


Matthew Bagley  
BoT Chair



True and correct record of the BOT minutes  
28 August 2018

## 1.PRESENT:

## 2 APOLOGIES:

### 3. Public Forum and Arts Team

### 4. Mid Year Data

### 5. ACCIDENT, SICKNESS AND HAZARD REPORT :

### 6. Update : Y 7 & 8 New Tech Provider

### 6 DISCUSSION : Staffing Scenarios for 2019 (Draft for discussion)

### 7 Discussion: Reply to audit Comments

### 8 ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : Nil

### 9 Discussion : Term Dates for 2019

### 10 Monthly Finance Reports.

### 11 Updates from the Ministry

### 12 ADDITIONS TO THE AGENDA :

### 13 DECLARATIONS OF INTERESTS:

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**Quick Links for this Meeting:**

1. [Here is a link to the Mid-Year Data Report.](#)
2. [Here is the link to SeeSaw Stats to Term 3 Week 4](#)
3. [Link to latest Banked Staffing Report \(31k overuse\)](#)
4. [Sickbay Stats Part One](#)
5. [Sickbay Stats Part Two](#)
6. [Home and School : Cash Flow](#)
7. [Home and School Minutes](#)
8. [Home and school minutes for August](#)
9. [Home and school Cash Flow August](#)
10. [Term 1 Attendance Report](#)
11. [July Monthly Financial Report](#)

**Minutes of Meeting 28 August 2018****Meeting Opens:** 5.00 pm**Present** - Matthew Bagley, Paul Petersen, Deb Somervell, Michelle McRobbie, Michael Pascoe, James Agnew, Dave Hema**Welcome:** The Arts team - Cherie Lemon, Beth Steer, Tracey Weight**Apologies** - Nil**Public Forum :-**

Mr Ron Dawbin: Just wanted us to know that the team are working to get the site for the Public pool (in Paparata Road next to the Scout Den).

The Arts Team : Gave a presentation on what the school did to date. The team also focused on the Arts Team's plan for 2019. Talked about the Cultural Evening - a great success. Term 1 - students taking ownership - doing choreography and then presenting dance etc. A student has offered to run the Dance for Beth while she is on maternity leave.

Term 2 - Rad Rhythm subscription which enabled the whole school to do various musical activities - all the information to run the programme, was provided. The website was a great resource. Buckets, Bins and Drumsticks were used in the Showcase. Whole school showcase - all the staff worked together for this spectacular!

There is a temp plate set up to assist if we continue to do this each year. Shows a good timeline of when things need to be completed.

Feedback gained from the staff - positives and negatives. The sound and lighting was the major cost but it is worth paying for the atmosphere that it creates. Perhaps parents were unsure of what the 'Showcase' was and possibly would have purchased tickets to watch if they had known more.

Themes for the future - drama, arts.

This term is about Calf Club art. Dance routines are being filmed to share with the teachers and students.

Great art work put into the gardens - used tyres etc. Thanks to Heidi, Tracey and Doug for these efforts. Whole School looking at celebrations.

Looking to think about what the showcase/ production will be for 2019. We plan to survey the community for their input before finalising by end of this year.

### **Mid Year-Data:**

Report has been in drive for quite 2 months so trustees could read it and digest the detail. Paul and Susie spoke to the report and answered questions. Clarification was sought on how the data was obtained following the ending of National Standards. A discussion ensued on the value in tracking data from one year to the next given that several variables change from year to year. For example : different students, different teachers and some new students to the school.

The board was pleased with the data. It noted the students who needed to be monitored, as well as those who needed to be extended. Examples of how monitoring and extension occur, were presented to the board.

Susie noted that teachers are still working on Writing. The "ALL" programme was having an impact on lifting achievement in this area.

Board members inquired into Maori and Pasifika Student Achievement. It was noted that these students were tracking congruent to other ethnicities at school. Where deviations occurred, these were ascribed to learning difficulties or special needs traits.

**Accident Sickness and Hazards Report:** Report extracted from eTap system. The hazards register was also presented. No questions. Taken as read.

**Update : New Tech Provider :** No update from MOE (Resourcing Division) regarding the acceptance of switching our technology provider to Rosehill. 15 Sept is the date at which we should hear.

**Discussion:** Staffing Scenarios + Out of Zone Numbers for 2019  
This impacting staffing for 2019. If we only accept these 30 x 5 year olds, then we may need to reduce staffing (lose teachers). After reducing the number of out of Zone numbers for this year, we can see that impact already.  
The board is committed to avoiding the 'surplus staffing' scenario if possible. We will advertise the out of zone applications are open, but with no numbers available yet. No available spaces for Yr 5-8 students. Complete the form to show your expression of interest.

**ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 :** We had a chat to the review scheduler. As things stand we are scheduled to have our review in Term 1 2019. This have only been a verbal date - we are still waiting for this revised date to come in writing.

**Discussion :**  
Staff were consulted on the term dates for 2019. The board discussed the various options and unanimously agreed to the following

**Start 4 February, get extra day at Queens Birthday weekend. Finish on 19 December (Thursday).**

**Monthly Financial Reports:** June & July Financial Reports presented. Moved Matt & seconded James.

Reply to Auditors report for 2017 year -

Overdraft Comment : Response - noted.

Credit Card for Caretaker Comment: Response - Principal now signs every statement for the caretaker's card.

**Updates from MOE:**

Seen by trustees and they are in the drive. Issue #95 and Issue #96

Matthew emails MOE bulletins to board members as soon as they become available.

The board asked for strike updates.

1. Striking staff had a day's pay deducted.
2. Negotiations are still underway. No new offer on the table yet.

**Additions to the Agenda:**

1. The proposal from Programmed Maintenance for next 7 years was tabled and discussed.  
The board decided to decline the use of this service. The property committee will manage the repainting work henceforth.

**Declaration of interests :** Taken as read. No matters arising.

**BANKED STAFFING POSITION & Staffing Entitlement Notices:**

Two of the teaching staff are being paid from within the Ops Grant.

We have a banked staffing overuse of \$31k. We are working to zero this by the end of the balancing off period in March 2019.

**MINUTES of Previous Meeting:** [26 June 2018](#) . Accepted as a true and correct record. See motions.

**MATTERS ARISING FROM MINUTES – ACTION LIST :** Nil

**CORRESPONDENCE (INWARDS/OUTWARDS):** Nil

**PRINCIPAL'S REPORT [Motion]** - Taken as read. Accepted.

**Administration & General Matters:** Nil

**Appointments/ Resignations** - Ms Emma Kay. Fixed Term Parental Leave for Mrs B. Steer

**Formal Complaints:** NIL

**Stand down/ Exclusion:** NIL

**Concurrence statement:** Accepted as tabled.

**Attestation:** Accepted as tabled.

**COL Update:** Refer to Principal's Report : Nil

**Property:** Nil

**Visitors from Whangarei:** Noted.

**PERSONNEL REPORT** - Refer to Arts Team & Mid-Year Data Reports. Accepted as presented.

**HOME AND SCHOOL REPORT / MINUTES:** Accepted as tabled

**GENERAL BUSINESS :**

The board discussed the leaking hall matter. A sub-group of the board met with Brenda Roberts, her manager and MOE accountant Carmel Riordan.

MOE reiterated that any costs for inspection reports and repairs would be shared based on the ownership ratio. 80:20 School : MOE.

Matthew and Michael would approach companies to for a quote to conduct a condition assessment.

**Motions:** See below.

**Meeting Closed:** 6:21 pm

#		Nominated	Seconded	✓ All Agreed
1	The Board accepts the minutes of the previous meeting, 26 June 2018, as true and correct record.	Matthew	Michael	Yes
2	The Board accepts the June and July 2018 monthly financial report.	Matthew	James	Yes
3	The Board accepts the August Principal's report	Michelle	Matthew	Yes
4				



6				
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**Meeting finished: 7.40pm**

### Meeting Dates for 2018

Meeting	1	2	3	4	5		6	7	8	9	10
BOT	17 Jan	27 Feb	27 March	29 May	26 June	No Mtg	28 Aug	25 Sept	30 Oct	27 Nov	11 Dec
Home 'n School			26 March Susie, Dorlane, Rob	8 May Susie, Di Charlotte	18 June Susie, Juliet and Rachel	No Mtg	22 Aug Susie, Paige,	17 Sept Susie, Cherie,	17 Oct Susie, Kim, Amber	13 Nov Susie, Beth , Yating	5 Dec Susie

### Term Dates 2018

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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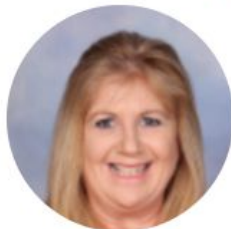
### Current Teaching Staff

#### Senior Leadership

#### Senior Leadership



**Paul Petersen**  
Principal



**Susie Stafford-Bush**  
Deputy Principal



**Kim Batters**  
Assistant Principal

## Kotare Teachers (Year 0-2)



Cherie Lemon  
Team Manager -  
Kotare Team Room  
7



Juliet Jones  
New Entrants  
Room 4



Kat Cameron  
New Entrants  
Room 5



Torie Muir  
New Entrants  
Room 5



Amber Dones  
Year 1-2 Teacher  
Room 6



Charlotte Forch  
Year 2 Teacher  
Room 8



Megan Burford  
Year 2 Teacher  
Room 8

## Tuhono Yr3-4



Doriane Raman  
Teacher Year 3  
Room 9



Yating Wang  
Teacher Year 3 -  
Room 10



Paige Goldstone-  
Leighton  
Year 3 Teacher  
Room 11



Beth Steer  
Year 4 Teacher,  
Room 12

## Kotuitui

Years 5 -6



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



Jeandri  
Conradie  
Classroom Teacher  
Year 5 / 6 - Room 1



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



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



Megan Webster  
Teacher

## Kakahu Year 7 - 8

Year 7 - 8



Rachel Richards  
Team Manager  
and Teacher  
Kereru Space



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



Robert Oliphant  
Year 7 & 8 Teacher -  
Piwakawaka

## Office Staff



Lorraine Wilson  
*School Secretary*



Heidi Hewes  
*Receptionist*

## Property



Doug Crook  
*Caretaker*

## Teacher Aides



Carol Wright  
*Teacher Aide*



Tracey Perez  
*Teacher Aide*



Cheryl Wynn  
*Library Assistant*



Michelle  
Mouselimis  
*Teacher Aide*



Alannah Dovell  
*Teacher Aide*



Jamye Figgess  
*Teacher Aide*

## Reading Recovery



Janice Orr  
*Reading Recovery  
Specialist*

## Part Time Teachers



Jenny Paxton  
*CRT Release Kotare  
Team*

Board of Trustees Meeting held on 28 August 2018 in the Staffroom, Bombay School at 5pm

### 1. PRESENT:

Matt, Paul, Susie, Debbie, James, Michelle, Dave, Michael

### 2 APOLOGIES:

Nil

### 3. Public Forum and Arts Team

1. Mr R. Dawbin - Pool Project
2. The Arts Team

### 4. Mid Year Data

[Link to Mid Year Data](#)

### 5. ACCIDENT, SICKNESS AND HAZARD REPORT :

Likelihood,	Consequence				
	Negligible	Minor	Moderate	Major	Death
Very likely	High	High	Extreme	Extreme	Extreme
Likely	Moderate	High	High	Extreme	Extreme
Moderate	Low	Moderate 7	High	Extreme	Extreme
Unlikely	Low	Low	Moderate 2	Significant	Extreme
Rare	Low	Low	Moderate	Significant	Significant

1. [Sickbay Stats Part One](#)
2. [Sickbay Stats Part Two](#)

## 6. Update : Y 7 & 8 New Tech Provider

As of 20 August 2018:

Maramarua School, Rosehill Intermediate and Bombay School completed an application to change providers. We are awaiting an outcome.

We notified parents via the newsletter. We have not had any feedback regarding this decision.

You can find more information about Rosehill [HERE](#)

## 6 DISCUSSION : Staffing Scenarios for 2019 (Draft for discussion)

Staffing Scenarios for 2019



## Scenario 1

## Kim does CRT &amp; MakerSpace

Kotare 56  
 Tuhono 87  
 Kotuitui 97  
 Kakahu 111 - We anticipate 10 year 6's will leave = 101

We anticipate that our teaching staffing will be 14+ 2  
 Management

0	1	2	3	4	5	6	7	8
	18	38	43	44	39	58	54	47
	53		87		97		101	
	Year 0-2		Year 3-4		Year 5-6		Year 7-8	

Teacher	Year	Room #	
1	1	5	Start =7 Reaching 16 by 2/7/18
2	1/ 2	6	23
3	1/ 2	7	23
4	3/ 4	9	29

## Scenario 2

## Kim &amp; Susie share a Kakahu Class

Kotare 56  
 Tuhono 87  
 Kotuitui 97  
 Kakahu 111 - We anticipate 10 year 6's will leave = 101

We anticipate that our teaching staffing will be 14+ 2  
 Management

0	1	2	3	4	5	6	7	8
	18	38	43	44	39	58	54	47
	53		87		97		101	
	Year 0-2		Year 3-4		Year 5-6		Year 7-8	

Teacher	Year	Room #	
1	1	5	Start =7 Reaching 16 by 2/7/18
2	1/ 2	6	23
3	1/ 2	7	23
4	3/ 4	9	29

5	3/ 4	10	29
6	3/ 4	11	29
7	5/ 6	1	24
8	5/ 6	2	24
9	5/ 6	3	24
10	5/ 6	1a	24
11	7/ 8	Kereru	33
12	7/ 8	Kotuku	34
13	7/ 8	Piwaka	34
14 Kim	Crt+maker		
15 Susie			
16 Paul			

5	3/ 4	10	29
6	3/ 4	11	29
7	5/ 6	1	24
8	5/ 6	2	24
9	5/ 6	3	24
10	5/ 6	1a	24
11	7/ 8	Kereru	26
12	7/ 8	Kotuku	25
13	7/ 8	Piwaka	25
14	7/8	Other	25
15 Susie			
16 Paul			

### Scenario 3

Kotare 56  
Tuhono 87  
Kotuitui 97  
Kakahu 111 - We anticipate 10 year 6's will leave = 101

We anticipate that our teaching staffing will be 14+ 2  
Management

0	1	2	3	4	5	6	7	8
	18	38	43	44	39	58	54	47
	53	87	97	101				
	Year 0-2	Year 3-4	Year 5-6	Year 7-8				

Teacher	Year	Room #	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

11				
12				
13				
14 Kim	Crt+maker			
15 Susie				
16 Paul				

## 7 Discussion: Reply to audit Comments

[The Auditor's Report can be found here.](#)

## 8 ERO RECOMMENDATIONS : PROGRESS REPORT for 2018 : Nil

The key action points from our 2015 report are :

1. School leaders are continuing to refine processes that support teachers to make valid and reliable judgements in relation to the National Standards.
2. Student achievement information is well used by teachers to group students for instruction. Some teachers make particularly good use of this information to respond to individual student's specific learning needs.
3. School leaders should maintain their focus on ensuring the consistent alignment of assessment information, teaching and

learning programmes, and individual student goals.

4. Students investigate their interests and questions in aspects of social science, science and technology through an inquiry learning approach. To enhance this learning process, school leaders should consider developing a framework to guide teaching practice that reflects The New Zealand Curriculum. This should enable the school to identify key learning outcomes for students, and to support students to build on their learning in these curriculum areas.
5. To further enhance the school's curriculum, and to better reflect New Zealand's bicultural heritage, priority should be given to: implementing a school-wide, sequential te reo Māori programme incorporating local Māori history, places of significance, and Māori contexts across the curriculum.
6. The board and school leaders implement a wide range of useful self-review practices that include regular consultation with parents, staff and students. To further develop these practices, trustees and school leaders should consider strategically reviewing the effectiveness of key aspects of school operations.

## 9 Discussion : Term Dates for 2019

[Follow this link to suggested term dates for 2019](#)

## 10 Monthly Finance Reports.

[Monthly Financial Report November 2017](#)  
[Monthly Financial Report December 2017](#)  
[Monthly Financial Report January 2018](#)  
[Monthly Financial Report February 2018](#)  
[Monthly Financial Report March 2018](#)  
[Monthly Financial Report April 2018](#)  
[Monthly Financial Report May 2018](#)

[Monthly Financial Report June 2018](#)  
[Monthly Financial Report July 2018](#)

## 11 Updates from the Ministry

[Issue 95](#)  
[Issue 96](#)

## 12 ADDITIONS TO THE AGENDA :

1. Programmed : [7 Paint Programme Proposal](#)

## 13 DECLARATIONS OF INTERESTS:

Does anyone have a conflict of interest to declare?

Known conflicts or perceived conflicts

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

The Board is aware that:

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

3. Michelle McRobbie (BOT member) and Tracey Weight (Teacher) are sisters.

## 14 BANKED STAFFING POSITION & Staffing Entitlement Notices

[9 March Confirmed Staffing Entitlement Notice](#)

[Latest Banked Staffing Report](#) We are \$68 underspent at the end of the financial year. Put those on BG to TS from this coming PP onwards.

Doing that will see us right by xmas, give or take and we will manage as we go.

[Banked Staffing Report](#)

[Spreadsheet](#)

[Banked staffing 10 April 2018](#)

[Banked Staffing 24 April 2018](#)

[Banked Staffing balanced for 2017](#)

[Banked Staffing position for April 2018](#)

[Banked Staffing Position for June 2018](#) – We are on track to achieve a zero balance by the end of the balancing period in 2019

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

## 15 MINUTES of Previous Meeting [26 June 2018](#)

Motion: The Board accepts the minutes of the [previous meeting](#) as a true and correct record.

## 16 MATTERS ARISING FROM MINUTES – ACTION LIST

Date	Action Required	Who	Outcome
28 February	Finance committee self review and plan for the year	Paul, Matthew, James	Completed

31 March	Annual accounts prepared and forwarded to the auditors.	27 March - Draft Annual Accounts to be discussed.Full BOT	Completed
30 April	Annual review of 10-year property plan completed by the property committee and available as an input document for budgeting purposes. Note: this should also encompass normal cyclical maintenance and capital works	27 March- 10YPP discussed @ BOT Meeting. 30 April - awaiting MOE approval. All documentation submitted in time, including a claim for extra funding for the 10ypp draft process. 21 May - awaiting MOE approval. Need to decide on a project manager.	Completed
31 May	Community reporting on financial performance	30 April 2018 - Once received, the final annual accounts will go on to the website.	Pending BOT approval and the it will be loaded to the website
30 June	Ensure any issues raised by the auditor have been addressed	TBA	Pending
31 August	Annual review of risk management needs and insurances	TBA	
30 Sept	Annual plan available as an input document for preparation of the budget		
31 Oct	Initial annual budget recommendations submitted to the board		
30 Nov	Revised annual budget (if required) submitted to the board for approval		
27 Feb	Talk to KAS about parking their van differently	Done	

## 17 CORRESPONDENCE (INWARDS/OUTWARDS)



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

In :	Out
MOE Bulletin - <a href="#">Issue #95</a>	

## 18 PRINCIPAL'S REPORT

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

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

✓		Not Met	Met	Exceeded	Comment
1	Our charter been reviewed within the last 365 days and our mission/vision/purpose statements clearly communicate what we want to achieve.		✓		1. <a href="#">2016 Charter &amp; Annual Plan</a> 2. <a href="#">2017 Charter &amp; Annual Plan</a> : Approved 28/02/17 3. <a href="#">2018 Charter &amp; Annual Plan</a> : Approved 27/02/18
2	Our updated charter was sent to the MoE by the start of the school year and approved.		✓		1. 17 Jan 2018 : Pending 2. 27 Feb 2018: Pending 3. 01 Mar 2018: Submitted
3	We used the charter and annual plan as the basis for all decision making this year.		✓		1. 17 Jan 2018 : <a href="#">Charter and Annual Plan to be approved at this meeting.</a> 2. 27 Feb 2018 <a href="#">Charter and Annual Plan has been approved</a> 3. 01 Mar 2018 : Charter and Annual Plan Submitted + 2017 ANOV NS Docs were submitted via the Data Portal

4	We monitored implementation of the annual plan throughout the year by receiving progress reports from the principal.				<ol style="list-style-type: none"> <li>17 Jan 2018 : NIL - See above</li> <li>27 Mar 2018 : Principal's Report submitted</li> <li>29 May 2018: Principal's Report submitted</li> <li>28 August 2018 : Principal's Report Submitted</li> </ol>
5	We used analysed school wide student achievement data; and our survey data; and our analysis of variance information to identify areas for improvement for next year's annual plan. (We incorporated national standards in our targets.) We had a particular focus on Maori, Pasifika and students with special education needs.				<ol style="list-style-type: none"> <li>17 Jan 2018 : Refer to 2018 Annual Plan</li> <li>27 Feb 2018 : refer to Annual Plan</li> <li>27 Mar 2018 : refer to Annual Plan</li> <li>29 May 2018: Refer to the Annual Plan</li> <li>26 June 2018 : End of term Data to be presented in August 2018</li> <li>28 August 2018 - Mid Term Data presented</li> </ol>
6	We have adhered to our agreed, Board <a href="#">Board Policy Framework</a> and have a positive relationship with our principal.				<ol style="list-style-type: none"> <li>17 Jan 2018 : The board's <a href="#">2018 Draft Board Policy Framework</a> was passed at this meeting.</li> <li>27 Feb 2018 : There were no matters to raise wrt the BOT policy framework or relationship with the principal.</li> <li>27 Mar 2018 :There were no matters to raise wrt the BOT policy framework or relationship with the principal.</li> <li>27 May 2018 :There were no matters to raise wrt the BOT policy framework or relationship with the principal.</li> <li>26 June 2018: There were no matters to raise wrt the BOT policy framework or relationship with the principal.</li> <li>28 August 2018: Please comment</li> </ol>
7	We followed a set of clear policies that outline the rules for the board. e.g. Board Roles and Responsibilities, Code of Ethics, Role of the Chair		✓		<ol style="list-style-type: none"> <li>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: <a href="http://bombay.schooldocs.co.nz/">http://bombay.schooldocs.co.nz/</a> User : bombay Password : ourbestalways</li> </ol>
8	We elected/re-elected our chair at the first meeting of the year. (or first meeting of the new board after the election in an election year)		✓		<ol style="list-style-type: none"> <li>17 Jan 2018: The board will confirmed BOT roles for 2018</li> </ol>
9	The board attended appropriate professional development this year.				<ol style="list-style-type: none"> <li>17 Jan 2018 : Nil for 2018 to date.</li> <li>27 Feb 2018 : Nil to date</li> <li>27 March 2018: Nil to date</li> <li>29 May 2018 : Nil to date</li> <li>26 June 2018: Nil to date</li> <li>28 August 2018 : Nil to date</li> </ol>
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				<ul style="list-style-type: none"> <li>17 Jan 2018 : There are no trustees to induct as of this meeting. The Induction process is as follows : [ Also see the <a href="#">Board's Policy Framework</a> document ]</li> <li>Letter of congratulations and New trustees welcomed at their first meeting</li> <li><a href="#">Becoming a Trustee Video</a></li> <li><a href="#">The trustee's handbook</a></li> </ul>

	have been addressed and required changes made to the induction process.				<ul style="list-style-type: none"> <li>• <a href="#">Trustees know what is expected of them. (Roles and Responsibilities)</a></li> <li>• New trustees know where to get information</li> <li>• <a href="#">New trustees know where to access PD</a></li> <li>• New trustees are taken on a tour of the school</li> <li>• New trustees understand the <a href="#">Bombay School Charter</a>.</li> <li>• <a href="#">New trustees sign and agree to work within the code of conduct.</a></li> <li>• New trustees are up to date with opportunities and risks facing the board.</li> <li>• New Trustees are encouraged to attend NZSTA training. They are supported to select appropriate needs based training.</li> <li>• New trustees are encouraged to attend board social functions and board networking events</li> <li>• New trustees are introduced to the staff</li> <li>• 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 <a href="#">resources</a>, <a href="#">Learning modules</a>, <a href="#">Governance essentials</a>, <a href="#">complete a Policy framework</a>, also read <a href="#">Making a difference: Trustee handbook</a>.</li> </ul>
11	The constitution of our board meets legislative requirements. (check with NZSTA Helpdesk)		✓		<ul style="list-style-type: none"> <li>• 17 Jan 2018: The board is a legally constituted board.</li> </ul>
12	We did not have difficulty recruiting or retaining credible board members this year.				<ol style="list-style-type: none"> <li>1. 17 Jan 2018: The Board is seeking Maori parent representation on the Board in 2018.</li> <li>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.</li> <li>3. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board.</li> <li>4. 27 March 2018 : David Hema has been co-opted to the board.</li> <li>5. 26 June 2018: Status quo</li> <li>6. 28 August 2018 : Status quo</li> </ol>
13	Our board is a fair representation of our community in terms of gender and ethnicity.				<ol style="list-style-type: none"> <li>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.</li> <li>2. 27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board.</li> <li>3. 27 March 2018 : David Hema has been co-opted to the board.</li> <li>4. 26 June 2018: status quo</li> <li>5. 28 August 2018; Status Quo</li> </ol>
16	We have consulted our school community this year and addressed any relevant issues.				<ol style="list-style-type: none"> <li>1. 17 Jan 2018: The board's policy consultation timetable can be accessed here :<a href="http://bombay.schooldocs.co.nz/">http://bombay.schooldocs.co.nz/</a> User : bombay Password :</li> <li>2. 27 Feb 2018 : Bible in Schools Survey Data tabled and discussed.</li> <li>3. 27 Mar 2018 :There was no feedback to the home learning policy review</li> <li>4. 29 May 2018 : Protected disclosures to be reviewed. - Carried over to the next meeting.</li> <li>5. 26 June 2018: Protected disclosures consultation completed.</li> <li>6. 28 August 2018: Cultural Responsiveness Survey Completed</li> </ol>

17	We have consulted with our Maori and Pasifika communities this year and addressed any issues.				<ol style="list-style-type: none"> <li>17 Jan 2018: Refer above</li> <li>20 Feb 2018: Paul contacted Dave Hema to ask if he would be willing to attend board meetings. Outcome pending.</li> <li>27 Feb 2018 : David Hema attended the meeting with a view to being co-opted to the board.</li> <li>27 March 2018: David Hema co-opted to the Board.</li> <li>27 May 2018 : David to work with Paul - drafting a Maori Parents Consultation Process</li> <li>28 August 2018 : Cultural Responsiveness survey completed. Data being analysed by the Kahui Ako. Classroom observations are underway.</li> </ol>
18	We regularly published the concerns process to our school community this year.				<ol style="list-style-type: none"> <li>17 Jan 2018 :The complaints process is <a href="#">Permanently on the website &amp; Newsletter</a></li> <li>27 Feb 2018 : The complaints process is <a href="#">Permanently on the website &amp; Newsletter</a></li> <li>27 Mar 2018 : The complaints process is <a href="#">Permanently on the website &amp; Newsletter</a></li> <li>27 May 2018 : The complaints process is <a href="#">Permanently on the website &amp; Newsletter</a></li> <li>26 June 2018 : The complaints process is <a href="#">Permanently on the website &amp; Newsletter</a></li> <li>28 Aug 2018 : The complaints process is <a href="#">Permanently on the website &amp; Newsletter</a></li> </ol>
	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"> <li>17 Jan 2018: See 2017 Annual Report</li> <li>27 Feb 2018 : The new 2018 Annual Plan has been approved</li> <li>28 August : <a href="#">refer to the mid-year data report</a></li> </ol>

20

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

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


	Feb	Mar	May	June	29 Aug	26 Sept	31 Oct	28 Nov	12 Dec
Strategic Review	<a href="#">Annual Plan Confirm Charter</a>							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				Student Progress Report Maori Student Achievement	Senco Report			Nat Stds Draft ANOV and Targets for 2018
HR	Principal's Performance Agreement completed	Appraisal Report EEO Staff Satisfaction Survey	Principal's Appraisal Report to the Board					Principals Appraisal to the BOT	

Property	Approve 10ypp Pending		Awaiting MOE sign off on 10YPP Appoint Project Manager		Approve 5YA				
Finance	Approve Budget Completed	Fixed Assets		Mid Year Budget Review				2018 Draft Budget	
COL	COL Update		COL Update		COL update		COL update		

# 2018 REVIEW SCHEDULE

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

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

<div> <div>REVIEW</div> <div>Assurance</div> <div>Consult</div> <div>Attestation</div> <div>Update</div> <div>  </div> </div>					
<div> <div>Review the policy / procedure and advertise it to relevant stakeholders so they can also provide their feedback</div> <div>Assure the board that proper steps and actions have been taken regarding the policy/procedure, and that they are up to date</div> <div>Consult with the school community and adopt a statement about the consultation process/ results</div> <div>Return relevant International Student attestation form(s) to NZQA</div> <div>Update the charter &amp; forward to Ministry  Prepare annual report for auditor</div> <div>No actions are required this year - check 3-year schedule for when action is due</div> </div>					
21	The student achievement reports as outlined in the board work plan have been presented and any issues addressed				<ol style="list-style-type: none"> <li>27 Feb 2018 : 2018 Targets have been set.</li> <li>28 August 2018: The mid-year data will be presented at this meeting</li> </ol>
22	We have a good understanding through benchmarking and other comparative reporting how the school is performing against relevant top performers.				<ol style="list-style-type: none"> <li>NS Data has been removed from Education Counts - BOT to explore other ways to get comparative data</li> </ol>
23	Our annual report was submitted to the MoE by 31 May and made available to our school community.		✓		<ol style="list-style-type: none"> <li>17 Jan 2018 : To be done by the March Meeting</li> <li>27 Feb 2018: Completed. Submitted via the portal</li> </ol>
24	Our principal gives us the information that we expect and need to evaluate our school's performance				<ol style="list-style-type: none"> <li>17 Jan 2018 : No matters raised. BOT satisfied with the information that it receives.</li> <li>27 Feb 2018 : No matters raised. BOT satisfied with the information that it receives.</li> <li>27 Mar 2018 : No matters raised. BOT satisfied with the information that it receives.</li> <li>29 May 2018 : No matters raised. BOT satisfied with the information that it receives.</li> <li>26 June 2018: No matters raised. BOT satisfied with the information that it receives.</li> <li>28 August 2018 : Please comment</li> </ol>
26	We approved this year's budget by the beginning of the school year and ensured that it was aligned to the annual plan		✓		<ol style="list-style-type: none"> <li>17 Jan 2018 : Budget was approved subject to the depreciation figure being included</li> <li>27 Feb 2018 : Budget approved</li> <li>27 May 2018: Budget signed off</li> </ol>
27	We monitor the budget at every meeting by receiving a variance report from the Finance BOT Member.				<ol style="list-style-type: none"> <li>17 Jan 2018 : November and December 2017 Monthly reports were accepted</li> <li>27 Feb 2018: Jan 2018 Monthly Financial report accepted.</li> <li>27 Mar 2018: Feb 2018 Monthly Financial Report accepted</li> <li>29 May 2018 : March April Financial reports accepted.</li> <li>26 June 2018 : May, June financial reports to be approved</li> </ol>
28	We are on track to meet our expected budget surplus.✓				<ol style="list-style-type: none"> <li>17 Jan 2018 : on track</li> <li>27 Feb 2018 : on track</li> <li>28 August 2018 The Board is expecting a deficit budget for 2019 - due to a BOT funded teacher</li> </ol>



29	We have a draft budget in place for next year that is aligned with the annual plan.				<ol style="list-style-type: none"> <li>17 Jan 2018 : Too early to draft the 2019 budget</li> <li>27 Feb 2018 : Too early to draft the 2019 budget</li> <li>26 June 2018 : Too early to draft budget</li> <li>28 August 2018: Too early for draft budget</li> </ol>
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"> <li>17 Jan 2018 : The <a href="#">2018 Hazard, Risk and Accident Register</a> has been updated for this meeting. Please read it. The <a href="#">Bombay School Health and Safety Manual</a> 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 <a href="#">Emergency evacuation map</a> and <a href="#">Bombay School Health and Safety Manual</a> have been added to the website. P Petersen, S.Keown, C.Lemon, R.Oliphant and K Batters have all completed the <a href="#">online health and safety Rep training</a> course.</li> <li>27 Feb 2018 : Refer above</li> <li>27 May 2018: Doug and Paul are now certified to carry out electrical safety inspections</li> <li>26 June 2018 Refer above</li> <li>28 August 2018 : We now log sickbay visits in etap - which centralises, tracks and collates the data.</li> </ol>
31	Workers feel able to express their concerns.				<ol style="list-style-type: none"> <li>17 Jan 2018 : School has not started yet.</li> <li>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</li> <li>27 Mar 2018: Workplace survey conducted and shared with staff &amp; BOT</li> <li>26 June 2018: Staff continue to work through the workplace survey data. They report that they are happy with the new report writing process - it has cut down workload significantly. Staff voted unanimously that the survey data is for them and the board only - it is not to be shared with parents/ community. They were unanimously supportive of the school's pedagogy, the conversion of classrooms to ILE's and the use of digital technology to support the pedagogy. Staff were unanimous that ERO reviews were the correct 3rd party school review mechanism and that there was no need for any other reviews.</li> <li>28 August 2018: Staff can approach the Staff Rep, Site Rep or Team Leader - who are all trained to provide support. Staff could also use the EAP service.</li> </ol>
32	All staff are aware of and suitably trained in order to meet their health and safety requirements.		✓		<ol style="list-style-type: none"> <li>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 <a href="#">Health and Safety Rep Training : Certificate</a>.</li> <li>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 <a href="#">Health and Safety Rep Training : Certificate</a></li> </ol>
33	The health and safety area is adequately resourced ( Money, time, equipment)				<ol style="list-style-type: none"> <li>17 Jan 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs.</li> <li>27 Feb 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs.</li> <li>27 Mar 2018 : There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs.</li> <li>29 May 2018 There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs.</li> <li>26 June 2018 There is adequate resourcing to attend to Health and Safety resourcing i.t.o current needs.</li> <li>28 August 2018: Please comment</li> </ol>
34	Any recommendations arising from health and safety reviews are considered.				<ol style="list-style-type: none"> <li>17 Jan 2018 : School has not started yet.</li> <li>27 Feb 2018 : No H&amp;S matters arose from our formal reporting process to date.</li> <li>27 Mar 2018 : No H&amp;S matters arose from our formal reporting process to date.</li> </ol>



					<ol style="list-style-type: none"> <li>27 May 2018: Staff reviewed the report writing process to reduce the workload &amp; be more efficient</li> <li>26 June 2018: Staff report that the report writing process has made a huge difference to workload reduction</li> <li>28 August 2018: Staff are reviewing the arts curriculum w.r.t. School Concerts with a view to reducing teacher workload by being more efficient.</li> </ol>
35	There is an appropriate risk identification, assessment and action procedure in place.				<ol style="list-style-type: none"> <li>27 February 2018 : Refer to the <a href="#">Bombay School Hazard, Risk &amp; Accident Register 2018 and Bombay School Health and Safety Manual</a></li> <li><b>27 March 2018:</b>Refer to the <a href="#">Bombay School Hazard, Risk &amp; Accident Register 2018 and Bombay School Health and Safety Manual</a></li> <li>27 May 2018 : Refer to the <a href="#">Bombay School Hazard, Risk &amp; Accident Register 2018 and Bombay School Health and Safety Manual</a></li> <li>26 June 2018 : Refer to the <a href="#">Bombay School Hazard, Risk &amp; Accident Register 2018 and Bombay School Health and Safety Manual</a></li> <li><b>28 August 2018 *****</b></li> </ol>
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"> <li>17 Jan 2018: <a href="#">Onsite Contractors Policy</a> + refer to schooldocs</li> <li>27 March 2018: A paper copy of the health and safety register is to be kept at the desk</li> </ol>
37	The 5 year property plan is being implemented effectively as per the plan				<ol style="list-style-type: none"> <li>17 Jan 2018: The new 10Ypp is being drawn up at present</li> <li>27 Feb 2018: Meeting scheduled with watershed, moe and school in early March 2018.</li> <li>27 Mar 2018: Awaiting MOE approval</li> <li>29 May 2018 : Awaiting MOE approval</li> <li>28 August 2018: <a href="#">See email to David Major</a></li> </ol>
38	The 10 year property plan is current.				<ol style="list-style-type: none"> <li>17 Jan 2018 : The new 10Ypp is being drawn up at present</li> <li>27 Feb 2018: Meeting scheduled with watershed, moe and school in early March 2018.</li> <li>27 Mar 2018: Awaiting MOE approval</li> <li>29 May 2018 : Awaiting MOE approval</li> <li>26 June 2018: Still awaiting MOE approval</li> <li>28 August 2018: Still awaiting MOE approval</li> </ol>
39	We have consulted our community regarding the health curriculum in the last 2 years. <a href="#">Survey update here</a>		✓		<ol style="list-style-type: none"> <li>17 Jan 2018: Consultation was completed in Dec 2017</li> </ol>
	Employer Role				
40	The board's relationship with the principal is one of mutual trust and respect.				<ol style="list-style-type: none"> <li>17 Jan 2018 : No matters of concern were raised</li> <li>17 Feb 2018 : No matters of concern were raised</li> <li>27 Mar 2018 : No matters of concern were raised</li> <li>29 May 2018: No matters of concern were raised</li> <li>26 June 2018: No matters of concern were raised</li> <li>28 August 2018 Please comment</li> </ol>

41	The board has a good understanding of current employee morale and employee issues and concerns.				<ol style="list-style-type: none"> <li>17 Jan 2018 : School has not started yet.</li> <li>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.</li> <li>27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER questions</li> <li>29 May 2018 : Staff are working through the implications of the survey results in a series of staff meetings. Outcomes will be reported to the board when this process is completed.</li> <li>26 June 2018: Staff rep reports that staff voted unanimously in support of Personalised Learning, ILE's and the use of Digital Tech. Staff believe that the staff satisfaction survey is exclusively for BOT and Staff use. Staff regard ERO as the external reviewer of the school. Staff are unanimous that there is no need to appoint any other reviewer(s). Refer to staff rep report.</li> <li>28 August 2018: Staff are reviewing the performing arts programme</li> </ol>
42	The board approves and monitors personnel policy as per the board's work plan and ensures that the principal completes a personnel attestation form for the first meeting of the year.		✓		<ol style="list-style-type: none"> <li>17 Jan 2018: <a href="#">ATTESTATION STATEMENT</a></li> </ol>
43	The teaching staff have completed a teacher workplace survey in the last 3 years. (NZCER)				<ol style="list-style-type: none"> <li>17 Jan 2018. The 2018 school year has not started yet.</li> <li>27 Feb 2018 : In conjunction with Lin Avery, the principal and BOT, and NZCER survey will be conducted in June/ July 2018.</li> <li>27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER</li> <li>29 May 2018 : Staff are working through the implications of the survey results in a series of staff meetings. Outcomes will be reported to the board when this process is completed.</li> <li>28 August 2018: Matthew Bagley will distribute the next survey at the beginning of term 4</li> </ol>
44	The board has sought meaningful communication with school staff this year.				<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>27 Mar 2018 : The board conducted a staff workplace satisfaction survey - based on NZCER</li> <li>29 May 2018: The BOT has received the staff survey Data</li> <li>26 June 2018: The BOT have spent time having lunch in the staffroom - with staff</li> </ol>

	Board Code of Behaviour				
45	Maintained and understood the values and goals of the school				<ol style="list-style-type: none"> <li>17 Jan 2018. The 2018 school year has not started yet.</li> <li>27 Feb 2018: Members agree that they maintain and understand the values and goals of the school.</li> <li>27 Mar 2018: Members agree that they maintain and understand the values and goals of the school.</li> <li>29 May 2018: Members agree that they maintain and understand the values and goals of the school.</li> <li>26 June 2018: Members agree that they maintain and understand the values and goals of the school.</li> <li>28 August 2018: Please comment</li> </ol>

46	Ensured the needs of all students and their achievement is paramount.				<ol style="list-style-type: none"> <li>17 Jan 2018. The 2018 school year has not started yet.</li> <li>27 Feb 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018.</li> <li>27 Mar 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018.</li> <li>27 May 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018.</li> <li>26 June 2018: The board charter and annual plan, containing clear achievement targets, has been set for 2018.</li> <li>28 August 2018: Please comment</li> </ol>
47	Been loyal to the organisation and its mission				<ol style="list-style-type: none"> <li>17 Jan 2018. The 2018 school year has not started yet.</li> <li>27 Feb 2018: Members agree that they have been loyal to the school and its mission.</li> <li>27 Mar 2018: Members agree that they have been loyal to the school and its mission.</li> <li>29 May 2018: Members agree that they have been loyal to the school and its mission.</li> <li>26 June 2018: Members agree that they have been loyal to the school and its mission.</li> <li>28 August 2018: Please comment</li> </ol>
48	Publicly represented the school in a positive manner				<ol style="list-style-type: none"> <li>17 Jan 2018. The 2018 school year has not started yet.</li> <li>27 Feb 2018: Members agree that they represented the school in a positive manner.</li> <li>27 Mar 2018: Members agree that they represented the school in a positive manner.</li> <li>29 May 2018: Members agree that they represented the school in a positive manner.</li> <li>26 June 2018: Members agree that they represented the school in a positive manner.</li> <li>28 August 2018 : Please comment</li> </ol>
49	Respected the integrity of the principal and staff				<ol style="list-style-type: none"> <li>17 Jan 2018. The 2018 school year has not started yet.</li> <li>27 Feb 2018 : Members felt that they respected the integrity of the principal.</li> <li>27 Mar 2018 : Members felt that they respected the integrity of the principal.</li> <li>29 May 2018: Members felt that they respected the integrity of the principal.</li> <li>26 June 2018: Members felt that they respected the integrity of the principal.</li> <li>28 August 2018: Please comment</li> </ol>

	Audit Role				
50	Set strategic directions and long-term plans and monitor the board's progress against them			√	<ol style="list-style-type: none"> <li>17 Jan 2018. The draft <a href="#">annual plan and charter</a> will be discussed at this meeting</li> <li>27 Feb 2018: The annual plan and charter for 2018 has been completed.</li> </ol>
51	Protect the special character of the school			√	<ol style="list-style-type: none"> <li>17 Jan 2018. The draft <a href="#">annual plan and charter</a> will be discussed at this meeting</li> <li>27 Feb 2018: The annual plan and charter for 2018 has been completed.</li> </ol>

52	Monitor financial management of the school and approve the budget			✓	<ol style="list-style-type: none"> <li>17 Jan 2018. The 2018 school year has not started yet.</li> <li>27 Feb 2018: The Budget has been set. The December 2017 and Jan 2018 monthly financial reports have been presented, discussed and accepted.</li> </ol>
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"> <li>17 Jan 2018. The 2018 school year has not started yet.</li> <li>27 Feb 2018: This is being complied with.</li> </ol>
54	31 March 2018 Financial statements and annual report due to auditor				<ol style="list-style-type: none"> <li>17 Jan 2018. The 2018 school year has not started yet.</li> <li>27 Feb 2018: Pending</li> <li>27 Mar 2018: Completed</li> </ol>
55	PDF of annual report and audited fin statements to MOE <a href="mailto:Annualreports.auckland@mi.nedu.govt.nz">Annualreports.auckland@mi.nedu.govt.nz</a> Refer File 3/22				<ol style="list-style-type: none"> <li>17 Jan 2018. The 2018 school year has not started yet.</li> <li>27 Feb 2018: Pending</li> <li>27 Mar 2018: Completed</li> </ol>

## 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 : <a href="#">THE ENROLMENT SCHEME 2017 CAN BE ACCESSED HERE</a> . It will be reviewed at this meeting. 27 Feb 2018 : New roads within our zone have been included for BOT approval. Lorraine to drive around and list all the new roads (from the subdivisions) so that the roads are all listed in the scheme. To be completed in time for next meeting.
	Review Action Plans		27 Feb 2018 : Curriculum teams met to draft action plans on 20 Feb 2018.
	Allocation of Management Units – Could the Board please approve the allocation of management and responsibility units for 2017 as follows :	Completed 17 Jan. Meeting 1 ✓	1. <a href="#">Unit Allocation Flow Chart</a> Refer to the 2018 School Organisation Chart
	Review, Finalise and Forward the Charter & Annual Plan to MOE by the due date.	To be actioned by 31 May 2018	1.
	Review the School's Organisation and confirm	Completed 17 Jan. Meeting 1 ✓	
	Determine which surveys will be undertaken in 2018 and set the dates for them.		27 Feb 2018. The BOT committed to Maori and Pasifika Parents Surveys + NZCER workplace Survey 27 Mar 2018: Please comment
	Implement Hautu in 2019.		<ul style="list-style-type: none"> <li>27 Feb 2018 - Paul approached David Hema to attend BOT meetings with a view to being co-opted. Outcome pending.</li> </ul>

	<p>Report on progress here.</p> <p>Boards have a responsibility to:</p> <ul style="list-style-type: none"> <li>• set future directions for successful learning of Māori students</li> <li>• be accountable for the performance of Māori student achievement</li> <li>• ensure Māori stakeholders in their community are represented in governance, planning and decision making</li> <li>• ensure their school is a good employer by supporting school staff to teach and support Māori students effectively.</li> </ul> <p>Hautū. <a href="#">electronic version</a></p>		<ul style="list-style-type: none"> <li>• Appointment of Amber Dones. To lead Maori curriculum and Kapa Haka in 2019. (PRT)</li> <li>• BOT to conduct a Maori parents survey/ evening for consultation.</li> <li>•</li> </ul>
	Review of student attendance		
	Receive and Review the Auditor's Recommendations	<b>Too early</b>	
	Chairman to check SUE Reports and Sign off BOT Mins		1. 27 Feb 2018 : Sign off and up to date
	Review the Concurrence Statements		1. 27 Feb 2018 : Reviewed.
	Review the home and school Minutes		1. 27 Feb 2018 : Reviewed
	Review March roll return	Too early	1.
	Record of Professional Development for T1		<p>22/01/18: Teacher Only day - induction for new staff</p> <p>23/01/18: Teacher Only Professional Development Day</p> <p>24/01/18 : Professional Development with Vision Education : Focus : Writing. All Teachers.</p> <p>01/02/18 : Week 1 and 2 : Kim Batters offers PD on Hapara and Mathletics</p> <p>15/02/18 : Paul trained Kim on the use of SchoolApps</p> <p>20/03/18 : Kim trained Amber and Julie on taking running records</p>

Term 2	Task	Outcome	Evaluation
	Review Property Plans (10 year and 5 ypp)		<p>1. 27 Mar 2018: to be considered at this meeting.</p> <p>2. 29 May 2018: The plan has been finalised and is awaiting MOE approval</p>

Review Health and Safety processes for the school		<ol style="list-style-type: none"> <li>29 May 2018: The schools Health and safety systems are improving each quarter. <ul style="list-style-type: none"> <li>Accident register is in place</li> <li>Monthly H &amp; S checks are being carried out</li> <li>A new sickbay electronic recording system will be up and running by the end of this term. It's linked to eTap and will make reporting and analysis more efficient and effective.</li> <li>Each team leader is a trained workplace site rep</li> <li>Paul and Doug are certified to conduct electrical testing</li> </ul> </li> </ol>
Review attendance data		<ol style="list-style-type: none"> <li>29 May 2018: review pending</li> <li>26 June 2018 : review pending</li> </ol>
Review Website		<ol style="list-style-type: none"> <li>29 May 2018 : review pending</li> <li>26 June 2018: We are working on replacing one of the front page videos. New content has been added. The calf club tab has had all of the information refreshed.</li> </ol>
Review School security, including data security.		<ol style="list-style-type: none"> <li>29 May 2018 : review pending</li> <li>28 August 2018: Review pending</li> </ol>
Presentation of Annual Accounts, reports – Principal and Chairperson, review previous years financial Target areas.	✓	<ol style="list-style-type: none"> <li>27 March 2018 : Completed</li> </ol>
Written language reporting. Data to be received and reviewed.		<ol style="list-style-type: none"> <li>26 June 2018 : Will be presented at the Aug meeting</li> <li>28 August 2018: Mid Year Data Reported at this meeting</li> </ol>
BOT PD NZSTA National Conference to be reviewed		<ol style="list-style-type: none"> <li>No members attending</li> </ol>
Receive and Discuss the Numeracy GLOSS/ IKAN results.Receive and review Numeracy Report		<ol style="list-style-type: none"> <li>26 June 2018: To be reviewed at the Aug Meeting</li> <li>28 August 2018: Mid Year Data reported at this meeting</li> </ol>
Receive and Review The Senco Report		<ol style="list-style-type: none"> <li>29 May 2018 : Senco Report received and discussed</li> </ol>
Chairman to check SUE Reports and Sign off BOT Mins		<ol style="list-style-type: none"> <li>29 May 2018 : These are signed off on a fortnightly basis</li> <li>26 June 2018: These are signed off on a fortnightly basis</li> <li>28 August 2018: These are signed off on a fortnightly basis</li> </ol>
Review the Concurrence Statements		<ol style="list-style-type: none"> <li>29 May 2018: Reviewed at every meeting</li> <li>26 June 2018: reviewed at every meeting</li> <li>August 2018: reviewed at every meeting</li> </ol>
Review the Home and School minutes		<ol style="list-style-type: none"> <li>29 May 2018 : Reviewed</li> </ol>

			<div>2. 26 June 2018: These are located in the BOT Drive</div> <div>3. 28 August 2018: These are located in the BOT Drive. They are reviewed at each meeting</div> <div>4.</div>												
	BOT to conduct a school walk-through		<div>1.</div>												
	EEO Review		<div>1. <div>Staff CompositionBOT Composition</div><table><tr><td>31 - 4 males and 27 Females</td><td>4 Males 3 Females</td><td></td></tr><tr><td>European 26</td><td>1 Maori</td><td></td></tr><tr><td>Maori 1</td><td>1 African New Zealander</td><td></td></tr><tr><td>African New Zealanders 4</td><td>5 Europeans</td><td></td></tr></table></div>	31 - 4 males and 27 Females	4 Males 3 Females		European 26	1 Maori		Maori 1	1 African New Zealander		African New Zealanders 4	5 Europeans	
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European 26	1 Maori														
Maori 1	1 African New Zealander														
African New Zealanders 4	5 Europeans														
	Review Stand downs and exclusions		<div>1. 26 June 2018 : There were no stand downs or exclusions</div> <div>2. 28 August 2018: There were no stand downs or exclusions</div>												
	Review Reporting to parents		<div>1.26 June 2018: Staff have reviewed the report format. All staff indicated that this is significantly reduced their workload at report writing time.</div> <div>28 August 2018: Parents will be consulted as part of the annual plan / charter review</div>												
	Review Staff Professional Development		<div>29 May 2018: A chronological and accumulative record of PD is presented to the board at each meeting</div>												
	Review register of teacher’s registration		<div>Updated : 28 August 2018</div> <table><tr><td><div>1. Bethney Steer 350487 F 17/01/20</div><div>2. Sharron Hughes 162296 F 13 Nov 2020</div><div>3. Cherie Lemon 185364 F 23/09/19</div><div>4. Tracey Weight 220998 F 19/04/19</div><div>5. Sarah Hancock 241350 F 10/05/19</div><div>6. Megan Mary Burford 308977 Subject to Confirmation 27 Mar 2020</div><div>7. Charlotte Victoria Forch 323844 Full 03 May 2019</div><div>8. Paige Ophelia Dawn Goldstone-Leighton 335803 Full 07 Feb 2021</div></td><td><div>9. Kim Batters 213513 F 15 Jul 2018</div><div>10. Yating Wang 308591 20/12/19</div><div>11. Robert Oliphant 338689 F 16 Jan 2020</div><div>12. Susie Stafford-Bush 201723 F 26/11/19</div><div>13. Paul Petersen 211327 F 04/10/19</div><div>14. Juliet Louise Jones 363560 Provisional 17 Jul 2020</div><div>15. Amber Jessie Dones 365786 Provisional 14 Feb 2021</div><div>16. Victoria Elizabeth Muir 322147 Full 14 Dec 2018</div><div>17. Kathryn Anne Cameron 302920 Subject to Confirmation 02 Aug 2019</div><div>18. Doriane Roza Rani Raman 313755 Full 10 Sep 2020</div><div>19. Jeandri Conradie 364385 07 Feb 2021 provisional</div><div>20. Sharon de Kock 201295 Subject to confirmation</div><div>21. Maria Yarworth 240590 Full 29 Mar 2021</div><div>22. Lynton de Kock 195965 27 Jul 2021</div></td></tr></table>	<div>1. Bethney Steer 350487 F 17/01/20</div> <div>2. Sharron Hughes 162296 F 13 Nov 2020</div> <div>3. Cherie Lemon 185364 F 23/09/19</div> <div>4. Tracey Weight 220998 F 19/04/19</div> <div>5. Sarah Hancock 241350 F 10/05/19</div> <div>6. Megan Mary Burford 308977 Subject to Confirmation 27 Mar 2020</div> <div>7. Charlotte Victoria Forch 323844 Full 03 May 2019</div> <div>8. Paige Ophelia Dawn Goldstone-Leighton 335803 Full 07 Feb 2021</div>	<div>9. Kim Batters 213513 F 15 Jul 2018</div> <div>10. Yating Wang 308591 20/12/19</div> <div>11. Robert Oliphant 338689 F 16 Jan 2020</div> <div>12. Susie Stafford-Bush 201723 F 26/11/19</div> <div>13. Paul Petersen 211327 F 04/10/19</div> <div>14. Juliet Louise Jones 363560 Provisional 17 Jul 2020</div> <div>15. Amber Jessie Dones 365786 Provisional 14 Feb 2021</div> <div>16. Victoria Elizabeth Muir 322147 Full 14 Dec 2018</div> <div>17. Kathryn Anne Cameron 302920 Subject to Confirmation 02 Aug 2019</div> <div>18. Doriane Roza Rani Raman 313755 Full 10 Sep 2020</div> <div>19. Jeandri Conradie 364385 07 Feb 2021 provisional</div> <div>20. Sharon de Kock 201295 Subject to confirmation</div> <div>21. Maria Yarworth 240590 Full 29 Mar 2021</div> <div>22. Lynton de Kock 195965 27 Jul 2021</div>										
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	Review Principal's Appraisal progress Report		<div>27 Feb 2018 : Report From Lynley Rawston - entered into in committee minutes</div> <div>27 Feb 2018 : Lin Avery From Evaluation Associates appointed to conduct this year's appraisal</div>												



			<p>27 Mar 2018: Paul sent Lin a copy of the staff satisfaction survey</p> <p>29 May 2018: Paul and Lin met on 2 May 2018. Next meeting is 29 June 2018. Lin to meet with children and staff.</p> <p>14 Aug 2018: Matt, Paul and Lin met. Report in committee</p>
Term Three	Review Action plans –contained in the annual plan		1.
	Review Writing, Reading and Numeracy Data		
	September– 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. Two policies will be reviewed this term : Complaints and Behaviour Management
	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. 28 August 2018: Reviewed at every meeting
	1. 1 Sept – consider out of zone enrolments		1.
	1. BOT to conduct a school walk-through		1.
	1. Review Banked staffing		1.
	1. Review Student attendance		1.
	1. Review Principal's Appraisal progress Report		1. 28 August 2018: Refer to in-committee agenda
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. <a href="#">Surplus staffing</a> 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		

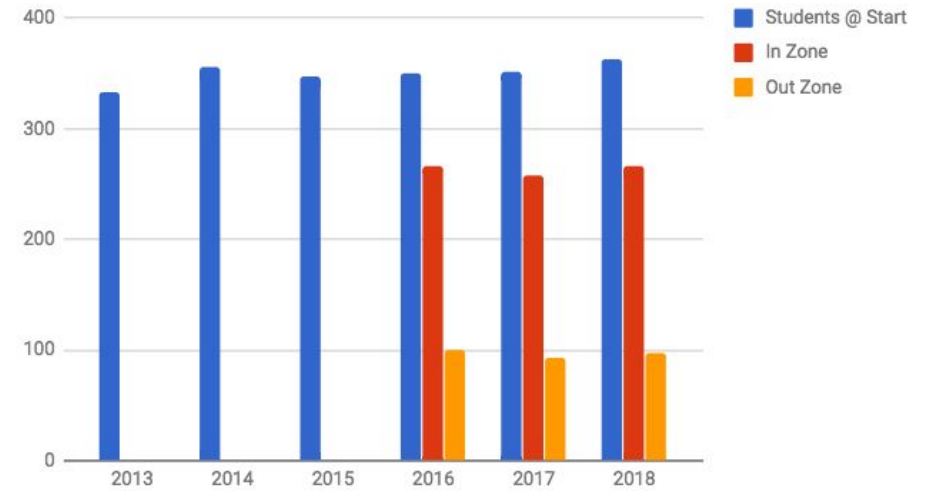
	1. 30 October deadline for ballot – out of zone applicants		
	1. Review special needs programmes		1.
	1. Draft budget for the next year		1.
	1. Review Staff induction processes		
	1. Review staffing levels for the next year		
	1. Submit financial info to the auditor		1.
	1. Sport Review 2. Review of 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 :

- Emma Kay has been appointed to a fixed term role to cover B. Steer's family leave.



-

## 21. Formal Complaints:

- Nil

## 22. Stand down/ Exclusion

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

## 23. Concurrence statement:

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

## 24. Attestation:

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

## 25. COL/ Kahui Ako Update

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## 26. Property

Action list for remaining property matters	
Landscape plan	1. We have a landscape plan but require funds. A medium term concern is the erosion of the bank along paparata road (opposite room 1)
LED classroom lighting	1. Gradual replacement. Room 1A completed. 2. Room 9 completed. Breakout space R9 completed.

	3. SLT office Completed
Remove old heaters	1. Completed
Room 9 - floor near the door is weakening	1. 26 June 2018: Medium urgency. Watershed are aware of this job. They will tackle it once the MOE have signed off the 5YPP
Signage	1. on hold - costs
Front Office	1. First phase complete. 2. Second Phase on hold. Costs
Photocopy room : Ceiling Cracks	1. low urgency - cosmetic. On Hold - costs
DP Office	1. carpet - on hold costs
Kakahu Carpet	Next 5ypp
Kotuitui Floors and Glass partitions	Next 5ypp

## 27 Visitors from Whangarei 08 August 2018



	<p>We were delighted to host 10 AP's and DP's from Whangarei who followed on from their principal's visit early this term.</p> <p>They came to learn about our personalised learning pedagogy. In particular they wanted to view the maker-space, our robotics and use of chromebooks.</p>	<p><b>Gillian Roberts</b></p> <p>Thank you so much Paul. Tauranga went very well too. This trip has proved to be the best professional development I have ever taken.</p> <p>I look forward to following your school digitally in the meantime.</p> <p>Have a great weekend!</p> <p>Kind regards</p> <p>Gillian</p>
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**28 Principal's Report : Reporting against the NAG's**

	<p><i>Corresponding NAG</i></p>
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**29. NAG 1 (Student Achievement)**
[NAG 1 \(Student Achievement\)](#)
[Access the chronological report here](#)
**30 Nag 2 : Policies, Plans, Programmes**
[NAG 2 \(Policies, Plans, Programmes\)](#)
[Access the chronological report here](#)
[NAG 2A](#)
**31 NAG 3 (Staff Performance; Industrial Relations.)**
[NAG 3 \(Staff Performance; Industrial Relations.\)](#)

Record of Professional Development	Record of Appraisal/ Attestations	Industrial Relations & Other Matters relating to personnel
<p>22/01/18: Teacher Only day - induction for new staff</p> <p>23/01/18: Teacher Only Professional Development Day</p> <p>24/01/18 : Professional Development with Vision Education : Focus : Writing. All Teachers.</p> <p>01/02/18 : Week 1 and 2 : Kim Batters offers PD on Hapara and Mathletics</p> <p>15/02/18 : Paul trained Kim on the use of SchoolApps</p> <p>23/02/18 : Kim and Susie attended COL PD</p> <p>11/03/18 : K Batters confirmed that planning checks are done. Overall standard is good. Some minor tweaks needed.</p> <p>20/03/18: Whole staff receive PD on Seesaw. Teachers determine their teaching as inquiry focus.</p> <p>21/03/18: Kim and Rachel attended Kahui AKO Maths Meeting at Pukekohe Intermediate. Looking at common challenges across the 17 schools and strategies for addressing these.</p> <p>27/03/18: Staff Meeting held to introduce New Digital Curriculum Staff worked through the Vision statement of the charter + Our Pedagogical Approach</p> <p>4/4/18: Staff meeting to begin working through the workplace survey data - looking for next steps.</p> <p>10/04/18: Paul and Doug attend electrical testing course</p> <p>3/05/18: Our ALL Team (Accelerating Literacy Learning) attended a cluster meeting today, Accelerating Literacy Learning (ALL) teachers continue to work with their target students and they share their expertise with colleagues. The goal being to share learning and to build capability across out staff.</p>	<ul style="list-style-type: none"> <li>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</li> <li>ALL Team conducted School-wide observations of literacy programmes and reported back to the staff.</li> <li>10/03/18: Planning checks conducted.</li> <li>23/05/18: Rachel &amp; Charlotte conduct schoolwide ALim observations</li> </ul>	<ul style="list-style-type: none"> <li>16 February 2018 Amber Dones graduated - BEd. The school sent flowers to Whangarei - her hometown</li> <li>26/02/18 onward D. Rolfe scheduled to have surgery.</li> <li>PUM on 26/03/18</li> <li>20/03/18 Teaching Staff Workplace Survey Data</li> </ul>

10/05/18: Susan McDougal Met with ALim Teachers - Professional Development Session.  
The goal is to learn best practice and to bring that back to our teams.

11/05/18: Rachel and Sharron attended ALIM PD - The goal is to learn best practice and to bring that back to our teams.

15/05/18: Rachel and Tracey attended the ARB's workshops on Maths resourcing for schools

18/05/18: Doriane and Paige attended an ALL course - The goal is to learn best practice and to bring that back to our teams.

23/05/18: Kath Langman visiting the Robotics teams to help prepare them for the Robocup Competition

26/07/18: E-astle PD Training for Rob, Kim and Sharron

31/07/2018: Amber BT Course - Kohia

07/08/2018: Staff Meeting on Cultural Responsiveness

8/8/2018 Juliet and Jeandri - Kohia Course

## Finance Reports

2015	2016	2017	2018
<ol style="list-style-type: none"> <li>1. <a href="#">January 2015</a></li> <li>2. <a href="#">February 2015</a></li> <li>3. <a href="#">March 2015</a></li> <li>4. <a href="#">April 2015</a></li> <li>5. <a href="#">May 2015</a></li> <li>6. <a href="#">June 2015</a></li> <li>7. <a href="#">July 2015</a></li> <li>8. <a href="#">August 2015</a></li> <li>9. <a href="#">September 2015</a></li> <li>10. <a href="#">October 2015</a> &amp; <a href="#">Edtech Analysis of our current position</a></li> <li>11. <a href="#">November 2015</a></li> <li>12. <a href="#">2015 Audit Report</a> + <a href="#">2015 Financial Statements</a></li> </ol>	<ol style="list-style-type: none"> <li>13. <a href="#">January 2016</a></li> <li>14. <a href="#">Finance 2016</a></li> <li>15. <a href="#">April 2016</a></li> <li>16. <a href="#">May 2016</a></li> <li>17. <a href="#">10 June 2016 Staffing Entitlement Notice</a></li> <li>18. <a href="#">July 2016</a></li> <li>19. <a href="#">August Financial Report</a></li> <li>20. <a href="#">September 2016</a></li> <li>21. <a href="#">October Financial Report</a></li> <li>22. <a href="#">2017 Draft Budget</a></li> </ol>	<ol style="list-style-type: none"> <li>23. <a href="#">January 2017</a></li> <li>24. <a href="#">February 2017</a></li> <li>25. <a href="#">March 2017</a></li> <li>26. <a href="#">April 2017</a></li> <li>27. <a href="#">May 2017</a></li> <li>28. <a href="#">June 2017</a></li> <li>29. <a href="#">July 2017</a></li> <li>30. <a href="#">August 2017</a></li> <li>31. <a href="#">September 2017</a></li> <li>32. <a href="#">October 2017</a></li> <li>33. <a href="#">Draft 2018 budget</a></li> <li>34. <a href="#">November 2017</a></li> <li>35. <a href="#">December 2017</a></li> </ol>	<ol style="list-style-type: none"> <li>1. <a href="#">Monthly Financial Report January 2018</a></li> <li>2. <a href="#">Monthly Financial Report February 2018</a></li> <li>3. <a href="#">Monthly Financial Report March 2018</a></li> <li>4. <a href="#">Monthly Financial Report April 2018</a></li> <li>5. <a href="#">Monthly Financial Report May 2018</a></li> <li>6. <a href="#">Monthly Financial Report June 2018</a></li> <li>7. <a href="#">Monthly Financial Report July 2018</a></li> <li>8.</li> </ol>

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

<p><b>32 NAG 5 (Health and Safety)</b></p> <p><a href="#">NAG 5 (Health and Safety)</a></p> <ol style="list-style-type: none"> <li><a href="#">1. Bombay School Health and Safety Manual</a></li> <li><a href="#">2. 2017 Bombay School Health and Safety Register</a> - includes Hazards &amp; Accidents Register</li> <li><a href="#">3. 2018 Bombay School Health and Safety Register</a> - includes Hazards and Accidents Register report for 31 January 2018 - 20 February 2018</li> <li><b>4. 10 April 2018 : Doug and Paul - booked in to do electrical test and tag course.</b></li> <li><b>5. Teaching Staff - Workplace Survey</b></li> <li><b>6. 28 August - Refer to the sickbay reports and <a href="#">2018 Bombay School Health and Safety Register</a></b></li> </ol>			
<p><b>33 NAG 6 : Attendance/ Length of School Day &amp; Year</b></p> <p>Each board of trustees is also expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year. National Administration</p> <table border="1" data-bbox="145 874 1895 1015"> <tr> <td data-bbox="145 874 416 1015">27 February 2018 :</td><td data-bbox="416 874 1895 1015">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.</td></tr> </table>	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.	NAG 6
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.		
<p><b>34 NAG 7 : <a href="#">Annual Update of School Charter</a></b></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> <table border="1" data-bbox="145 1286 1895 1353"> <tr> <td data-bbox="145 1286 427 1353">27 Feb 2018</td><td data-bbox="427 1286 1895 1353">1. <a href="#">2018 Charter and Annual Plan</a> completed.</td></tr> </table>	27 Feb 2018	1. <a href="#">2018 Charter and Annual Plan</a> completed.	NAG 7
27 Feb 2018	1. <a href="#">2018 Charter and Annual Plan</a> completed.		

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

### 36 **PERSONNEL REPORT** : Arts Team Reporting @ this meeting

Arts Team Reported at this meeting

### 37 HOME AND SCHOOL REPORT / MINUTES

MEETING DATES FOR HOME AND SCHOOL

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

Minutes : [https://drive.google.com/open?id=1\\_poe46b801IE6s6VJfsDi9oVG05nPMi5](https://drive.google.com/open?id=1_poe46b801IE6s6VJfsDi9oVG05nPMi5)  
 CashFlow : <https://drive.google.com/open?id=1Kmja0LuZgkknX2Rvu1LeAYG5H5tXnB-Q>

**38 GENERAL BUSINESS :**

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**39 Motions:**

#		Nominated	Seconded	✓ All Agreed
1	The Board accepts the minutes of the <a href="#">previous meeting, 26 June 2018</a> , as true and correct record.			
2	The Board accepts the June 2018 monthly financial report.			
3	The Board accepts the July 2018 monthly financial report.			
4	The Board accepts the August 2018 Principal's report			
6				
7				
8.				
9.				
10				

**40 In Committee**

6.10pm : Start

6.20pm : End

**41 MOE [BOT Meeting Spreadsheet Data](#)**

**42 MEETING CLOSURE: 6.21pm**

**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?

<b>Not at all</b>					<b>Very well</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Comment:**

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

<b>Not at all</b>					<b>Very well</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Comment:**

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

<b>Not at all</b>					<b>Very well</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**Comment:**

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

Name: (Optional).....



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