

Minutes for the Meeting – 17 January 2018 – 5 PM IN STAFFROOM

Matthew Bagley
BoT Chair



True and correct record of the BOT minutes
17 January 2018

Minutes for the Meeting - 17 January 2018 - 5 PM IN STAFFROOM

1.PRESENT:

2 APOLOGIES:

3 WELCOME & Election of BOT office Holders for 2018 : [Motion]

4 ACCIDENT, SICKNESS AND HAZARD REPORT : NIL

5 DISCUSSION : Draft Budget for 2018 [Motion]

6 DISCUSSION : Draft Charter & Annual Plan for 2018 [Motion]

7 DISCUSSION : BOT Meeting Dates for 2018 [Motion]

8 ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : Nil

9 POLICY REVIEW : [Motions]

10 Monthly Finance Reports for November and December 2017 [Motions]

11 PRINCIPAL'S APPRAISAL for 2018

12 ADDITIONS TO THE AGENDA : *****

13 DECLARATIONS OF INTERESTS:

14 BANKED STAFFING POSITION

15 MINUTES FROM Previous Meeting 12 December 2017 - Pending

16 MATTERS ARISING FROM MINUTES – ACTION LIST

17 .CORRESPONDENCE (INWARDS/OUTWARDS)

18 PRINCIPAL'S REPORT [Motion]

19.Administration & General Matters

28.2

20.Appointments/ Resignations :

21.Formal Complaints:

[22.Stand down/ Exclusion](#)

[23.Concurrence statement:](#)

[24.Attestation:](#)

[25.The Pukekohe Community of Learners Kahui Ako COL Update report - compiled by J. Clark and S. Keown](#)

[26. Property](#)

[27 *****](#)

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

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

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

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

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

[33 NAG 6 : Attendance/ Length of School Day & Year](#)

[34 NAG 7 : Annual Update of School Charter](#)

[35 NAG 8 : Analysis of Variance](#)

[36 PERSONNEL REPORT - Nil](#)

[37 HOME AND SCHOOL REPORT - Nil](#)

[38 GENERAL BUSINESS :](#)

[39 Motions:](#)

[40 In Committee](#)

[41 MOE BOT Meeting Spreadsheet Data](#)

[42 MEETING CLOSURE: 7.11 pm](#)

[43 Useful links](#)

Proposed Meeting Dates for 2018








1	2	3	4	5	6	7	8	9	10
17 Jan	27 Feb	27 March	29 May	26 June	28 Aug	25 Sept	30 Oct	27 Nov	11 Dec

Term 4: Monday 15 October - Friday 14 December

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

<h3>Senior Leadership</h3> <div data-bbox="174 805 407 1034"></div> <p data-bbox="197 1050 385 1129">Paul Petersen <i>Principal</i></p> <div data-bbox="436 805 669 1034"></div> <p data-bbox="459 1050 647 1169">Susie Stafford-Bush <i>Deputy Principal</i></p> <div data-bbox="698 805 931 1034"></div> <p data-bbox="705 1050 922 1129">Kim Batters <i>Assistant Principal</i></p>	<h3>Team Managers</h3> <div data-bbox="1182 798 1393 1005"></div> <p data-bbox="1187 1021 1388 1161">Cherie Lemon <i>Team Manager - Kotare Team (Year 0-2)</i></p> <div data-bbox="1422 798 1632 1005"></div> <p data-bbox="1422 1021 1624 1161">Kim Batters <i>Assistant Principal - Leadership of Kotare and Tuhono</i></p> <div data-bbox="1662 798 1872 1005"></div> <p data-bbox="1662 1021 1863 1161">Shane Keown <i>Team Manager - Kotuitui (Year 5 & 6)</i></p> <div data-bbox="1901 798 2112 1005"></div> <p data-bbox="1915 1021 2116 1161">Susie Stafford-Bush <i>Team Manager - Senior School</i></p>
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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



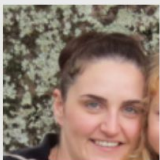
Amber Dones
Year 1-2 Teacher
Room 6



Cherie Lemon
Team Manager -
Kotare Team Room
7



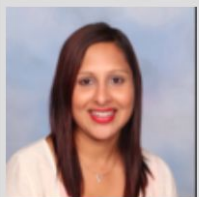
Charlotte Forch
Year 1-2 Teacher
Room 8



Megan Burford
Year 2 Teacher
Room 8

Tuhono Team Year 3-4 2018

Tuhono Yr3-4



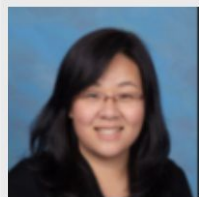
Doriane Raman
Teacher Year 3
Room 9



Paige Goldstone-
Leighton
Year 3 Teacher
Room 10



Beth Steer
bsteer@bombay.school



Yating Wang
Tuhoono Teacher
Year 4 - Room 12

Kotuitui Team Year 5-6 2018

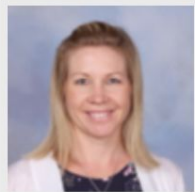
Years 5-6

Kotuitui

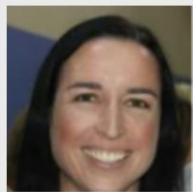
Years 5 -6



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

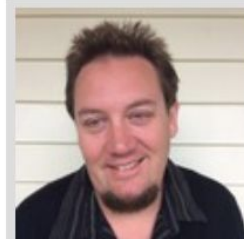
Years 7-8

Kakahu Year 7 - 8

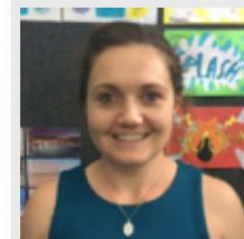
Year 7 - 8



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

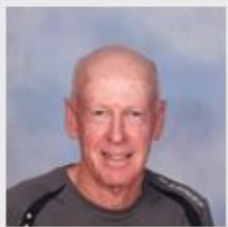


Lorraine Wilson
School Secretary



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 17 January 2018 (Wednesday) in the Staffroom, Bombay School at 5pm

1.PRESENT:

Matthew Bagley, Paul Petersen, Michael Pascoe, Deb Somervell, Michelle McRobbie, James Agnew, Susie Stafford-Bush

2 APOLOGIES:

Kim Batters

3 WELCOME & Election of BOT office Holders for 2018 : [Motion]

Nominations for Board Chairperson: Matthew Bagley - nominated by Paul, seconded by Michael.
Nominated Deb for Secretary - James All in favour
Nominated James for Treasurer - Matt All in favour
Nominated Michael for Property - Matt All in favour

4 ACCIDENT, SICKNESS AND HAZARD REPORT : NIL

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

5 DISCUSSION : Draft Budget for 2018 [Motion]

[Access the draft 2018 Budget here](#)

Notes:

Looking at appointing a teacher for the Kotuitui Syndicate - salary to come out of Ops Grant, not Teachers Salaries. Budget \$60,000. Job has been advertised but we have not had any successful applicants - either a half day or full time position.

Interviewed a teacher who is not yet registered to teach in NZ - to work as a teacher's assistant and we will assist her to gain her NZ registration. Working with the

Maths, Reading rotations for the Kotuitui Syndicate. Job to be reviewed each term. Discussion still needs to happen with the Kotuitui syndicate staff.

Budget approved in present state just need to add in the Depreciation amounts - James, Matthew - all agreed.

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

Notes: Paul discussed the strategic goals and also talked to the trustees regarding the Draft documents.

Discussion about the wording of advising to parents via the reports (without the National Standards wording).

Talked about what we need to do for the higher end students - accelerated students. Do we need to include this in the plan?

Lots of discussion regarding this.

7 DISCUSSION : BOT Meeting Dates for 2018 [Motion]

1	2	3	4	5	6	7	8	9	10
17 Jan	27 Feb	27 March	29 May	26 June	28 Aug	25 Sept	30 Oct	27 Nov	11 Dec

Notes: All happy with these scheduled dates

Deb is absent 27 March, James may have some overseas trips which may mean that he misses some meetings.

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 : [Motions]

[Board Policy Framework](#)

[Schedule of Delegations](#)

We will not be reviewing policies at this meeting. Please note that we have switched over to a new format and system for managing our policies and reviews.

FYI Details are here :

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

User : bombay

Password : ourbestalways

Note that the policy framework and schedule of delegations need to be passed.

10 Monthly Finance Reports for [November](#) and [December](#) 2017 [Motions]

Notes: Accepted as true and correct - James and Matthew

11 PRINCIPAL'S APPRAISAL for 2018

Notes:

We are awaiting an update from Lynley on her recovery and on her plans to complete the 2017 appraisal.

Goals to be set of Paul's appraisal. Matt and Paul to meet as to what he sees as his goals should be. Board will also add some goals to these.

We are expecting ERO some time this year.

Three goals around student achievement, two goals for professional development.

Goals will be based on Charter Strategic Goals, so need to set that first.

We need to select someone to be appointed as an appraiser. There are difficulties finding someone. Not many to choose from. Lin Avery under consideration.

Matt and Paul to meet with her early Feb.

12 ADDITIONS TO THE AGENDA : *****

Notes

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

Banked Staffing : Not available

15 MINUTES FROM Previous Meeting 12 December 2017 – Pending

The board confirms the **12 December 2017** minutes as a true and correct record of the meeting.

Moved [*****] Seconded [*****|]

16 MATTERS ARISING FROM MINUTES – ACTION LIST

Date	Action Required	Who
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	Revised annual budget (if required) submitted to the board for approval	

November		
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17 .CORRESPONDENCE (INWARDS/OUTWARDS)

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

In :	Out
NIL	NIL

18 PRINCIPAL'S REPORT (Motion)

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

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

✓		Not Met	Met	Exceeded	Comment
1	Our charter been reviewed within the last 365 days and our mission/vision/purpose statements clearly communicate what we want to achieve.				<ol style="list-style-type: none"> 1. 2016 Charter & Annual Plan 2. 2017 Charter & Annual Plan : Approved 28/02/17 3. 2018 Charter & Annual Plan : *****
2	Our updated charter was sent to the MoE by the start of the school year and approved.				<ol style="list-style-type: none"> 1. 17 Jan 2018 : Pending

3	We used the charter and annual plan as the basis for all decision making this year.				1. 17 Jan 2018 : Charter and Annual Plan to be approved at this meeting.
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
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 will be discussed at its Board meeting on 27 Feb. Until then the 2017 Board Policy Framework will remain in force.
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 : *****
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 confirm BOT roles at this meeting
9	The board attended appropriate professional development this year.				1. 17 Jan 2018 : Nil for 2018 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.

					<ul style="list-style-type: none"> • New trustees sign and agree to work within the code of conduct. • New trustees are up to date with opportunities and risks facing the board. • New Trustees are encouraged to attend NZSTA training. They are supported to select appropriate needs based training. • New trustees are encouraged to attend board social functions and board networking events • New trustees are introduced to the staff • It may seem rather daunting to start, with all the terms and processes which can seem so foreign and difficult to grasp, but we have good news! We are here to help and support you and your board of trustees. Explore our website it is packed with information and resources, Learning modules, Governance essentials, complete a Policy framework, also read Making a difference: Trustee handbook.
11	The constitution of our board meets legislative requirements. (check with NZSTA Helpdesk)		✓		<ul style="list-style-type: none"> • 17 Jan 2018: The board is a legally constituted board.
12	We did not have difficulty recruiting or retaining credible board members this year.				<ol style="list-style-type: none"> 1. 17 Jan 2018: The Board is seeking Maori parent representation on the Board in 2018.
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.
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 : *****. 2018 consultation foci and timetable will be discussed at the next board meeting on 27 Feb 2018.
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
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
	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

20	We have developed and have followed a 3 year board work plan where we have identified on a per meeting basis the items we will be addressing in 2018	17 Jan 2018: 2018 Board Work-plan will be confirmed at the next board meeting								
Strategic Review	Feb Annual Plan Confirm Charter	Mar	May	June	29 Aug	26 Sept	31 Oct	28 Nov	12 Dec	
Policy	Review Home learning Financial Control and Expenditure Schedule of Delegations BOT policy Framework Enrolment Zone Trustees code of conduct	Review Health and Safety Policies and Systems EEO	Financial Management	Uniform Chromebooks Standown & Exclusion Professional Development	BOT Roles and Responsibilities	Concerns / Complaints				
Progress & Achievement	2017 ANOV			National Std Progress Report Maori Student Achievement		Senco Report			Nat Stds Draft ANOV and Targets for 2018	
HR	Principal's Performance Agreement	Appraisal Report EEO	Principal's Appraisal Report to the Board			Staff Satisfaction Survey postponed		Principals Appraisal to the BOT		
Property	Approve 10ypp			Draft SYA	Approve SYA					
Finance	Approve Budget	Fixed Assets		Mid Year Budget Review				2018 Draft Budget		

		COL	COL Update		COL Update		COL update		COL update		
21	The student achievement reports as outlined in the board work plan have been presented and any issues addressed										
22	We have a good understanding through benchmarking and other comparative reporting how the school is performing against relevant top performers.										2012 to 2017 Comparative Data to be updated
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
24	Our principal gives us the information that we expect and need to evaluate our school's performance										1. 17 Jan 2018 : Please Comment 2. 17 Jan 2018 : Team Meeting Minutes Folder
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 : *****
27	We monitor the budget at every meeting by receiving a variance report from the Finance BOT Member.										1. 17 Jan 2018 : *****
28	We are on track to meet our expected budget surplus.√										1. 17 Jan 2018 : *****
29	We have a draft budget in place for next year that is aligned with the annual plan.										1. 17 Jan 2018 : *****
30	The principal has completed all requirements in relation to health and safety both physical and emotional. The board is receiving up to date, accurate health and safety data. The principal has considered the unintended consequences from health and safety plans.										1. 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 8 2018 : All teachers feed health and safety concerns to their team managers who are their nominated health and safety officers. Admin staff feed their input to the office manager and support staff feed their input to the Deputy Principal. Team leaders, the office manager and the Deputy Principal, feedback to the principal. The principal actions pertinent responses and feeds the outcome back to staff via the agenda for their next meeting. The Emergency evacuation map and Bombay School Health and Safety Manual have been added to the website.P Petersen, S.Keown, C.Lemon, R.Oliphant and K Batters have all completed the online health and safety Rep training course.

31	Workers feel able to express their concerns.				1. 17 Jan 2018 : School has not started yet.
32	All staff are aware of and suitably trained in order to meet their health and safety requirements.				1. 17 Jan 2018 : All teachers are expected to be first aid trained. New Staff will be offered first aid courses. The caretaker is trained to manage the pool. Team managers are trained to Unit Standard 29315 - Health and Safety Site Rep Health and Safety Rep Training : Certificate .
33	The health and safety area is adequately resourced (Money, time, equipment)				1. 17 Jan 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.				1. 17 Jan 2018 : School has not started yet.
35	There is an appropriate risk identification, assessment and action procedure in place.				1. 28 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.				1. 17 Jan 2018: Onsite Contractors Policy
37	The 5 year property plan is being implemented effectively as per the plan				1. 17 Jan 2018: The new 10Ypp is being drawn up at present
38	The 10 year property plan is current.				1 17 Jan 2018 : The new 10Ypp is being drawn up at present
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 : Please comment and or raise any matters for discussion.
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.

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.
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.

	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.
46	Ensured the needs of all students and their achievement is paramount.				1. 17 Jan 2018. The 2018 school year has not started yet.
47	Been loyal to the organisation and its mission				1. 17 Jan 2018. The 2018 school year has not started yet.
48	Publicly represented the school in a positive manner				1. 17 Jan 2018. The 2018 school year has not started yet.
49	Respected the integrity of the principal and staff				1. 17 Jan 2018. The 2018 school year has not started yet.

	Audit Role				
50	Set strategic directions and long-term plans and monitor the board's progress against them				1. 17 Jan 2018. The draft annual plan and charter will be discussed at this meeting

51	Protect the special character of the school				1. 17 Jan 2018. The draft annual plan and charter will be discussed at this meeting
52	Monitor financial management of the school and approve the budget				1. 17 Jan 2018. The 2018 school year has not started yet.
53	As per Education Circular 2014/30 We will be required to produce cash flow statements in our annual report.			√	1. 17 Jan 2018. The 2018 school year has not started yet.
54	31 March 2018 Financial statements and annual report due to auditor				1. 17 Jan 2018. The 2018 school year has not started yet.
55	PDF of annual report and audited fin statements to MOE Annualreports.auckland@minedu.govt.nz Refer File 3/22				1. 17 Jan 2018. The 2018 school year has not started yet.

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		
	Confirm the BOT meeting Schedule for 2018		
	Confirm the Board's 2018 Board Policy Framework		
	Meet new staff		
	Receive and review Job descriptions for the year.		
	Review the Asset Capitalisation threshold		
	Review and Finalise the Budget.		1.

	Receive and Review the Principal's attestation report		
	Review Enrolment Scheme It is an MOE requirement that the Board reviews its enrolment scheme annually.		17 Jan 2018 : THE ENROLMENT SCHEME 2017 CAN BE ACCESSED HERE . It will be reviewed at this meeting. 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		
	Allocation of Management Units – Could the Board please approve the allocation of management and responsibility units for 2017 as follows :		1. Unit Allocation Flow Chart Refer to the 2018 School Organisation Chart
	Review, Finalise and Forward the Charter & Annual Plan to MOE by the due date.	To be actioned by 31 May 2018	1.
	Review the School's Organisation and confirm	✓	
	Determine which surveys will be undertaken in 2018 and set the dates for them.		
	Implement Hautu in 2018. Report on progress here. Boards have a responsibility to: <ul style="list-style-type: none"> • set future directions for successful learning of Māori students • be accountable for the performance of Māori student achievement • ensure Māori stakeholders in their community are represented in governance, planning and decision making • ensure their school is a good employer by 		•

	supporting school staff to teach and support Māori students effectively. Hautū. electronic version		
	Review of student attendance		
	Receive and Review the Auditor's Recommendations		
	Chairman to check SUE Reports and Sign off BOT Mins		1.
	Review the Concurrence Statements		1.
	Review the home and school Minutes		1.
	Review March roll return	✓	1.

Term 2	Task	Outcome	Evaluation
	Review Property Plans (10year 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. Joh Twomey 166745 F 12 Dec 2020 5. Kathy Travers 188839 F 12 Dec 2020 6. Cherie Lemon 185364 F 23/09/19 7. Pauline Brown 113758 F 12/10/19 8. Maureen Selkirk 171039 STC 28/07/18 9. Tracey Weight 220998 F 19/04/19 10. Sarah Hancock 241350 F 10/05/19 </td> <td> <ul style="list-style-type: none"> 11. Kim Batters 213513 F 15 Jul 2018 12. Robyn Davis 180533 12 Jul 2020 13. Rochelle Pamich 182228 F 16/05/20 14. Kelly McArthur 357118 P 15/09/19 15. Yating Wang 308591 20/12/19 16. Jasmine Clark 346141 F 06/11/18 17. Robert Oliphant 338689 F 16 Jan 2020 18. Dianne Rolfe 146657 F 27/11/18 19. Susie Stafford-Bush 201723 F 26/11/19 20. Paul Petersen 211327 F 04/10/19 </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. Joh Twomey 166745 F 12 Dec 2020 5. Kathy Travers 188839 F 12 Dec 2020 6. Cherie Lemon 185364 F 23/09/19 7. Pauline Brown 113758 F 12/10/19 8. Maureen Selkirk 171039 STC 28/07/18 9. Tracey Weight 220998 F 19/04/19 10. Sarah Hancock 241350 F 10/05/19 	<ul style="list-style-type: none"> 11. Kim Batters 213513 F 15 Jul 2018 12. Robyn Davis 180533 12 Jul 2020 13. Rochelle Pamich 182228 F 16/05/20 14. Kelly McArthur 357118 P 15/09/19 15. Yating Wang 308591 20/12/19 16. Jasmine Clark 346141 F 06/11/18 17. Robert Oliphant 338689 F 16 Jan 2020 18. Dianne Rolfe 146657 F 27/11/18 19. Susie Stafford-Bush 201723 F 26/11/19 20. Paul Petersen 211327 F 04/10/19
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	Review Principal's Appraisal progress Report		
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 in September 2016	✓	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.

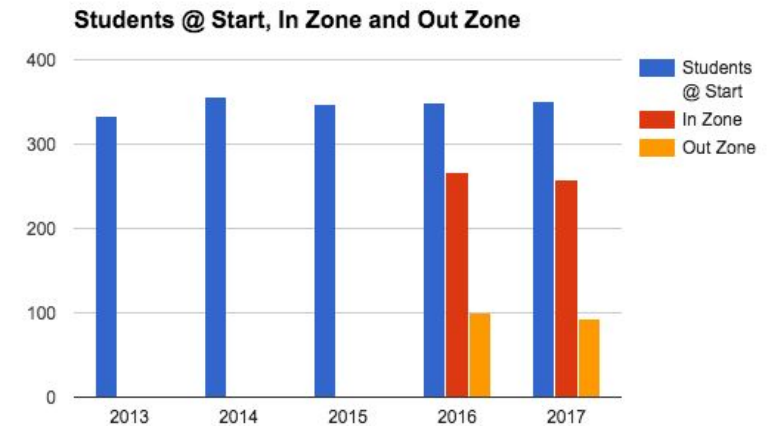
	1. Review the Home and School minutes		1.
	1. 1 Sept – consider out of zone enrolments		1.
	1. BOT to conduct a school walk-through		1.
	1. Review Banked staffing		1.
	1. Review Student attendance		1.
	1. Review Principal's Appraisal progress Report		1.
Term Four	1. Special Needs Programme: Reading Recovery, 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

28.2

20.Appointments/ Resignations :

21.Formal Complaints:

-

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.
- All teachers are being paid correctly in accordance with their collectives and payroll rules.

25. The Pukekohe Community of Learners Kahui Ako COL Update report - compiled by J. Clark and S. Keown

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 2017.
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

27 *****

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

			<i>Corresponding NAG</i>
29 NAG 1 (Student Achievement)			NAG 1 (Student Achievement)
30 Nag 2 : Policies, Plans, Programmes			NAG 2 (Policies, Plans, Programmes) NAG 2A
31 NAG 3 (Staff Performance; Industrial Relations.)			NAG 3 (Staff Performance; Industrial Relations.)
Record of Professional Development	Record of Appraisal/ Attestations	Industrial Relations & Other Matters relating to personnel	

Finance Reports				NAG 4 (Finances)
2015	2016	2017		
<ol style="list-style-type: none"> 1. January 2015 2. February 2015 3. March 2015 4. April 2015 5. May 2015 6. June 2015 7. July 2015 8. August 2015 9. September 2015 10. October 2015 & Edtech Analysis of our current position 11. November 2015 12. 2015 Audit Report + 2015 Financial Statements 	<ol style="list-style-type: none"> 13. January 2016 14. Finance 2016 15. April 2016 16. May 2016 17. 10 June 2016 Staffing Entitlement Notice 18. July 2016 19. August Financial Report 20. September 2016 21. October Financial Report 22. 2017 Draft Budget 	<ol style="list-style-type: none"> 23. January 2017 24. February 2017 25. March 2017 26. April 2017 27. May 2017 28. June 2017 29. July 2017 30. August 2017 31. September 2017 32. October 2017 33. Draft 2018 budget 34. November 2017 35. December 2017 		
32 NAG 5 (Health and Safety) <ol style="list-style-type: none"> 1. Bombay School Health and Safety Manual 2. Bombay School Health and Safety Register - includes Hazards & Accidents Register 3. Health and Safety Report to the Board 				NAG 5 (Health and Safety)
33 NAG 6 : Attendance/ Length of School Day & Year <p>Each board of trustees is also expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.</p> <p>National Administration</p>				NAG 6

<p>34 NAG 7 : Annual Update of School Charter</p> <p>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.</p> <p>1. 2018 Charter and Annual Plan *****</p>	NAG 7
<p>35 NAG 8 : Analysis of Variance</p> <p>Each board of trustees is required to provide a statement providing an analysis of any variance between the school's performance and the relevant aims, objectives, directions, priorities, or targets set out in the school charter at the same time as the updated school charter provided to the Secretary for Education under NAG 7. NAG 8 applies in relation to schools with students enrolled in years 1-8 from the 2013 school year, and all schools from the 2014 school year.</p> <p>*Schools that have students in years 1–8 that use The New Zealand Curriculum must use National Standards for those students and schools that have students in years 1–8 that use Te Marautanga o Aotearoa must use Ngā Whanaketanga Rumaki Māori for those students.</p> <p>2. 09 Feb 2016: The draft 2016 School Charter and Annual Plan, containing the analysis of variance, can be found here</p> <p>3. 28 March 2017 : The 2017 School Charter and Annual Plan, containing the analysis of variance, can be found here.</p> <p>4. 17 January 2018: The 2018 School Charter and Annual Plan can be found here.</p>	NAG 8

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

ERO School Evaluation Indicators Sept 2015 Onward *****

36 PERSONNEL REPORT – Nil

Nil

37 HOME AND SCHOOL REPORT – Nil

38 GENERAL BUSINESS :

- Discussion - Staffing allocation for 2018 : In-committee discussion?
- School House for 2018 - part of the new position package would include the rental of the school house. New teacher has moved into the school house today and has paid the first 2-weeks rent.
- Discussion regarding the exit interviews should be held before the next board meeting. There may be some items that could assist with setting goals for Paul's appraisal. Meet 30 Jan at 5.00 pm.

39 Motions:

#		Nominated	Seconded	Agreed
1	The Board confirms the appointment of its office holders as follows : (See minutes regarding nominations) Matthew Bagley - Chairperson Deb Somervell - Secretary James Agnew - Treasurer Michael Pascoe - Property			
2	The Board confirms its 2018 Policy Framework.			
3	The Board confirms its 2018 Schedule of Delegations			
5	The Board approves the draft 2018 charter and annual plan as being ready to present to staff for consultation.			
6	The Board accepts the November 2017 monthly financial report.	Matthew	James	All
7	The Board accepts the December 2017 monthly financial report.	James	Matthew	All
8.	The Board approves the 2018 Budget as presented and amended at this meeting. Depreciation figures to be added.	Matthew	James	
9	The Board approves the Board Meeting dates for 2018.	Paul	Matthew	All agree
10	The Board accepts the Principal's Report.	Paul	Matthew	

40 In Committee

41 MOE [BOT Meeting Spreadsheet Data](#)

42 MEETING CLOSURE: 7.11 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](#)

[2017 Charter and Annual Plan](#)

[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).....