

MINUTES OF MONTHLY MEETING
7.00pm 16 June 2009

Present:

Alison Woollard (Principal), Maura Marron (Secretary), Barbara Whitburn (Staff rep)
Sarah Smith, Minty Hunter, John Fraser(arrived 7.15pm), Pete Mele(Chairperson)

Jo Taia (Teacher)

Apologies: Heather Lucas

Additions to Agenda

- Incoming Mail: NZSTA Memo M-09-04
WRPPA Newsletter Term 2
NZSTA 2009/9 11/6 Swine Flu Update
NZSTA 2009/10 Swine Flu Pandemic: Planning for School Break
Office of the Auditor General 11/6/09
NZSTA Professional Development 2009
- Presentation by Jo Taia: Carterton School Curriculum Health & PE Report

Presentation by Jo Taia: Carterton Health & PE Report

7.05pm Pete welcomed Jo to meeting. Jo presented her report and was thanked by the Board.

Minutes of the Previous Meeting:

The minutes of meeting 19 May to be taken as read and confirmed as accurate .Moved
Pete M / Alison W Carried

Matters arising from Previous Minutes:

- Board unsure whether Heather L had visited shopkeeper re BB gun.
- Minty H & Alison W still liaising over improved reporting
- Typing errors on Annual Management Plan have been fixed
- **CARterthon:** Alison & Sarah advised that they had just attending a meeting for this. Ngaire Kearney has been appointed Co-ordinator, the date is 17/18 October and a strong committee has been formed.

Financial Report & Finance Committee Meeting Minutes:

Maura tabled finance report for month ending 31/05/09. Maura advised expenditure and income on track at the moment. In addition to figures for school donations in the committee minutes, she advised that as at 1/8/2008, 68% of students were paid up and at 11/6/09, 61% were paid up. Moved Sarah S/John F. Carried

Principal's Report:

- Alison presented Principals report.
- **Roll:** As per report – On target for 310 at July 1st
- **Professional Development:** Alison reported that the recent Teacher Only Day went well and talked through how the day was structured – will give a copy of the day plan.

- **National Standards:** have been released and points to note from the discussion on this area are as follows:
 - Standards expressed as a target not distribution.
 - Very short timeframe for feedback – deadline 3/7/09
 - Standards are law.
 - Alison advised that the reasoning behind the introduction of the standards was that some schools are not using student achievement data to improve learning
 - There is a lot of uncertainty at the moment with projects finishing:eg. Extending High Standards
 - The question was asked “What is the Teacher’s focus - teaching or reporting?”
 - There will probably be increased compliance costs
 - The school will look at using the eAssTle programme.
 - It will be very important to test the new entrants on their very first day at school.

 - **Student Achievement:** Points to note from the discussion on this area are as follows:
 - The reports tabled at meeting are more useful for Alison and teachers at this stage than the Board.
 - There was much discussion about reporting – what’s best for class/team/school/board.
 - Matter raised again of reporting across years.
 - Minty to work with Alison on this.
 - Alison to ask Innes Kennard to work with her on extracting data/reports from SchoolMaster.
 - John to ring NZCER to discuss best practice in this area.
 - Overall it was noted that reporting has greatly improved at the school.

 - **Staffing for ORSS student support:** As per her report and as noted in Finance Committee minutes. There was discussion as to why this extra expenditure was needed and it was decided to make this funding available on a term by term/case by case approach. (\$930 for Term 3). Alison to write to parents and advise of this mentioning that if needs increase across student population and funds don’t, there may be a decrease in funded hours.

 - **Policies:**
 - NAG2: **Employer Responsibility Policy** – signed off.
 Protected Disclosures – signed off subject to typing errors remedied.
 Classroom Release Time Policy – to sign off subject to alterations.
 Equal Employment Opportunities - to sign off subject to alterations.
 - NAG 4: **Resources Policy** – Signed off.
 Theft & Fraud Policy – Signed off.
 - NAG 5: **Health & Safety** – still being compiled.
 - NAG 6: **Administration Policy** – signed off.
 Treaty of Waitangi Procedure - to be made a policy

 - **ERO Preparation:** Meeting for this 22/7/09 at 3.30pm
 - **Principals’ Sabbatical:** Alison has not had time to compile her application and may email it to Board or submit at meeting 22/7/09.
- All other matters as per report.

Alison moved that her report be accepted as tabled/John F. Carried

Property Committee Meeting Minutes & Report from Ian Rattray:

- **Pool Upgrade:** Maura advised that further to situation as per property minutes, she had been in contact with Eastern & Central Trust and in light of engineers report they are happy to receive a revised application from us. Maura to work with Ian on this and send in application by end of July.
- **Junior Block:** Board has put this back to property committee to assess architects proposals and make submission back to Board.
- Other matters per minutes and Ian Rattray's report.
- Pete M moved that property committee minutes be taken as read. /John F. Carried

ICT Committee Report (Verbal)

Trial in computer suite ongoing – some issues causing problems. This has been frustrating but will keep working on them. Sitech on site today – installing data projectors. Minty advised that there have been problems with getting support as/when needed from EnZed services. This area of support needs revising and Alison said that we must ensure that money is allocated in next year's budget for troubleshooting. Minty moved that his verbal report be accepted as tabled. / Sarah S

Correspondence Inwards & Outwards:


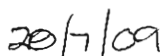
-Letter from Professionals: Board agreed that they do not wish to have the sign as offered in letter.

Inward Correspondence taken as read. Pete M/ John F

General Business

- **BOT Member Roles:** Alison had list of Roles/Responsibilities and some changes were made. This to be refined at later meeting
- **Delegations:** The following delegations were tabled:
“Our Principal, Alison Woollard has delegated authority to sign on behalf of the Carterton School Board of Trustees for property projects” and
“Our Principal, Alison Woollard has delegated authority to sign on behalf of the Carterton School Board of Trustees in truancy matters”. Pete M moved that both be accepted/Minty Hunter. All in favour.
- **Role of Chairperson:** Due to both Heather Lucas and Pete Mele be out of the country for the period 1/7/09 to 20/7/09 there is a requirement to nominate someone to fill this position for this period. Pete M moved that John F be nominated for the position/Minty H. John accepted
- There being no further business the BOT Meeting closed at 10.06pm.

Next meeting – Tuesday 28 July 2009 @ 7.00 pm

.......... **Chairperson**..... **Date**
P.P H Lucas

Action Items

Chair	
Principal	Advise BOT re Sabbatical
BOT Secretary	Letter to PTA. Grants.
Property Committee	Make Architect Decision
ICT Committee	Computer Suite Trial