

MINUTES OF MONTHLY MEETING
7.00pm 20 October 2009

Present:

Alison Woollard (Principal), Maura Marron (Secretary), Barbara Whitburn (Staff rep) Sarah Smith (Chairperson), Pete Mele, Minty Hunter(arrived 7.11pm), John Fraser (arrived 7.25pm).

Visitors: Lesley Schofield to present Student Achievement Report – Year 1 & 2 Reading Sarah S welcomed Lesley to the meeting.

Student Achievement Report – Year 1 & 2 Reading: Lesley presented her report to the Board with discussion covering the following points:

- The wedge graph format (only introduced this year) has provided meaningful data.
- While every child has moved on the graph from May, June/July, September reports, there is room for improvement.
- Who to target? Those well below expected level or those close to expected level?
- If students can be in the wedge early it's much better as much harder later.
- Board members asked Lesley what is needed to improve or make a difference in results?
- Lesley advised that they had good resources and have found that the recent reading clubs have been successful (One run by paid teacher-aide and one run by volunteer).The reading clubs have resulted in progress and change of attitude in students.
- Lesley has been observing teachers – this now to happen every term.
- PD for teachers in this area will be looked into.
- More parent involvement would help.
- This term Marilyn Cromarty's salary for Reading Club will be able to be covered from Banked Staffing.
- For budget 2010 Alison & Maura to look at costings of running reading club and how best to use teacher aide resource.

Sarah thanked Lesley for her work and Lesley left the meeting.

Further discussion covered the following points:

- What is needed to move/shift more students?
- Goals, analysis and reporting of Numeracy and literacy
- Ask other similar schools about their situation.

Minutes of the Previous Meeting:

The minutes of meeting 15 September 2009 to be taken as read and confirmed as accurate. Moved Sarah S /Pete M Carried

Matters arising from Previous Minutes/Action items:

150th Jubilee: Maura advised that there have been a few responses – may need to advertise again.

Financial Report:

Maura tabled finance report for month ending 31/0909. As phone presentation to finance committee and Minty H went over time there was no actual minutes from Finance

meeting, however update by email was tabled. In good financial position – Maura to prepare projection of income and expenditure to year end before next meeting.

Phone System: As per email report.

Phone Calling Plan: Proposal from Vodaphone offers savings of \$1146.36 p.a over Telecom. Minty H moved that we switch to Vodaphone /Sarah S. All in favour.

Sarah S moved that the Financial Report & Finance Committee email report be accepted as tabled/ Pete M. Carried

Principal's Report:

- Alison presented Principals report.
- All as per report – with following comments:
- **Roll:** Alison advised that there were 14 new students on the first day of term.

Alison moved that her report be accepted as tabled/Pete M. Carried

Gifted and Talented Report:

Discussion on this report covered the following:

- Alison Advised that the revised SENCO documents include a definition fro the school of Gifted / Talented students. (3 years above their chronological age). These students will be included on the special needs register from 2010.

-The will be a changing focus in 2010 as to what options are best for the student rather matching students to options offered.

Property Committee Meeting Minutes:

As per Property Committee minutes and report from Ian Rattray.

Alison advised that Dave Rossiter had just pointed out to her possible earthquake damage in area of toilets just outside staffroom. Ian Rattray to look at this next time he visits school.

Barbara W moved that property committee minutes be taken as read. /John F. Carried

ICT Committee Report

Minty H gave verbal update. As advised in Finance update – grant application for notebooks has been declined so will just go ahead with Classroom computers at this time. Minty H moved that ICT update be accepted as tabled/Sarah S

In Committee

9.00 pm Alison moved that the public be excluded for agenda item ERO verbal report pursuant to section 48 of the Local Government Official Information and Meetings Act. The reason being to discuss a matter of personnel and the grounds is to protect the privacy of the individuals. /BW

9.05 pm Out of Committee

Correspondence Inwards & Outwards

Inward & Outward Correspondence taken as read. Alison/ Pete M

General Business

- **Board Vacancy:** Sarah advised that Debbie Julian is interested in coming on to the Board until the next election. Maura to check whether co-opting or selection.
- **John Fraser:** John asked the Board that in light of two of his own children having recently moved from Carterton to another school, whether the Board wished to review his commitment to the school. John left the meeting at 9.15 pm and returned at 9.20pm. The board unanimously agreed that they had no concerns as to John's commitment and that he made a valuable contribution to the Board.
- **EOTC Proposals:**
 - It was noted that in future Event Proposals should come before Board before it goes out to parents/children.
 - In all cases if a proposal has a field for phone numbers it should be filled in.
 - There was general discussion as to the main focus of school trips and how they should be linked into curriculum.
 - It was moved that the following proposals be approved by the Board
 - Raewyn Harnden Room 5
 - John Le Grice Learning Team 2
 - Jo Taia Learning Team 4
 - Lesley Schofield Team 1
 - Barbara Whitburn Room 3
 - Michael O'Connell Room 4
- **BOT Papers:** It was agreed to have a trial run with sending Board papers for meeting electronically. Barbara W would prefer hard copy.

Meeting finished at 9.50
 Next meeting – Tuesday 17 November 2009 @ 7.00 pm
 Refreshments: Pete M

..... **Chairperson** **Date**

Action Items

Chair	
Principal	
BOT Secretary	Forecast To Year end, Further Grant Applications
Property Committee	Junior Block
ICT Committee	Support Specification/Tender