

Carterton School Board of Trustees

Minutes of Monthly Meeting: 7pm Tuesday 27 July 2010

PRESENT: Wendy Taylor (Acting Principal), Barbara Whitburn (Staff Trustee) Sarah Smith, Debbie Julian (Arr7.08pm), Thomas Westgarth, Jim Green, Minty Hunter, (arr 7.34p.m.)

APOLOGIES: Maura Marron, Debbie Fryer

Comment from Public (if any attending) none attending

Presentations:

Minutes of the previous meeting:

Approve Minutes of the meeting of Tuesday 22 June 2010

One change required: the ICT proposal (p.3) 'imitating' should be 'implementing' Change initialled by Sarah S.

Moved Sarah S / Thomas W

Matters arising from previous meeting:

Action items:

- Wendy T to find out if Alison had requested the written feedback from Accent Learning
- Finance packages: Sarah & Thomas are continuing to look into this process. Thomas is to ask Xero if they could do a presentation for us. One of Xero's founders is now living in Greytown, it would be good to have him along to one of our meetings. QuickBooks is to be followed up by Sarah.
- ICT report: Thomas is to call a meeting to determine the next stage. A written ICT report is needed for our meetings. We haven't purchased a switch as yet.
- Cattle Beast: Minty is to be asked to pay \$500 -this being the approximate value of the beast. These funds are to go to EOTC.

Finance Report:

Bank reconciliation & Finance Report to 30/6/10, Committee minutes 22/6/10 Tabled.

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

-Carrington Park lease: both the Property & Finance committees are in agreement of our actions.

Sarah S Moved that Finance Report and minutes be accepted as tabled / Barbara W

Other Finance Matters:

- Fundraising proposal: Approach has been made by Dolly & Irene (ex OSCAR) that Carterton School provides approx 15 people for gate duties for A&P show. This could result in fundraising of \$1500.00(Funds raised have to support children) Moved by Sarah that we agree in principal to this proposal. It is to be offered to the school to action. The funds are to benefit the children / Thomas.
- Fire: A school family had their house gutted today. The Board will supply the children with new uniforms. Wendy to put in the school notices for the school to act as a contact point for people willing to donate items. Wendy also to liaise with the family to identify needs.
- Senior camp fundraiser: Sarah moved approval for a liquor license to be obtained for the camp fundraising committee's Bingo Night to be held on 27 August / Jim G. Wendy is to send a letter to Debbie Fryer.

Principals' Report

Wendy presented the Principal's Report

-All as per report with the following comments:

- Skateboarders: The Board and staff agreed with Management Committee proposal about skateboarding. We need to organise clear signs to be attached in places where they are not permitted (steps, wood). Sarah will talk to the caretaker.
- Attendance review: This supports the school procedures for the daily follow up of unexplained absences.

Wendy moved that her report be accepted as tabled but it should be termed the Acting Principal's Report / Thomas W

Property Committee Meeting Minutes

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

- There are still concerns about cars parking in the driveway, although this is now in a different location, despite it being in the newsletter.

Jim moved that Property Report be accepted / Minty H.

ICT Committee Report

Thomas presented a verbal report which covered the following:

- The order for the new server has been placed and was installed in the holidays. It is now providing a more stable platform. The loan switch from Enzed PC has been replaced with a loan switch from (our new supplier). There is one other loan item, which may also have been done today. Therefore, Stage 1 is effectively complete.
- The next step is to have a meeting to determine long term plans for how ICT can be used to meet the educational needs for our students. This will allow decisions to be made regarding the priorities of how and when this can be achieved. Thomas will call a meeting (via Maura). This will determine what cabling is required to be upgraded to spread access to broadband throughout the school, including 'wireless' options. Previous discussions have suggested a pod of laptops, \$10,000 vs. cabling \$36,000. If the committee identifies a 'wish list' this will inform the infrastructure that needs to be implemented. This will respond to educational needs and inform Teacher PD. ICT is the next item prioritised on the funding list. Thomas is willing to spend the lunchtime on 9th August talking to staff.

Thomas moved the acceptance of his report / Jim G.

Correspondence Outwards:

- Confirmation of approval for Liquor license
- Letter to EnZed PC Services
- Letter to New Era
- Letter to Bryan McWilliams CDC

Correspondence Inwards:

- Correspondence from Room 9 (Maura to bring to meeting)
- Carterton District Council: Re Events Centre Fundraising
- NZSTA Wgtn/Wairarapa July Newsletter (Maura to bring to meeting)
- NZSTA Memo 2010-10 End of Term 2 Catch up (emailed to BOT members 5/7/10)
- MOE Letter: Student Achievement Workshops
- Education Services: Finance Workshops (emailed to BOT members 22/7)
- NZSTA Board Professional Development (emailed to BOT members 20/7/10)
- NZSTA Memo M-10-11 Special General Meeting (emailed to BOT members 20/7)
- NZSTA Confidential Caretakers 10-1(emailed to BOT members 20/7)
- Education Gazette 28 June (Copy in Staffroom)
- Education Gazette 12m July (Copy in Staffroom)
- NZSTA "Trusteeship Booklets" (Maura to bring to meeting)

-MOE "Effective Governance" Booklets (Maura to bring to meeting)

Matters arising from correspondence:

-Inwards – Room 9 letters were read and enjoyed by the Board. Maura to write a letter about the letters – something appropriate how good the letters made us feel.

-The PTA is willing to supply the curtains. The Board is appreciative of the work that the PTA does to support the school.

-Sarah moved that a donation of \$500 be made to the Carterton District Council Events Centre Trust on behalf of Carterton School /Minty. This will entitle us to Bronze Donor status.

-Student Achievement Workshop – Barbara, Sarah, Wendy, Deb Julian interested in attending – please register for 5 (14 September 7-9p.m. here).

Special General meeting NZSTA: no interest in attending from any Board member.

-The NZSTA books etc. – Wendy could not locate these. To be sent out at a later date.

Sarah moved that Inward & Outward Correspondence be taken as read / Jim G.

General Business:

-ERO Report 2009: At the end of last term, a discussion was facilitated by Chanda Pinsent. The call back day and follow up are looking at addressing some of these issues.

Discussion: Student Achievement data is presented to the Board on a cycle. The next lot of data is related to the Arts curriculum. This is reported in a different way to literacy and numeracy.

-The situation with the old Dental Clinic is being clarified. The Board will then be able to decide what to do in the event that this building becomes available.

-Sarah will be away from 3 -12 August. Jim is available with Minty as back up during her absence for a point of contact with the Board, as required.

In Committee

8.33 pm Wendy T moved that the public be excluded for In Committee Agenda Items 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 individual. /B Whitburn.

8.40 Out of Committee

-Barbara thanked the Board on behalf of the Staff for the shout on Friday. The Board had also enjoyed meeting the staff.

Question about the parent – teacher process: should there be a meet the teacher in Term 1? This was cancelled this year due to pressures on staff in term 1. The staff have also identified this as something that needs to be done each year. Does it make sense to have parent interviews linked to Report Files? Yes as this allows that to be discussed. The review last year indicated that parents are happy with the current reporting process. The new reporting expectations (NAG2a) may spearhead a review. The Board may decide to do another questionnaire towards the end of the year.

The meeting was closed at 8:45p.m.

Next meeting – Tuesday 24 August 7pm



.....Chairperson

24/8/10
.....Date

Action Items

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|---------------------------|---|
| Chair | <i>Liaise with caretaker re Skateboarders</i> |
| Acting Principal | <i>Written Feedback from Accent Learning License Letter to D Fryer Follow Up on family who has fire(with Barbara)</i> |
| BOT Secretary | <i>Further Grant Applications Look at other Finance Packages Letter to Room 9 Register 5 for Student Achievement Workshop Purchase Bronze Plaque for Events Centre</i> |
| Property Committee | <i>Junior Block</i> |
| ICT Committee | <i>Stage 2 ICT Plan</i> |