

# Carterton School Board of Trustees

Minutes of Monthly Meeting: 7pm Tuesday 21 September 2010

**PRESENT:** Wendy Taylor (Acting Principal), Barbara Whitburn (Staff Trustee), Maura Marron (Secretary) Sarah Smith, Thomas Westgarth, Jim Green, Debbie Fryer, Debbie Julian, Minty Hunter(7.24pm)

## **APOLCGIES:**

### **Comment from Public (if any attending)**

**Presentations:** Science Curriculum Presentation by John Le Grice & Michael O'Connell – Handout given to committee members.

Presentation followed information in handout and was supported by visual presentation showing items of students work and actual examples of students work which were passed around for board members to view.

Points to note not included in handout (from ensuing discussions)

- The science fair viewing in hall was held open to 7pm – this was very well supported by parents.
- Question was asked re extra tuition in science – this has been funded by Reap and delivered by Gill Stewart and has proved very worthwhile. This may or may not be ongoing - Sarah said maybe Board could look at budget for extension in this area – directly engaging Gill Stewart. Barbara said this could be discussed at Teacher only day in holidays where Gifted and Talented is subject on agenda.

7.20pm John & Michael finished the presentation and were thanked by Sarah.

### **Minutes of the previous meeting:**

Approved Minutes of the meeting of Tuesday 24 August 2010 with following change:

Action Items: Accent Learning Feedback "Copy to be kept with ERO Progress File".

Moved Sarah S / Jim G

### **Matters arising from previous meeting:**

-**Noted Powell Trip** Date Change to Thursday 16 September 2010 and used alternative route back due to weather conditions. Thursday weather ok but windy at night and Friday experienced high winds and rain but everyone coped well.

-**Website:** Minty was agreeable to idea of students helping out on website maintenance – Barbara to take this to TOD discussions on Gifted and Talented.

-There is some information on website which is out of date – Minty to remove.

-Debbie J asked if 2011 Term Dates could be put on website – Wendy advised that this was to be discussed at last South Wairapapa Principals meeting but they ran out of time so dates yet to be confirmed. Minty to get dates from MOE site and although there may be slight differences it will provide a general guide.

-Debbie F thanked Minty for putting the Jubilee information on website.

-**Carterton Events Centre Publicity:** Noted that we received plenty of publicity for Donation to Events Centre and in the main little feedback. Barbara advised that next term our senior students have been asked for their input into ideas for the Youth Centre part of Events Centre.

### Finance Report:

**Bank reconciliation & Finance Report to 31/08/10, Committee minutes 16/9/10 Tabled.**

All matters as per report and minutes with discussion covering the following:

-On behalf of the Library Committee Barbara thanked Finance Committee/Board for approving request for 2010 Library Budget to be increased by 2000 unspent amount.

-Carrington Park lease: Meeting held with Brian McWilliams this morning (Wendy, Barbara, Jim, Debbie F, Maura attended). Agreement was reached that lease would be increased to \$800 +GST p.a. with clause in lease stating that there can be an annual increase linked to CPI. Brian to prepare new lease document for signing. General discussion on relationship with council ensued – we can document this as an enviroschool; confirmation that we must notify the council in advance when school is to visit; whether we should use other community garden groups to act as judges for school garden competition.

Sarah S Moved that Finance Report and minutes be accepted as tabled with note that Board approved Finance Committee recommendation to allocate \$10k for ICT expenditure / Thomas W

### Jubilee

Discussion covered the following;

-Early Bird - maybe discount should be greater or offer goody bags or raffle entry as added inducement to register early.

-If enough registrations are not received by a certain date maybe event could be scaled down e.g. / held in hall and therefore not requiring marquee hire

- Who is to be responsible for any losses should the event not break even or make a profit?

It was then decided "In principal the Board is willing to underwrite the Jubilee Committee in hosting the Carterton School 150<sup>th</sup> Jubilee as per conditions in attached email (accounts to D Fryer 16/9/10) and subject to receiving breakeven calculations. The board to write letter to PTA requesting that Jubilee operated under an umbrella account of the PTA." Moved Sarah S/Jim Green

### Principals' Report

Wendy presented the Principal's Report

-All as per report with the following comments:

- Noted roll increase.
- PD: Our ongoing PD with Chanda has been recognised by other schools as promoting excellence in professional practice. Wendy to check colour/scale of graph in report.
- NAG 5: Noted timely to check our procedures for emergency in wake of earthquake in Christchurch. Debbie F advised Kuranui asking for food donations to hold for emergency. Maura to check on what our plans are for Food and water.
- Senior Camp: RAM plan for Senior Camp at El Rancho tabled. Approved subject to Ratio's for Beach day have been changed, Alison cell Ph # to be included, Title to be Year 7 & 8. Sarah S moved that the Board approve EOTC El Rancho Senior Camp 11 to 15 October 2010 RAM/. Thomas W
- Maura asked for Brent to go over finances for Camp with her.
- Barbara advised that EOTC Senior Camps are on 2 year cycle so next year would be smaller event.
- Wendy moved that her report be accepted as tabled/ Sarah S

### Property Committee Meeting Minutes

As per the Property Meeting minutes with discussion covering the following:

- **GSE:** Tyne St Gate still does close but very slowly – Wendy to check.
- **Drains** – Dean Jensen (school plumber) is getting council to investigate.
- **Fire Drill** – Now scheduled for Thursday 23/9/10

- **Signs** as report with Maura suggesting Bek Farr should be involved in designing map – Board agreed – Maura to arrange.
- **Skateboarders:** Barbara showed the Board signs that were to be put up. Feedback suggested some changes needed to be more effective. Signs will be inside windows so cannot be removed. Sarah to speak with Dave (Caretaker) and Barbara and Brent to meet with student skateboarders. To be reported back to next Property meeting.  
Jim moved that Property Report be accepted / Barbara W.

#### ICT Committee Report

Thomas presented verbal report with further discussion covering the following:

- Thomas has received information from Raewyn and Maura on Ceiling Projectors – further investigation required.
- Technology Solutions advised that it will be approximately \$3.5 to \$4k to install wireless throughout whole school but they will come back with firm price.
- Thomas will arrange for Waicom to quote for new backbones in Room 6.
- General discussion covered capacity capabilities before purchasing more computers.
- Stage 2 of ICT will be further discussed at next ICT meeting and reported back to Board

#### Matters arising from Correspondence:

**-NZSTA end of Term 3 Catch up:** re PUM – notice has been put in newsletter today. School must remain open. Check if clashes with other commitments e.g. / Rippa Rugby

Sarah moved that Inward & Outward Correspondence be taken as read / Thomas W.

#### General Business:

**-EEO Policy:** Wendy advised that she has reviewed all procedures which sit behind this policy and all look appropriate and correct. Changes made to dates: June 2009 becomes Sept 2010; Term 3 2010 becomes Term 2 2011. Moved that this policy be accepted as reviewed Sarah S/ Barbara W


**-ERO 2009 Progress Report:** Ongoing with PD and Student Achievement; Me and My Schools Survey(NZCER) has been completed – Alison will report back; Comments on Chanda and Rainbow Reading from Principals report should be included in progress file.

**-Student Achievement Workshop Feedback:** Thomas reported on workshop – basically very prescriptive and not very useful for attendees. On thing he did note that NAG 2a should be changed to Reporting to National Standards (on Principals Report)

Sarah said a special thanks to Wendy for the smooth transition onto Board in Alison's absence. Barbara reiterated from school perspective and noted that Wendy's calm and professional manner made this possible.

The meeting was closed at 9.40p.m.

Next meeting – Tuesday 26 October 2010



.....Chairperson

26/10/10 Date

**Action Items**

<b>Chair</b>	<b>Skateboarders</b>
<b>Acting Principal</b>	
<b>BOT Secretary</b>	<b>Further Grant Applications</b> <b>PTA Letter re Jubilee</b> <b>Follow up Jnr Block &amp; GSE Issues</b> <b>Insurance</b> <b>Check Emergency Plan re food &amp; water</b>
<b>Property Committee</b>	<b>Junior Block</b>
<b>ICT Committee</b>	<b>Stage 2 ICT Plan</b>