

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING  
HELD ON 13 April 2011 2010 AT 7:39PM IN THE BOARDROOM**

1. **Present:** Charlie Meyer, Craig Vidulich, Rebecca Thomsen, Jon McPhee, Steve Joss, Paula Cull, Mike Neville, Adele Neville (minutes secretary)

2. **Apologies:** None

3. **Declarations of Interests:** None

4. **Strategic Decisions:**

- Charter

The board discussed the sections of the Charter and referred to the MOE book which had been circulated to most members prior to the meeting. The board agreed to annually review the Strategic goals. The school mission was discussed and will be reviewed. The Board reviewed and refined the strategic goals for 2011. A sub-committee was formed to finalise the detail of this document which is to comprise of Craig, Paula, Steve and Jon. Craig to invite Nicky (DP) if she would like to be involved. The Chair thanked the sub-committee for giving up their time to work on this.

**FUTURE ACTION:**

Craig, Paula, Steve and Jon to meet to formalise the Charter.

Craig to invite Nicky (DP) if she would like to be involved in the above.

- Science Review

As tabled. Craig asked if there were any ideas that could be added. The board agreed that it would be great to spend more money on Science. Science was identified by parents held at a curriculum evening in 2010 as an area that they would like to see more of and students interviewed this year expressed a desire to do more science.

- ERO draft Review

All the board members had seen this. Tonight the board needs to agree or make submissions. On page 3 second bullet point under *area for further improvement* add non academic, and on page 4 it was agreed to have the word 'overall' removed under *Areas of progress*. Craig to make these alterations for the Chair to sign off.

**FUTURE ACTION:** Craig to make these alterations for the Chair to sign off.

- Self Review process

Board are pleased with this.

- Power Update

Craig informed the board that last week we had a power failure due to not enough power coming into the school. Lineworks have informed us that we need to replace the transformer and that this upgrade is urgent. The cost would be \$19k plus GST with a rebate of \$7k. After some discussion it was agreed to apply to Pub Charity for the upgrade of the transformer and Community Trust for 6 heat pumps for the remainder of the school.

Steve Joss moved that two resolutions be passed at tonight's meeting:

*A resolution was passed at this meeting to apply for a grant from NZ Community Trust to fund the upgrade of the transformer.*

*A resolution was passed at this meeting to apply for a grant from Pub Charity to fund the 6 heat pumps.*

Seconded by Charlie Meyer.

**FUTURE ACTION:**

Steve to apply to Pub Charity and Community Trust for the upgrade of the transformer and for 6 heat pumps.

Craig to contact Lineworks to carry out the upgrade.

**5. Monitoring:**

- Finance report

As tabled. Jon explained that there had been more money received than expected in the April 1 Ops Grant. \$40,000 of this has been put in a call account for 30 days at 4%.

The new budget figures have been put into the MUSAC system. \$2,200 has been put away into Cyclical Maintenance which will show in next month's set of accounts.

Jon asked that the creditors of \$13620.18 was approved for payment.

Seconded by Paula Cull.

The Chair moved that the financial report be accepted.

Seconded by Jon McPhee.

The 2010 Annual report and financial statements have now been signed off by the Auditor. There was one recommendation that policies be implemented on travel, entertainment and gifts.

- Principal's report

Jon asked if staffing banking could have a monetary figure to it. Craig informed Jon it equated to around \$6k.

Craig explained the entitlement notice that had been received today on 177 children. Therefore the Room 4 teacher for term 2 will not need to be funded by the board.

The board discussed the year level teacher:student ratios the MOE use to calculate curriculum staffing.

Craig informed the board that the school will need to employ two teacher aides for two funded students due in term 2 for Room 8. A parent who is qualified and been helping at the school has been approached to fill one of these positions for next term.

NZSTA recommend that boards pass a resolution so staff will not be able to cash up annual holidays. This memo arrived on April 1 along with the 90 day working trial.

It was agreed at this board meeting to pass a resolution that the Board of Te Horo School will not consider any requests to cash-up annual holidays under the provisions of the Holidays Act 2003.

Mike will advise the staff of this resolution.

**FUTURE ACTION:**

Mike to advise the staff of the resolution passed that staff will not be able to cash up annual holidays.

- Home and School report  
The minutes were emailed to the board.  
The Home and School would like the board to look at the mission statement as they feel it may need updating now due to the enrolment zone being introduced.  
Discussed at the Home and School meeting:  
*Ladies High Tea*  
*Beerfest*  
*ANZAC catering*  
*Paddy's Mart*  
*Netball skirts*  
*Hockey equipment*  
The board discussed fundraisers perceived to be clashing with legitimate school or home and school fundraising events.
- Initiatives register  
No change.  
The two new initiatives (replacing transformer and applying for heat pumps) will be added once received by the School Office.

**FUTURE ACTION:**

School Secretary to update the IR once the initiatives have been received.

6. **Identify agenda items:**

Report back on Charter  
Review Nag 4  
Roles  
Transformer  
Enrolment zone  
Mission Statement

7. **Administration:**

- Confirmation of Minutes  
The Chair moved the minutes of the last meeting be accepted as a true and accurate record of that meeting.
- Matters Arising
- A letter be written to the surrounding kindergartens and Montessoris giving them a heads up of the impending enrolment zone.
- *Letters to Otaki Kindergarten, Montessori, Playcentre and Waikanae Kindergarten and Playcentre were sent 29/3/2011.*
- Members to bring their ideas back to the next meeting regarding the Charter.   
A sub committee has been formed

- School Secretary to arrange depositing \$2,200 into the Cyclical Maintenance account after the April 1<sup>st</sup> Ops Grant has been received.
- School Secretary to update the IR closing off priorities 1-3.

## 8. **Correspondence:**

### **Inward**

24 March 2011 Ross Chalmers – Te Horo enrolment update  
 24 March 2011 NZSTA – professional development  
 24 March 2011 Waitohu School re proposed enrolment scheme  
 28 March 2011 Education Gazette volume 90 Number 5  
 1 April 2011 NZSTA Memo 2011-6a Implementing Changes to Employment Legislation  
 NZSTA Memo 2011-6b Implementing Changes to Employment Legislation  
 4 April 2011 ASB Investment Ops Grant

### **Outward**

29 March 2011 First Sovereign Completing the audit on the pool fence job

### Additional Inward:

4 April ASB – term deposit certificate 0076  
 Hon Anne Tolley – Positive behaviour for Learning  
 7 April Fluker Denton & Co – 2010 Financial Audit papers  
 9 April NZSTA – Negotiations update for Support Staff Collective Agreement (SSCA)

## 9. **Meeting closure:**

9:40pm. Next meeting 25 May

## 10: **Evaluation, preparation for next meeting**

Biscuits would be nice.  
 Pleased with the early finish.

Chairperson signature: \_\_\_\_\_ 25 May 2011