



Reports to the  
Board of Trustees

Meeting  
19 June 2017

## **Principal's Report**

### **Curriculum**

National Administration Guideline (NAG) 1

Four students represented the school at the Auckland heat of the Kids Lit Quiz. It was the first time our school has entered and the students performed well finishing with 65 points (coming 13th out of 35 teams). The winning team scored 75 points. The Kids Lit Quiz is a 3 hour event. It tests the students' knowledge of children's literature and is designed to reward children who participate in the sport of reading. Categories on the night included; riddles, metals, insects, doors, down size me, and dogs. To do well in the event students need to be well read and have a good knowledge of story plots, characters, settings and authors.

Forty eight of our students went to Onepoto Domain for the orienteering competition. Our boys' Year 8 team came 1st. They went on to represent North Harbour at the Auckland Championships coming 3rd.

We have also participated in the North Harbour Year 7 and Year 8 Boys Football zone day. Our girls' Rugby 7's team competed in their Zone Day.

William Pike spoke at Assembly. William spoke about the William Pike Challenge Award. ([www.williampike.co.nz](http://www.williampike.co.nz)). This exciting Explorer Programme is like Duke of Edinburgh and includes: 20 hours Community Service, 20 hours Passion Project (AKA a hobby/hobbies) and 5 Outdoor Adventures. iHUB will include these challenges throughout the year, starting with the Community Service component on Fridays.

Thirty nine students from our school attended a schools' session of the Auckland Writers Festival at the Aotea Centre. They heard presentations from Glen Colquhoun, Frances Hardinge, David Hill, and Lauren Child. The students learnt a lot about the process of writing, the importance of planning and editing, and how to gain inspiration from the things, places and people around them.

Two students applied and were successful in gaining a place in a Graphic Novel Workshop. On Day 1 of the workshop they digitally created their main character. Day 2 is coming up soon.

The Sports Academy has had a session at Birkenhead College, where they started off working through a workbook, with their mentors. This helped them to think about their sporting goals, obstacles, pressure, time management and nutrition. Everyone's goals were based on the sport they have chosen to focus on this year.

To encourage reading and to make the library an enjoyable place to visit we added some plush toys to our library shelves. We started with Hagrid, Fluffy and Buckbeak from the Harry Potter Series. Our students now frequently take these toys down and cuddle or put them beside them as they read. They have been so well received I asked the student council for other suggestions. Dobby from Harry Potter and ET and Yoda from science fiction have just been added.



Mr Brian Potter visited our school and spoke to Kiwi team about war, the effects of war, and 'why we remember'. He shared his knowledge of locals who had fought in overseas conflicts and how the community remembers their sacrifice. He also shared with the team his families connection to war. Kiwi team students learnt a lot from Brian and can now use some of their new knowledge in their 'Lest We Forget' Quest report.



## **Documentation and Self Review**

National Administration Guideline (NAG) 2

### Policy Review

Policies from last meeting for confirmation

- Beginning Teacher Policy
- Behaviour Management Policy
- Classroom Release Time Policy
- Complaints Against Staff Members Policy
- Crisis Management Policy
- Delegation of Principal's Authority Policy
- Development Policy
- Discretionary Leave Policy
- Drug Policy

Please read the following policies and be ready to comment at our next meeting.

- Duty Policy
- Education Outside the Classroom Policy
- English Policy
- Equal Employment Opportunity Policy
- First Aid Policy
- Fraud Prevention Policy

These policies can be read online at [www.bis.school.nz](http://www.bis.school.nz)

### **Personnel**

National Administration Guideline (NAG) 3

Roll Number - 381

The visit from the Managing Director and the head of Training, Research and Development Department at Sekolah HighScope School, a progressive school in Jakarta, Indonesia went well. Like us, they believe in the student-centered approach. They spent the day with us to learn about our implementation of Thinking-Based Learning. They are interested in learning from other schools that implement this effectively. We were recommended to them by Andrew Miller from the Buck Institute for Education, California. The Buck Institute for Education is a nonprofit organisation dedicated to improving 21st Century teaching and learning throughout the world by creating and disseminating products, practices and knowledge for effective learning.



Three of our students joined other students from around Auckland at the World Vision Young Leaders' Day. During the day they learnt more about the Syrian refugee crisis and the work that World Vision does around the globe.

We have held two very successful Open Evenings. We received many complimentary comments about the school and what we offer.

### *Community Relations*

Nil

### **Finance and Property**

National Administration Guideline (NAG) 4

#### *Property*

Martyn Hooper our property advisor has had an initial meeting on site with both Absolute Building & Maintenance Ltd & our drainage contractor to clarify the impact of the relocation of some of the existing drainage on the new concrete slab due to the building of the greenroom. This is now resolved. He is presently preparing the Contract Documents for signing. This is the new Ministry of Education Minor Works Contract. Absolute Building & Maintenance are also preparing their Construction Programme for us. We have had a preconstruction Meeting where ABM Ltd presented their programme, confirmed all necessary insurances and confirmed their Health & Safety policy. We anticipate that the works will commence around 22 June 2017. The construction site will be fully fenced.

The greenhouse has been completed and the hydroponics unit will be installed shortly.



## *Finance*

See attached reports.

We have received from the Ministry of Education \$47,780.78 (incl GST) for 1228/08 Drainage Project 5YA and \$49,475.00 (incl GST) for 1228/03 Blocks 3 & 9 window repairs & 1228/04 - block 10 toilet refurbishment 5YA. The toilet refurbishment is underway. The rest should begin very soon.

I have gone over with Nellie the points made in the audit management letter. Here are her replies:

1. Leases - The MoE guidelines regarding existing leases at the beginning of 2016 allowed schools to treat these leases as operating leases if the amounts were not material. The one lease the auditor has mentioned was not material in my opinion. All other leases that were taken out in 2016 were treated as finance leases and will be treated as such in the future.

2. Segregation of Duties/Receiving Cash - The School is already doing most of the controls mentioned in the Management letter. A detailed Delegation of Authority will need to be done and a sample Delegation was downloaded from the MoE website this week for review by the BOT. Bank reconciliations are reviewed by Edtech monthly, along with a review of the receipting and banking.

3. Transactions - Receipts are written for almost all transactions that take place at the school office, and receipts are reviewed monthly for missing numbers. Money taken in class is recorded in books. Chocolate fundraising money is reconciled against manual records and the cost of goods. Three students were responsible for collecting 40hr Famine funds. These are reliable students supervised by a teacher, so likelihood of cash going missing is fairly small. The school plans to number tickets for future productions. The school is open to any additional ways to improve the level of control over the cash procedures.



## **Health and Safety**

National Administration Guideline (NAG) 5

Kerry Woods our councillor has approached me suggesting she sets up a programme called Seasons For Growth. It is an eight week programme for a group of 4 - 7 students to support those experiencing loss and grief. She has completed the Seasons training and is in the process of completing her accreditation. Each session is about 45 mins long and aims to build a peer support group. She presently knows of three students that may benefit from this programme.

## **Legislative Requirements**

National Administration Guideline (NAG) 6

Nil