

MINUTES OF MONTHLY MEETING
7.00pm 28 April 2009

Present:

Alison Woollard (Principal), Heather Lucas (Chairperson), Maura Marron (Secretary), Barbara Whitburn (Staff rep) Sarah Smith, Minty Hunter(arrived 7.08pm), John Fraser(arrived 7.15pm), Pete Mele.

Additions to Agenda

- ICT Update
- Policy & procedures

Minutes of the Previous Meeting:

The minutes of meeting 17 March 2009 to be taken as read and confirmed as accurate
.Moved Heather L / Sarah S Carried

Matters arising from Previous Minutes:

Financial Report:

Maura tabled finance report for month ending 31/03/09. As budgets have been spread over 12 months rather than aligned with the month the money is actually spent, and 2008 expenditure will not be reversed from 2009 a/c's until after audit, the accounts are not as meaningful as they will be. However this will be remedied after audit (Auditor coming next Tuesday 5 May).

Monthly accounts to end March 09 were taken as read. Moved Alison W/Sarah S.
Carried

Principal's Report:

- Alison presented Principals report.
- Roll: As per report – Roll actually 306 today. Forecast for 1 July is 306. We know of 7 more enrolments for the rest of the year but there probably will be more. Lesley Schofield will be going out to visit pre-schools and kindergartens to remind people to let us know if their children will be coming to Carterton School. The impact of the reduced roll will mean between \$10-\$12k reduction in the Ops Grant. Next year we may be down to 12 classrooms – but this is ok as one teacher is on fixed term contract. Class numbers are very manageable at moment.
- Professional Development – as per report.
- Enhanced Programme Fund/Special Needs Support – as per report
- NAG2 – as per report.
 - Annual Management Plan** – John F has some notes - will email Alison with them. Heather L asked that everyone ensures that they read this report and provide feedback to Alison at next meeting.
 - ERO Meeting:** As per report, Alison gave out copies of ERO Evaluation Indicators. Barbara W suggested that some time is spent reviewing the previous ERO report at the next BOT meeting. It was also suggested that this be put in staffroom for staff to review
- NAG 3 – as per report. Minty H asked if website had been used by job applicants as was advised by Maura & Alison that it definitely had and very favourable comments have been made about it.
- Other items – as per report.

- **Student Achievement:** Alison advised that this has been very interesting/telling and useful developmentally for the teachers. Teams and teachers have become very specific in their targets. The data is much more useful than it has previously been.
2008 Annual Plan Targets: There was general discussion covering the following points:
 - Why were the results for Year 3 so good for reading?
 - John F asked who provides the Numeracy Project expectations (MOE), who collects the data (Teachers, then out on a national web site), who analyses the data (Teachers). Is it adjusted for decile?(Yes, it can be.)
 - From 2008 teachers have plotted which stage each child is at beginning of year and the expectation for year end.
 - The management and interpretations of this data is still relatively new and will improve.

March 09 Reading in Years 1 & 2

- There was serious concern at the results of the year 2 students and much discussion on this issue where the following points were raised/commented on:
 - John F said there was a need to standardise data records – advised this is happening.
 - Teachers are definitely taking these results and drilling down and looking at individual children and reasons why their level of reading is poor.
 - John F advised that with small numbers there is a more likely margin of error – he is going to email Alison with some explanatory information on this.
 - The question was asked “how are we going to get these children to the next levels? Alison replied that this is a focus and there has been much work on identifying what Teacher Aides/allocation of resources are needed. Heather asked that a progress report be made at next BOT meeting. Minty H questioned how often this report would be updated and the Board agreed that once a term was adequate. Sarah S suggested that this be at the last meeting of each term.

Reading in Years 3-8: STAR

Discussion on this report included the following points:

- Re Gifted and Talented children – what is being done for them? Academies will be starting in term 2, suggestion by Minty H to ask parents/community for help in this area.
- Gifted and Talented children do come under the Special Needs Committee but the priority is for the children at the other end of the spectrum at the moment. Teachers are expected to respond to the needs of the children in their class by grouping the children for instruction and extending those who are achieving well.
- Barbara W advised that children who are identified as performing below the expected level for their age are entered on the Special Needs register and a targeted education plan is put in place for them.
- John F noted that there may be some same Decile schools that have ‘better’ bell curves than we do. Is it possible to know who they are and how they have managed this? Alison will investigate this.
- Alison asked the Board when they would like this report reviewed - the plan was for November – Board agrees that would be fine.

Health –Term 1 2009

-As per report

Alison moved that her report be accepted as tabled/Heather L. Carried

Finance Committee Minutes

- Application has been received by Eastern and Central re grant for pool upgrade. Need to look at other grants and identify who we can apply to for what – Maura to follow this up.
- Board noted the generous donation of the Carterton Lions Club
- We have received a grant from the DHB under the Healthy Eating Healthy Action project to support our breakfast club. (Milk to be provided by Fonterra, Weetbix by Sanitarium.)

Heather moved that the Finance Committee meeting minutes be taken as read.

/Peter M. Carried

Property Committee Minutes

- Heat Pumps: Decided to get further quotes for the RTLB/LST office from G2 (new to Carterton), Callisters and O'Briens in Masterton – Maura to arrange.
- Soft Fall Wood chips have arrived – Maura to check on cost of rubber matting for future replacement.
- Barbara W moved that property committee minutes be taken as read. /Alison W. Carried

ICT Committee Report

Minty H advised that as yet he has not found a suitably priced Mac to purchase. Some equipment has arrived and some still to come for trial in computer suite – Minty will advise when happens and results. Minty advised he has received good quote from Sitech for purchase of 3 data projectors(\$3134.20 +GST per projector). Alison will liaise with Raewyn and teachers as to where these will be sited and the projectors on trolleys will go. Minty will give quotation to Maura.

Heather L moved" That the Board approve the purchase of 3 Data Projectors as quoted by Sitech". /Minty H. All in favour

Correspondence Inwards;

Inward Correspondence taken as read. Heather L/ Alison W

General Business

- **Carterton School Charter:** Noted that this has been signed of by Chairperson – Heather Lucas.
- **Carterton School Strategic Plan 2009-2011:**Has been adopted.
- **Agreement on Process re Policy & Procedures:** There are eight policies to be reviewed. These were tabled by Alison at meeting. They will be emailed to Board members for review and comments and to be signed off at June 16 BOT meeting.
- **CARterthon:** Heather advised that someone has offered to help with this. Alison and Heather to meet to discuss this.

There being no further business the BOT Meeting closed at 9.30pm.

Next meeting – Tuesday 19 May 2009 @ 7.00 pm


Chairperson 1915 Date 09.

Action Items

Chair	CARterthon Letter to MOE in support of support staff ?
Principal	Prepare end of term achievement report for Yr 1 & 2 reading levels. Investigate similar schools with high achievement in reading at years 1 & 2. Send policies and procedures (according to NAG) to BOT members in week beginning 4 May.
BOT Secretary	Heat Pump Quotes. Grants. Respread budget
Property Committee	
Finance Committee	