent her text messages of support and congratulations.



Congratulations Miss Dones

Miss Dones graduated last week.

The ceremony was in her hometown of Whangarei.

We sent her a beautiful bouquet on behalf of the Bombay School Community.


In this picture, Miss Dones is wearing a special Korowai, that her mother made for her. The band of the korowai is adorned with symbols representing her English and Maori heritage.

Miss Dones whakapapas to Ngapuhi.



Congratulations Miss Dones. Well done on achieving a big milestone.

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

	<i>Corresponding NAG</i>
<p>29 NAG 1 (Student Achievement)</p> <p><u>27 February 2018</u> We've set our annual plan goals for student achievement. For the first time, this year we are adding in targets for accelerant students. Reading recovery is started off well. There are currently 4 students who are making progress as per our expectations. Our SENCO notes have been updated for 2018 and we are currently working on a tracking system for all our target students. Please read the Analysis of variance for 2017, Reading, Writing and Maths.</p> <p><u>1 March 2018</u> We've started our Mentor Reading Programme to support Target Readers.</p> <p><small>Parent, and Jet Star Pilot, Eru Brown has volunteered his time to be a reading mentor at school. When he is not flying about the country, he will be at school working with our readers. Thank you Eru !!!!</small></p>  <p>Parent and Pilot Eru Brown, a mentor reader, working with one of our students.</p>	<p>NAG 1 (Student Achievement)</p>
<p>30 Nag 2 : Policies, Plans, Programmes</p> <p><u>27 February 2018</u> We are reviewing the homework policy at this meeting. Our curriculum teams met on 20 Feb to draft curriculum action plans. Work on this is ongoing. Our 2018 Charter and Annual Plan has been completed.</p>	<p>NAG 2 (Policies, Plans, Programmes)</p> <p>NAG 2A</p>

31 NAG 3 (Staff Performance; Industrial Relations.)

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

Record of Professional Development	Record of Appraisal/ Attestations	Industrial Relations & Other Matters relating to personnel
<p>22/01/18: Teacher Only day - induction for new staff 23/01/18: Teacher Only Professional Development Day 24/01/18 : Professional Development with Vision Education : Focus : Writing. All Teachers. 01/02/18 : Week 1 and 2 : Kim Batters offers PD on Hapara and Mathletics 15/02/18 : Paul trained Kim on the use of SchoolApps 23/02/18 : Kim and Susie attended COL PD</p>	<ul style="list-style-type: none"> 27 Feb 2018 : Attestation completed for P. Leighton/ R. Oliphant/ R Richards/ B Steer/ K.Cameron/ C Forch/ Jen Paxton/ J Orr/ A Dovell/ H Hewes/ M Mouselimis/ C Wright/ C Wynn 	<ul style="list-style-type: none"> 16 February 2018 Amber Dones graduated - BEd. The school sent flowers to Whangarei - her hometown 26/02/18 onward D. Rolfe scheduled to have surgery. PUM on 26/03/18

Finance Reports

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

2015	2016	2017	2018
<ol style="list-style-type: none"> January 2015 February 2015 March 2015 April 2015 May 2015 June 2015 July 2015 August 2015 September 2015 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"> January 2018

32 NAG 5 (Health and Safety)

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

- [Bombay School Health and Safety Manual](#)
- [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

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.
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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 *****

Staff Report

♥
Dear Team
You're All
Amazing
Keep up the
Great work!



Alone we can do so little; together we can do so much.
Helen Keller

Your dedication and service
is appreciated



2018

Tuesday 27 February 2018

All new staff have settled in well and classes are working to assimilate routines. Staff are positive and enthusiastic - Friday drinks, Valentines Day and 'Wine Club' Amber Graduated Friday 16 February from University.

First ever Curriculum Team Meetings were held - Tuesday 20 February

- Maths (ALIM), Literacy (ALL), Digital, The Arts, Inquiry. These were really positive and staff have drawn up Action Plans to work on.

Positive comments from new staff about systems and how easy things are to do and follow - writing rubrics, CRT Days, planning template, clear communication

Really great having Kim released full time as there are things that she has been able to support with at the beginning of the year.

Seesaw has made a positive impact with early adopters racing ahead with it.

Teachers were unanimous in their decision to:

No longer using National Standards as a benchmark

Go to Mid Year and End of Year reporting - no more Anniversary and Interim

Accept the Charter and the acceleration of students.



What we do in Kotare Team...



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

Bombay School Home & School - Meeting No. 1 DATE: 12 February 2018

Meeting opened – 12 February 2018 at 7pm

Present: Katy Geck, Annalise Chisnall, Dianna Naylor, Sherilyn Naylor, Sue Cole, Lisa Garth, Susie Stafford-Bush, Kelly Hughes, Rebecca Laker, Gina Dickinson, Rachel Reader, Meliesa Louw, Melanie Kolmer, Wendy Powell, Paul Petersen, Tracey Weight, Kylie Faulkner

Apologies: Deb Somervell, Lynley Wood, Andrea Meade

Confirmation of Previous H&S Minutes | 11 December 2017

Moved - Kelly Hughes

Seconded – Sherilyn Naylor

Correspondence In –

BOT dates – Katy to forward to me

Tupperware lady – offered party as fundraiser, Katy to decline

Labels – offered as a fundraiser, Katy to decline

Correspondence Out – replies to Tupperware and labels (Katy to respond)

Matters Arising from Correspondence –

Container – BOT happy to have one but do not want it next to the hall, Paul and Doug favour location next to hall. Katy to talk to Puke Hiab to see if they will deliver.

Cannot encroach on the sports shed. Tracey confirmed a 40ft would fit. All we need are blocks of wood to keep it off the ground. All agreed to progress with this.

Ice Skating – all booked 21-24th of November, it's on the school calendar. Paul to notify KAS. Details attached.

Andrea Meade would like to research funding the school pool. Katy to ask Andrea to chat to Fulton Swim School to see if they are interested in contributing, etc.

Principal's Report – Attached

Financial Report – Attached

General Business

Cultural evening – 6th of March, H&S to help organise a sausage sizzle? Tracey to ask the Lions to assist. Advertise to bring your own picnic? Unveiling of junior playground.

Paul to put info out on the app regarding the Community Breakfast.

'**Dream Ride**' Susie confirmed that the dog squad will be here for this event, the Eagle helicopter has also been confirmed. Forms to be sent out to vehicle drivers and parents. Child is collected from home, all meet at Caltex Truck Stop end and come to school in convoy. Some special vehicles, child will need to be dropped off at the Caltex. Meet at Caltex at 8.45am, to arrive at school at 9am. 10 am all vehicles to depart. Dog squad and Eagle here at 10.30. Annalise to contact Tuakau fire station to see if they will attend. Tickets @\$1 each to go on sale on tomorrow, to be drawn on Friday the 2nd of March. Lorraine to send out a flyer separate to the newsletter. Ice cream containers to be sent in, ask Tracey Perez for the draws.

One junior playground payment to make, all agreed to pay now.

*Bombay School Home & School Purpose: To grow **relationships between parents, caregivers, whanau and teachers to communicate and achieve mutual goals, and to fund-raise for necessary facilities and opportunities.***

Junior syndicate (yr 0-2) will receive no syndicate money for 2018, they received \$5k in error in 2017, do we hold in 2019 or let it go?

Easter Raffle – need to think about this.

Foot golf – 25th of Feb (Sunday), 11-2pm. Kylie to source food items, including meat, and let Katy know what she cannot get. Wendy to donate a travel voucher. Add to the flyer, bring cash! Any ideas for silent auction or spot prizes, please send to Katy. BBQ to start at 10.30am, need a roster for cooks, mini-putt, food golf. Ask year 7/8's to help run mini-putt. Tracey to email Terry Dwayne to see if they would like to play on the day (band). Tickets on sale now!

Katy not sure if she will be here for the AGM. Need a new president. Ask Paul to put it on the facebook page.

Tracey suggested rotating the day of the week, need to consider the dates of the BOT meeting. Kelly to put roster together for upcoming meetings.

Sherilyn to look into buying a deep fat fryer for the school.

Meeting closed: 8.20pm

Next meeting: 26 March 2018 - 7pm staffroom

Agenda items to: Kelly - kel_steve@hotmail.co.uk

Summary of Activities for Home and School 2017			
Opening Balance for start of 2017 year			\$70,072.92
Net Profit from Footgolf day			
Income		\$ 1,957.70	
Expenditure		\$ 1,013.01	
			\$ 944.69
Net Profit from Comedy Night			
Income	ticket sales, income on night	\$ 6,896.00	
Expenditure	expenses	\$ 6,439.11	
			\$ 456.89
Net Profit from Movie Night - The Big Sick			
Income	ticket sales	\$ 1,620.00	
Expenditure	cost to hire movie theatre, plus expenses	\$ 731.50	
			\$ 888.50
Net Profit from Calf club			
Income		\$ 65,916.84	
Expenditure		\$ 24,690.45	
			\$ 41,226.39
Net Profit from Art Calendars			
	Profit from 2016 calendars -- \$1683.35		
	Sold for \$12 each - cost \$6.95 each		
	Income - \$3914.30 (2016), expenditure - \$2230.95 (2017)		
	Expenditure in 2018 year		-\$ 2,230.95
	2017		
Expenditure	Kids Creations - we have not yet received an invoice for the calendars		
Income	from sales @ \$12 each	\$ 4,296.00	\$ 4,296.00
General total of outgoings			
General payments :			
	gas bottle swaps	\$ 35.50	
	Postage	\$ 6.00	
Designer Flowers	flowers for leaving committee members	\$ 100.00	
Staples NZ	gladwrap and baking paper for hall kitchen	\$ 35.32	
	50% cost of Kung fu lessons - Akerunga	\$ 1,500.00	
	contribution to Junior Playground	\$ 30,000.00	
	Contribution to Junior Books	\$ 3,000.00	
	Contribution to EOTC -	\$ 17,000.00	
Empire marketing	50 umbrellas - two sizes	\$ 1,091.92	
	Family day - Bread	\$ 49.50	
	Food for teachers - parent interviews	\$ 161.54	
	teacher Christmas - deposit for staff dinner	\$ 910.00	
			less
			\$ 53,889.78
general income			
	Easter Raffle Tickets sold	\$ 691.20	
	umbrellas sold	\$ 430.00	
			\$ 1,121.20
Balance of funds to carry forward to 2018			\$62,885.86

Principal's Report

Good Evening Home and School Team,

- School started very well this year. We are looking forward to a tremendous year of growth, innovation and change. You will be aware that with the change of government last year, there will be significant changes in the education sector. Now that National Standards have been scrapped, we have work to do on how we report to parents against the curriculum standards aka as curriculum levels. We are working feverishly behind the scenes to ensure that our reporting systems are relevant and useful. More details on this front will become available in the coming weeks.
- We would like to congratulate Shane and his wife Rochelle, on the birth of their son Kyan. By all accounts, they are doing well and Kyan is putting on weight while his parents are losing sleep.
- We'd also like to welcome Kat Cameron back to the team. Kat is job sharing with Torie Muir in Room 5. Kat has moved her two children Vaughan and Zara to our school. They've settled in well. They tell Kat that they love being at Bombay school.
- School started off with 363 students which is the highest starting roll in 6 years with the increase in numbers representing half a class. We think that we are beginning to see the impact of residential housing development within our zone.

- Our team spent time with the 3 teacher only days, getting to know each other and on planning for the school year.

- Last week staff brought in 3 items of significance to them. We got into groups and spent some time talking about the objects that we brought.

It was fascinating to learn things about our colleagues that we had not known before.

- We learnt that we had mountaineers, marathon runners, machine sewers, a hockey player, world travellers, painters, a ballroom dance champion and avid readers to name a few things.
- It was also good to learn about the wide range of cultures we have represented on staff. We enjoyed the chance to get to know more about each other.
- Our children are focused on cultural identity at the moment. We are planning a cultural evening on 6 March 4-6pm. We'd like to use this occasion as an opportunity for an informal meet and greet between parents and teachers too. Would the home and school team be able to cook sausages on that night? [We plan to advertise the evening as a picnic - BYO food - with a limited supply of sausages being available from the Home and School Barbeque.](#) This week's assembly will focus on Maori culture. In the following assemblies, we plan to highlight other cultures at our school. If you have any ideas - please share them with me.
- The Lions club is holding a community breakfast on 18 Feb in the hall. They are looking for volunteers who would be prepared to help out in the kitchen. Please let me know so that I can pass those details to the club. The small profit will go to the Lions Club who in turn use the funds to support various community projects.
- Mrs Rolfe has informally let us know that she intends to retire this year. We will, of course, have a fitting celebration for her when the time comes. If you have any ideas about the farewell, please let me know.
- I'd also like to remind all parents that they can make arrangements to pay for the school camps by making a regular payment into the school account. This will help to reduce the shock over the costs when they do come in. (Wellington camp cost \$54k and Lakewood Lodge cost \$34). Teams are finalising their camps for the year and we will soon be in a position to give approximate costs.

- Two of our students, Leon French and Timothy Donovan have organised a remote control car race day for this Thursday. We like to support student initiatives. Please spread the word so that we get a wide variety of cars on the day. There is no cost involved.
- We would like to congratulate Ms Dones. [She will be attending her graduation ceremony in Whangarei this Friday.](#) We've sent her a bouquet, on behalf of the entire Bombay team.

38 GENERAL BUSINESS :

39 Motions:

#		Nominated	Seconded	Agreed
1	The Board accepts the minutes of the previous meeting as true and correct record.	Matt	Deb	
2	The Board accepts the December 2017 and January 2018 monthly financial reports.	Deb	Matt	
3	The Board confirms its 2018 Charter and Annual Plan.	Matt	Deb	
5	The Board approves the principal's 2018 Target Action Plan.	Michelle	Deb	
6	The Board approves the 2018 Budget. - next meeting			
7	The Board accepts the Principal's report	Matt	Michelle	
8.	The Board accepts the home and school report.	Deb	Michelle	

40 In Committee

41 MOE [BOT Meeting Spreadsheet Data](#)**42 MEETING CLOSURE: 6:15 pm****43 Useful links**[Board Policy Framework](#)[Schedule of Delegations](#)[Emergency evacuation map](#)[Bombay School Hazard, Risk & Accident Register 2017](#)[Bombay School Health and Safety Manual](#)[2017 Budget](#)[2018 Charter and Annual Plan](#)[2017 Mid Year Data](#)**MEETING Evaluation**

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

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

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

Comment:

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

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

Comment:

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

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

Comment:

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

Name: (Optional).....