

**MINUTES OF MONTHLY MEETING**  
**7.00pm 28 July 2009**

**Present:**

Alison Woollard (Principal), Heather Lucas(Chairperson),Maura Marron (Secretary), Barbara Whitburn (Staff rep) Sarah Smith, Minty Hunter(arrived 7.10pm), John Fraser(arrived 7.11pm),

**Apologies:** Pete Mele

**Minutes of the Previous Meeting:**

The minutes of meeting 16 June to be taken as read and confirmed as accurate .Moved  
Sarah S / Barbara Whitburn                      Carried

**Matters arising from Previous Minutes/Action items:**

- Heather advised she had spoken to shopkeeper re BB gun but it wasn't a particularly productive conversation
- **CARterthon:** This has been postponed until 2010 as time frame too tight between decision to go ahead and October date to attract major sponsorship. It may be earlier in 2010 than October and discussion re remuneration with Ngaire is ongoing.

**Financial Report :**

Maura tabled finance report for month ending 31/06/09. Maura advised expenditure and income is well on track at the moment with bank balance being much healthier than this time last year. The grant application with Eastern & Central is still being compiled with further input from engineer and person from the Trust will meet with Maura and Ian R sometime in August to finalise application. Maura advised that at present funds from EECA are not available, however she has put school's name on list for when funding opens again. This is in connection to solar heating for pool and Junior Block. Heather L moved that the Financial Report & Finance Committee Minutes be accepted as tabled/ Alison W. Carried

Heather L advised the Board that she and her family would be leaving Carterton and therefore tendered her resignation from the Board – letter to follow, effective 31/08/2009.

**Principal's Report:**

- Alison presented Principals report.
- **Roll:** As per report – numbers very healthy
- **Numeracy:** re parent information session scheduled for 5 August. There was discussion re marketing/pushing this – there is notice in newsletter but also maybe to shoulder tap parents who have asked question on this subject and maybe to put some illustrative problems in newsletter.
- **Principals Sabbatical** –Alison advised that her application had been submitted. In light of DP resignation there was discussion of how her absence might be managed. This will be discussed if Alison's application is successful, which will be known in September. The sabbatical period would be Term 2 2010.
- **Student Achievement:** Alison advised that she has received report from Lesley Schofield for Year 1 & 2 reading levels. However as Lesley was then away from

school and then Alison on course they have not met to discuss this. When they do Alison will advise Board.

**NZCER** – John F advised he has been in touch with Graham Cosslett at NZCER re best practice for reporting on student achievement and reported the following:

- There is a service provided and it is called **NZCER Marking**.
  - In February 2008 the school paid \$200 and logged on to this service but loaded no data.
  - John asked many questions and some of the answers are as follows:
  - The longitudinal reporting (over the different years) will be coming at the end of 2009. This will be timed to be released with the National Student Number for reporting purposes.
  - John asked if we could be pilot site.
  - Graham advised that 700 out of approx 3000 schools use this service – John suggested that we look at 3 schools that use it in a sophisticated fashion now.
  - Data can be uploaded from School Master by the school or it can be done for approx \$1800, for March and November reading data.
  - Agreed to try literacy first.
  - John and Alison have meeting this Thursday where they will discuss this further.
- **DP Resignation:** Bryn has advised verbally with written resignation following shortly. Alison advised that she will start the appointment process this term, but for the position to begin 2010 Term 1. This will mean that the position can be advertised nationally.

All other matters as per Principals report.

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

#### **Enhanced Programme Funding Progress Report:**

Alison presented this report and added the following comments: Lynne Birch has been brilliant in her position. The ERO focus for Term 3 has been changed to "Including Students with High Needs". Alison has emailed ERO to get a definition of this term.

#### **Health Curriculum Community Survey 2009 :**

Report tabled

#### **Maori Parent Consultation July 2009:**

Report tabled and discussion on this covered the following:

-How to make contact with parents who have not responded/communicated with school? Suggestions were: make contact with them at school events: e.g./ school disco: Directly contact by visiting.

-We are still looking for someone to join Board as Maori Representative

-JF asked that this be made an agenda item for next meeting – noted.

- Staff should be asked for possibilities amongst new families that have recently come to school.

- Alison advised that Caroline Silverwood (RTL) produced a case study on Carterton School and noted in her report, "Children's cultural knowledge is valuable and should be woven into all learning experiences. The school that was assessed is on the way to doing this well and honours the principles of the Treaty of Waitangi of partnership ,protection and participation".

-Hangi Fundraiser mentioned.

### **Policies and Procedures:**

Typing errors had been remedied and the following four policies were signed off:

-Protested Disclosures, Classroom Release Time Policy, EEO Policy, Treaty of Waitangi Policy

- **Policies** which have been emailed out for review and sign off at subsequent meeting are: Settling Personal Grievances Policy, Health & Safety of Staff and Students Policy, HIV/AIDS and other Blood Borne Viruses(Plus Appendix), Drug Use and Misuse Policy Statement.

### **Carterton School Student Achievement Report/Term 2 2009/Social Sciences.**

Alison tabled this report and noted that in Year 5 to 8 Maori students are over represented in lower levels.

### **Year 7 & 8 Camp Kaitoke Proposal:**

Heather advised that last time the school used this camp there had been an issue over supervision of the flying fox and the school had sent a letter of concern/complaint. The board agreed that subject to satisfactory RAM and letter from Camp confirming that previously raised issues had been dealt with satisfactorily, they approved of this proposal in principle. Moved Heather L/John F.

### **Property Committee Meeting Minutes & Report from Ian Rattray:**

- **Junior Block:** Alison meeting with D Silverwood tomorrow.
- **Ian Rattray:** Alison and Maura advised they were still having to chase Ian over meeting times/reports etc. Heather said this was not good enough and advised that we should review his contract and check termination provisions.
- **Netball Club:** As per Minutes of Property meeting 23/7. Alison explained re lighting option and Board agreed to two lights on grass and the two on the other side only if they can be fixed to library and Admin block. Annual charge to be \$150 per year. Board agreed to Netball Club proposal subject to agreement on lighting.
- **Tree removal** – to be explored further
- Other matters per minutes and Ian R report
- Heather L moved that property committee minutes be taken as read. /Barbara W. Carried

### **ICT Committee Report**

Minty H Tabled ICT report.

**Projectors** - as per report. Minty asked for feedback – Barbara advised very positive.

**Back Up/ICT – as per report.** Discussion on this ended with the following recommendation: Minty will talk to Gary about specifications and then we will put this out to tender.

Other items as per report with Board approving expenditure as per Minty's recommendations. Moved Heather L/ Alison W.

Heather and the Board thanked Minty for his hard work in this area.

### **Correspondence Inwards**

Inward Correspondence taken as read. Heather L/ Minty H

**General Business**

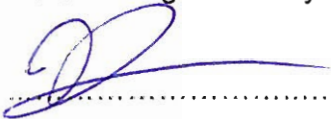
- **ERO Prep Meeting:** Decision to have as part of next BOT meeting - 6pm 18/8/09
- **Roll Return as at 1/7/09. Tabled and noted.**
- **Banked Staffing:** "For 2009 all relievers be coded "TS"(Teacher's Salaries). Any consequential overuse will be charged to the cheapest salary (but not to one of our Beginning Teachers receiving BT Allowance) and funded from the 2009 Reliever's budget and then managed during pay period 23 – 26 of the 2010 school Year". **Moved Alison W/Sarah S**
- **BOT Vacancy:** Maura to investigate whether correct process i.e. election/appointment.

8.30 In Committee


8.40 Out of In Committee

Meeting finished at 8.45

Next meeting – Tuesday 18 August 2009 @ 6.00 pm



.....Chairperson

18/8/09  
.....Date  


**Action Items**

<b>Chair</b>	<b>Ian Rattray</b>
<b>Principal</b>	<b>NZCER with John F, Ian Rattray</b>
<b>BOT Secretary</b>	<b>BOT Vacancy, Ian Rattray</b>
<b>Property Committee</b>	<b>Make Architect Decision</b>
<b>ICT Committee</b>	<b>Support Specification/Tender</b>