

MINUTES OF MONTHLY MEETING
7.00pm 23 February 2010

Present:

Alison Woollard (Principal), Barbara Whitburn (Staff rep) Sarah Smith (Chairperson), Debbie Julian, Minty Hunter, John Fraser (arr 7.40p.m.)

Apologies: Pete Mele: John Fraser will be late

Visitors: Wendy Taylor and Brent Ballentyne to meet Board members. Sam Hunter

Sarah S welcomed all to the meeting. Both new staff members expressed their pleasure at their introduction to Carterton School, in particular attending the Inspired Impact Conference provided them with a great team building opportunity as well as having excellent educational content.

Alison advised the Board that both Wendy and Brent have had a very positive start to Carterton School with great feedback from students, parents and other teachers.

Brent Ballentyne left meeting at 7.05pm

Minutes of the Previous Meeting:

The minutes of meeting 15 December 2009 to be taken as read and confirmed as accurate.

Moved Sarah S /Minty H Carried

The minutes of in committee section of meeting 15 December 2009 to be taken as read, subject to amendment as recorded, confirmed as accurate.

Moved Sarah S /Debbie J Carried

Matters arising from Previous Minutes/Action items:

Action Items: Outstanding: Blue Survey form to be returned to ERO, Letter to be written to Anne Tolley.

Financial Report:

Draft Budget for 2010 tabled. Subject to finalisation of ICT Budget and depreciation Board approved in principal. Budget to be finalized by end of next week.

Bank Reconciliation and Finance Committee meeting minutes Tabled

As per finance minutes with Alison further explaining proposal re employing Chanda Pisent and presenting costs for this project.

Sarah S moved that the Financial Report & Finance Committee minutes be accepted as tabled/ Debbie J. Carried

Principal's Report:

- Alison presented Principals report.
- All as per report – with following comments:
- **Roll:** Very positive with high level of new enrolments spread across most classes.
 - Discussion covered what would happen if roll growth continued – Alison advised that we may get additional funding but would be very unlikely to get another classroom – rather zoning would be put in place. Debbie J asked how many year 6 students left for other schools last year – Alison advised only 1 or 2 which is less than previously. Minty H asked "Do we know why parents of new students are choosing Carterton School?" Alison advised that some comments that are made as people are shown around school

are that they find it is a friendly, tidy environment and they are impressed by the open door policy. For some, being a bigger primary school is an attraction.

- **Professional Development:** Alison had provided a feed back page on the Inspired Impact conference and she commented that it was very positive to see the large amount of items in the column "I want to find out/do more about this".
 - Further discussion covered the following:
 - Given what a positive start to the year the conference provided would it be likely to happen again for start 2011. Generally decided that not as such but maybe some type of off site planning day may occur. Benefits from conference will continue throughout 2010.
 - Re Chanda Pisent as co-teacher of numeracy – Sarah S asked would this project be measured – Alison said yes it would be.
 - All else as per report.
- **Student Achievement:** As per report and supporting documents with further discussion on this covering the following: The difference between e-AsTTle and NZCER; Wendy has sent first NZCER Baseline tests for beginning of year and results should be back shortly. **Re MOE Review of Special Education** – Alison to email copy of her responses to Board members prior to closing date.
- **NAG 2: Annual Management Plan** – as per report
 - Curriculum Reports to BOT:** Alison advised that NZ Heritage and History is difficult to report on and it was then decided this would be incorporated with Unit Studies Report at end of Term1. The question was asked – why do we have these reports? Answer is to keep Board informed.
 - Self Review:** Sub-committee of Wendy Taylor and Alison to form and work on methodology. John F asked when Student Achievement Policy to be reviewed – there was discussion on this and it was decided to look at this at the start of Term 3.
- **NAG 3:** As per Report
- **NAG 5:** As per report with following notes: Alison advised that the immediate response to her application for IRF Funding was impressive and greatly appreciated. There is a first aid course running at school at which 16 staff members are attending paid for by the school. Barbara W thanked the Board for providing this for staff.
- **NAG 6:** as per report.

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

Property Committee Meeting Minutes:

As per Property Committee minutes and report from Ian Rattray.

-Colour Steel Issue: All agreed this was dragging on for far too long – Maura to contact and ask for progress report in writing

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

ICT Committee Report

-There has not been a meeting this year however there has been major work carried out by EnZed PC. A large amount of work was to do with installation of latest antivirus software which we had to have to comply with MOE. Proposal received just before meeting from EnZed PC re ICT upgrade. Both Finance and ICT committee's to review and report back to next BOOT meeting.

Correspondence Outwards: Letter to Ronny Tankersley confirming RO Appointment

Correspondence Inwards

National Standards: More discussion on this issue. Agreed that have raised issue in newsletter, no need to call for meetings with parents yet; just to be prepared and confident that we are providing quality educational opportunities for our students and to focus on continuing reporting to parents on the progress and achievement of students.
All other Inward & Outward Correspondence taken as read. Sarah S/ Alison W

General Business

Bible in Schools: Barbara W tabled information Sheet. Discussion on this centred on whether we should look at having more than one denomination sharing their information with the school. Agreed to look at this for next year but in meantime the Board ratified Bible in Schools to be carried out in accordance with information supplied to Board. Barbara W/ Minty H

BOT Elections 2010: With Ronny Tankersley handling the voting process it was decided that Alison and Maura work on promoting the role of A BOT member with view to encouraging people to stand for election.

Jubilee: Margaret has had a number of people contact the office with a view to helping with this. The Board agreed to recommend that Easter 2010 would be a good time for the Jubilee and for Margaret to contact interested people to form committee. The committee will feed back to the BOT.

2009 Parent Survey: Alison advised that this had been very positive and there was some good information on the forms. Minty H to take and select any comments he found pertinent and pass around to other Board members to do same

Meeting finished at 9.10pm
Next meeting – Tuesday March 23

..........Chairperson 23/3/10 Date

Action Items

Chair	Blue Survey form to ERO
Principal	Letter to Anne Tolley and as above Promote BOT vacancies
BOT Secretary	Further Grant Applications Promote BOT vacancies Finish 2009 Accounts & 2010 Budget Contact Colour steel
Property Committee	Junior Block
ICT Committee	Support Specification/Tender