

MINUTES OF MONTHLY MEETING
7.00pm 22 June 2010

Present:

Alison Woollard (Principal), Barbara Whitburn (Staff Trustee) Maura Marron (Secretary), Sarah Smith, Debbie Julian (Arr7.05), Debbie Fryer, Thomas Westgarth, Jim Green, Minty Hunter, (arr 7.12p.m.)

Guests: Wendy Taylor.

.Minutes of the Previous Meeting:

Matters arising:

Sub-Committees: Alison advised rather than present job descriptions for each sub committee she had prepared a table as overview of duties which each BOT member had received. (Document: BOT Administrative Structure). After general discussion on this there was agreement to go with this document with Debbie Fryer to join property committee, replacing Barbara Whitburn. Barbara will continue on the committee during Alison's sabbatical period.

To note – Jim asked question re Health & Safety re Earthquake/Fire drills. Agreed that this should be an agenda item at property committee meetings.

New Board: Discussion on this covered how to best introduce new Board to staff/parents. Decided that group photo of board to be taken and put on website and in school newsletter. Board members to join staff for social function Friday 23/7/10 in staffroom.

Other matters arising from previous minutes to be covered later in meeting in respective reporting.

Correction to minutes:

The minutes of meeting 27 April 2010 to be taken as read and confirmed as accurate, except Minty Hunter to be co opted to board - to be for period of one year.

Moved Alison W /Debbie J Carried

Financial Report:

Bank Reconciliation & Finance Report to 31 May 2010, Committee Minutes 16/5/10.
Tabled

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

New Accounting Package: Sarah advised that Xero package still under development, Thomas advised of package his firm uses (Empower) and welcomed school to look at this. Both Sarah and Thomas agreed school package does not need to be web-based. Agreed to keep looking at options with decision being made October.

Teachers Salaries: Correction to minutes - \$13k not overspend but using Teacher Allowance to full capacity + and then adjusted from Bulk Grant Funding to maximise resources.

Other Matters: Questions and answers covered the following: Laptop funding/Local

Income/Payment of BOT Election returning officer/advertisement.

Clarification of which Finance Papers Board Members to Receive:

General Board: Finance Committee Minutes: One page Bank Reconciliation; One Page Finance Monthly Report. Finance Committee members – as above with full supporting documentation.

Sarah S moved that Finance reports and minutes be accepted as tabled./ Jim G

Principal's Report:

- Alison presented Principals report.
- All as per report – with following comments:
Professional Development: Alison spoke of workshop attended by herself, Debbie Julian and Lesley A and how positive this was.
National Standards: Alison reiterated her opinion on the Parliamentary Research paper and advised that she has sent email to find out what the exact status is of "a parliamentary research paper". Yet to have a response. Noted re Anne Trolley's letter Paragraph 3 – "National Standards are not as assessment....." This is different to what has been previously advised.
Student Achievement: As per report with discussion covering the following:
MOE Funded Pilot Project: Very positive for school with other teachers being invited to be involved. Maths extension programme in the mornings - Debbie F asked if children invited don't want to join in, do they have to – Alison advised no. **Rainbow Reading:** Now have 10 parents.
Nag 2: Re positive session with Accent/Peter Ahearn. Minty suggested that Alison request this feedback in writing – agreed this was good idea – Alison to follow up.
Nag 3: Teacher Attestation Observations: Discussion covered the following:
 - Attestation is different to appraisal.
 - Are visits to classrooms planned – yes
 - As well as Alison as Principal visiting classrooms, Team Leaders, Numeracy and Literacy leaders and Wendy as DP and in pastoral care role. It was noted that these visits have always happened but frequency has recently increased.**Nag 4:** Alison reiterated how fantastic new classrooms are. Thomas asked if there were many teething problems – yes a few on list to work through but nothing major. Debbie F asked if teachers were happy – Alison advised that yes they were very happy with one reliever so impressed by the space and with Lesley Schofield teaching, she is coming back to help.
Thomas asked timeline for completion –sometime in Term 3 with formal opening at beginning of Term 4.
Nag 6: As report and as covered in matters arising from last meeting minutes. Also discussed which method Board members would prefer to receive board papers. Requested as follows: **Hard copies:** Debbie Fryer, Debbie Julian, Jim Green, and Barbara Whitburn. Others happy to receive theirs electronically.

Alison moved that her report be accepted as tabled/Minty h. Carried

Alison advised that she would have her appraisal meeting this Thursday and appraiser would be meeting with other staff members and chairperson also.

Property Committee Meeting Minutes:

As per Property Committee minutes and report received from Ian Rattray. Discussion covered the following:

- Pattersons gate – discussion ongoing.
- Fires and Smoke alarms in Junior Block – now operational.

- Maura to send Ian R urgent email re concrete.
- Resource Consent for Events Centre: Has been signed of by Board Chair and Principal. Alison advised she and Sarah (did not go) had attended a meeting and were impressed by what this facility will offer to the community and school. Debbie F asked if the school was likely to use the events centre and Alison said yes as they were advised at the meeting that plans were to be able to offer it to community groups at minimal cost.

Sarah moved that Property report and minutes be accepted. /Minty H. Carried

ICT Committee Report

Minty H tabled report with discussion following. It was then agreed to go with recommendations of ICT committee and Sarah S made the following resolution, "The Board agrees to Stage 1 of ICT proposal - ^{implementing} ~~installing~~ new server, switch and support purchase up to \$15k". /Thomas W. All in favour. ~~ATA~~

It was asked if any Board members have any conflict of interests to declare with option of going with Technology Solutions – no one had.

It was agreed that once Stage 1 has been completed, committee will look at wireless options and purchasing laptops for student. Will make grant applications to help with this.

Thomas W to compose letters to unsuccessful tenderers and to make contact with Technology Solutions to start stage 1.

Minty H moved that ICT report be accepted. /Sarah S. Carried

Matters arising from Correspondence:

-NZSTA Memo 210/9 22/6/10: Education (Board of Trustee Freedom) Amendment Bill 172-1(2010). Question was asked as to what this actually means? Alison advised that Boards could decide to pay teachers different rates. NZEI will be watching this.

-Further National Standards Training – agreed no-one to attend next training in Carterton as a repeat of training that Board members have already attended

Sarah moved that Correspondence inwards and outwards be taken as read. /Jim G

General Business

- Parking at School. Debbie F advised she thinks that at drop of and pick up times there are safety issues in car park. After discussion it was agreed that a note to go in newsletter reminding people to show courtesy to other vehicles at these times. Maura to contact council to get car park markings redone and possibly yellow lines down driveway. It was generally agreed that parking with the new events centre may alleviate congestion in school car park.

-Inter School X Country: Alison advised there was an incident involving Year 4 Girls and Boys at last weeks meeting. A Marshall did not direct the children on the correct course and they ended up going in the wrong direction, taking over an hour to get back to the start. All parents of children involved have been contacted by school and organisers of event had reviewed all

practices. Thomas advised that he has considerable expertise in this area and offered help for future events.

Cattle Beast: As discussed in a previous meeting Bryn Rees had donated this to school. Minty advised it had now been processed and he has purchased it. He needs to know market rate for cattle beast so he can pay school. Barbara W to find out and advise.

Meeting finished at 9.24 pm

AVI

Next meeting – Tuesday 27 July 7pm

Chairperson 27/7/10: Date

Action Items

Chair & BOT members	
Principal	Written Feedback from Accent Learning
BOT Secretary	Further Grant Applications Look at other Finance Packages
Property Committee	Junior Block
ICT Committee	Stage 1 ICT Plan