

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING  
HELD ON 13 December 2010 AT 7:30PM 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:**
  - Assessment data  
The chair commented that the data looked impressive and that there had obviously been a focus. Reading benchmarks are up to 86%, writing benchmark is higher than the norm and numeracy is at 90%. Graphs are on file in the board pack for reference.
  - English self review  
As tabled. The Teacher handbook is a very good resource. In this report the PD had been broken down over the last two years showing how the money had been spent.
  - State of the School report-Annual review  
This report shows where the school is excelling at, what we are doing well at and what needs further development. The board held some discussion on the PAT reading results. The board expressed how hard the staff have worked to achieve these goals and wanted this acknowledged to them. This annual review report is to be sent out to the school community and the assessment reports to be placed on the website.  
  
FUTURE ACTION: Craig to put the State of the School report in the newsletter and have it placed on the website.
  - ERO  
Anne Robert and Laura Soleback will be in the school for 2 days in week 5 of term 1 2011 to carry out a supplementary review. Staff had held discussion on the programme at their staff meeting today.
5. **Monitoring:**
  - Finance  
Jon McPhee moved that the creditors be approved for payment. The xtenders had been purchased in term 4 with the agreement that part of the school house money would finance them. As this was a large payment cash flow is a problem at this time. The school house investment matures on the 20<sup>th</sup> December so it was agreed that Cyclical maintenance can be tapped into to pay the pay period due 15<sup>th</sup> December of \$17,397.95 plus the creditors of \$5619.18. This money will be repaid back to the cyclical maintenance account once the investment money has been paid into the cheque account on 20<sup>th</sup> December.  
December creditors to be paid in January, school secretary to make contact with the Treasurer.
  - Budget

The board spent time discussing the budget but as the projected budget figure is not yet available it is difficult to predict. The board made some necessary changes and were pleased with the outcome of the 'draft' budget. More work to be done once the budget figure has been received.

Mower Running – Craig to investigate gang mowing of the field.

FUTURE ACTION: Craig to make enquiries on cost of using a gang mower to mow the field.

It was resolved that a request be made to First Sovereign Trust for funding two wall mounted projectors in two classrooms and adding sound systems to existing classroom projectors for the amount of \$6,041.60.

This initiative needs to go on the IR.

➤ Term deposit matures 20<sup>th</sup> December (School house)

It was agreed to take out \$17500.00 to cover the cost of the extenders and reinvest the balance for a further three months.

FUTURE ACTION: School Secretary to advise the bank re drawing down \$17,500 on the term deposit (school house) and reinvesting the balance for a further three months.

- Principal's report

- Camp reviews: Both camps went well with no injuries.

- .2 appointment was discussed for Room 6 in 2011. Craig has met with a candidate regarding this position. After some discussion it was agreed that the principal employ the person for this position.

- Principal appraisal

Craig and Charlie had received the principal's appraisal including an executive summary which was read by the board. The Chair has spoken to Carol Lynch, the appraiser. The Chair congratulated Craig on his achievement and agrees he has done an excellent job. The board were unanimous.

- School house

Craig had met with Steve Joss and Bryce Grant. It was agreed to proceed with the ultraviolet system for the school house with the school retaining the bush reserve. Craig to contact Sophie Campbell. This cost would be covered by the school house disposal.

- Rooms 5/6 corridor

There is thought now on extending the classrooms out to the corridor rather than just tidy up the area as originally planned. There was discussion held on the cost of this, which would be serious money due to beams needed etc. The next 5YA money is tagged to be spent on upgrading classrooms. The \$20k that is tagged for the Room 5/6

corridor can be rolled over. The board would like Ashbys to visit the school and give a ballpark figure on this upgrade.

FUTURE ACTION: Craig to arrange for Lee Ashby to give a ballpark figure on the upgrade of the Room 5 and 6 classrooms.

➤ Budget  
Been discussed.

➤ Enrolment scheme

This process can be started soon and Craig to arrange for Ross Chalmers to visit the school. The motivating factors are twofold: to keep the unique nature of the school ie not to have prefabs dotted around our field, and to not take in lots of students from the Otaki Schools which could have a negative impact of their rolls.

FUTURE ACTION: Craig to invite Ross Chalmers to visit the school to look at implementing an enrolment scheme.

• Home and School report

➤ The Home and School held their Christmas function at the Red House Café. Craig attended this, and Jacqui Simpson is standing down as Chair. Things to focus on for next year is the barn dance, Paddy's Mart and the Christmas Carols.

• Initiatives Register

➤ Paula Cull had some suggestions on the procedures which are to be emailed to Steve Joss. Discussion was held on how the IR works. Clearer guidelines are needed. Discussion on priority was also discussed.

FUTURE ACTION: Jon to email the suggestions on the procedures of the IR to Steve.

## 6. **Identify agenda items:**

ERO  
Budget  
Confirm the appraiser  
Report back from corridor upgrade  
Enrolment scheme

## 7. **Administration:**

• Confirmation of Minutes

Under the resolution – the school will apply to the **Community Trust** for the painting of the school.

The chair spoke to the board about paying for the staff lunch on Friday which it is to be catered for by Ruth Pretty. The board were unanimous. Mike, on behalf of the staff, thanked the board for their generosity.

The Chair thanked his board for all their hard work, Craig, Mike and the rest of the staff. The Chair moved the minutes of the last meeting be accepted with the one change as a true and accurate record of that meeting.

Seconded by Paula Cull.

### Matter Arising

- Craig to get more clarification on sewage line linking to Te Horo School's system.  
*Craig has emailed but has not had a reply* **carried**  
*There had been correspondence from Sophie Campbell who said she respected our views on not allowing the use the bush reserve.* **completed**
- Steve, Jon and Craig to sort out the financial policies/procedures. **will be actioned**
- A Newsletter item to be written to ask the community if there is anyone interested in tutoring in the music programme for 2011. **carried for 2011**
- Jon, Craig and Steve to meet and have a draft budget ready to present at the December meeting. **carried**
- Craig to speak with Bryce Grant on the school house disposal. **completed**
- Craig to write to the parent that it had been discussed at board level and research has been done and the proven side affects of it is negligible. **completed**
- Craig to ask Ross Chalmers on zoning criteria. **completed**

### 8. Correspondence:

- Inward
- 26 November ERO Notification of a scheduled review
- 1 December NZSTA Support Staff in Schools Collective Agreement
- 2 December NZSTA Proposed Settlements-Primary Principals and Teachers Collective Agreement 2010-5
- 3 December MOE Re national Aspiring Principal's programme
- 8 December NZSTA Proposed Settlements-Primary Principals and Teachers Collective Agreement 2010-6
- STA News November/December issue 209
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- Outward
- 25 November M & M O'Sullivan re deck
- 8 December Pub Charity Inc completing audit for camp grant

### 9. Meeting closure:

Meeting closed at 10:50am. BBQ 11<sup>th</sup> February at Craig and Sandra's house. All board and staff invited.

Next meeting 16<sup>th</sup> February 2011.

### 10: Evaluation, preparation for next meeting

Good meeting, achieved a lot, a few board members are not doing their actions, due to very heavy workloads. ☺

Chairperson signature: \_\_\_\_\_ Date: 23/2/2011