

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING  
HELD ON 2ND JUNE 2010 AT 7:45PM IN THE BOARDROOM  
(This meeting replaces the scheduled 26<sup>th</sup> May meeting)**

1. **Present:** Andrew Rider (Outgoing Chair) Charlie Meyer, Craig Vidulich, Paula Cull, Steve Joss, Rebecca Thomsen, Jon McPhee, Mike Neville, Adele Neville (Minutes Secretary)
2. **Apologies:** None

Andrew Rider attended the beginning of the meeting to welcomed the new board members, Rebecca and Paula and congratulated the remaining board members Charlie, Jon, Steve and Mike. It was agreed that a letter of thanks be written to Neil Tunnicliffe for his role as the returning officer.

**FUTURE ACTION:**

A letter of thanks be written to Neil Tunnicliffe for his role as the returning officer. **completed**

Andrew explained to the board that tonight the election of a new Chairman was necessary and that the election of a Treasurer and Secretary is not paramount at this point. Andrew returned his netcode and keys to the school, with a list of who he has had contact with during his tenure as the Chair. He will advise them of his resignation.

Andrew Rider expressed how proud he was having been involved with the board and Te Horo School and that this board enjoy riding in the crest of a large wave with all the exciting things that are happening and he wished them all the best.

**KEY BUSINESS**

**a. Election of Officers**

Andrew Rider then called for nominations of the Board Chair.

Jon McPhee nominated Charlie Meyer, seconded by Steve Joss.

Charlie Meyer accepted the role and the board congratulated him.

Charlie thanked Andrew who has worked tirelessly in his role as the Chair and knowing he has left the school in good heart.

Andrew left the meeting at 8:00pm.

The role of the Treasurer was discussed. Craig explained how STA recommends having a Chairperson but a Treasurer or Secretary position is not vital. Craig explained some schools use a financial firm who basically look after the finances who send out very clear reports each month for the Board. The cost of this service has been discussed at other meetings and it had been agreed that this school would stay with it's present system of using the MUSAC financial package. Craig has met with Barbara Hartley who is happy to look at the way the MUSAC reports are presented and has informed Craig she can make them easier to read and include graphs. The board went into discussion on what information they felt should be given to them on finances each month. After some discussion it was agreed to leave things as they are. The board discussed the importance of a Treasurer and agreed that Jon McPhee retain his role as Treasurer but Craig to prepare the financial summary from now.

**b. Signing Authorities**

Forms are ready for signing after tonight's meeting.

### **c. Induction for New Board**

Craig had prepared a sheet for the Board to express what areas they are skilled in.

**Curriculum knowledge**: Rebecca and Mike.

**Conflict resolution**: Paula and Charlie.

**Financial**: Paula, Jon and Steve.

**General strategic planning**: Jon and Steve.

**Governance**: Jon, Mike, Steve and Charlie.

**Human resources**, Rebecca, Paula and Steve.

**Legal**: ----

**Leadership**: Paula and Craig.

**Marketing**: Charlie.

**Media/PR**: Charlie and Craig.

**Policy implementation**: Craig.

**Property**: Mike.

**Change**: Craig and Paula.

**IT skills**: Mike, Jon and Steve

**Other skills**: -

Craig asked if there were any areas of the board's work they have a particular interest in and/or would like to become more involved in: Mike would like to learn more on policy development.

Motivation: the members expressed their reasons for coming onto the Board.

Some discussion was held.

Charlie explained that there will be another election in 18 months time, as it is important to have a turn around of members.

Craig gave the board a run down on his teaching career.

Craig had prepared a folder for the board and spoke to that.

#### **Charter:**

He presented the charter, and explained that this is a 'living document' and needs to be presented to the MOE each year. Jon McPhee explained to the new members on how the Charter came about for this board. As there had been no charter for two years Jon made contact with Mary Chamberlain at the MoE who was very helpful, so the Board worked on the charter and it has now been mentioned as one of the best Charters seen.

Craig explained how the Charter works and went through the three sections. Paula brought up the fact that the painting hasn't been included, it was agreed to add this. The 5Ya was discussed.

FUTURE ACTION: Craig to add painting into the Charter.

#### **Budget:**

The board sets the budget together for the future

#### **Principals' job description:**

Craig went through his job description with the board.

### **ERO report:**

Craig had attached the last page for the board, larger document is available on line to read. There was discussion on previous ERO reports.

**List of members:** included in the pack

### **Effective Governance, working in partnership:**

This booklet contains some excellent information.

Craig explained that it is vital that a board adheres to Governance and not Management as he feels this is the only problem in schools' if this does not happen. He implored the board that if they are approached about anything to do with Management to please send them to either himself or the teacher in question. The Board totally agreed with this as they have the schools' best interest at heart.

### **NZSTA Trusteeship – A Guide for School Trustees:**

Another excellent informative book.

## **GOVERNANCE MATTERS**

### **3. Minutes of Previous Meeting**

With regard to the Year 6 camp fundraising Charlie asked if Craig is approaching charities for funding. Craig explained he is applying for funding for both the Year 6 camp and the Ski camp and this is on the Initiatives Register.

Paula asked why was Otaki College applying to the Ministry for documentation on recapitation. Charlie explained the situation and assured her that all the correct steps had been carried out and there was no concern.

*Chair moved that the minutes be accepted as a true and accurate recording of the last meeting.*

*Seconded by Steve Joss*

### **4. Matters Arising**

#### **Items carried over from the June meeting**

6. Andrew Rider to confirm policies for Mike Neville to have on the website AR carried

#### **Items carried over from the July meeting**

- 1a Jon McPhee would like the financial policy/procedure circulated for robust critiquing with the view of this being signed off for the next meeting. JMcP

#### **Items to be completed for the April meeting**

2. Achievement target results to be put into the newsletter and will be available to view on the website. MN carried
5. Jon McPhee to look into the procedures of how the initiatives register works. JMcP carried
7. School Secretary to add the next two years on to the Board calendar and make the heading alteration. AN ✓

#### **Items to be completed for the 2<sup>nd</sup> June meeting**

1. Craig Vidulich to contact the MOE re extra funding for the 'extraordinary roll growth'. CV ✓  
***No more staffing until we hit 151. If we do hire a teacher we may be able to recoup some of that money.***
2. Craig Vidulich to obtain a second quote for bark. CV ✓  
***Quotes were \$2700 and \$1800. The lower quote was accepted and the bark has now been laid by a working bee last Friday.***
3. Chair (Andrew Rider) to notify the concerned parties of the approval of the boundary change of the School House. Also to enquire if there would be any fencing costs to the school because of this change.

**Craig has been included in the emails and they are looking at running a line and feeding into our sewage, and they would fund this.**

4. Costings for the pool work to be obtained.

MN carried

5. Craig Vidulich to investigate costings of the camps.

CV ✓

**Snow camp will be bi-annual, fundraising for this year is underway.**

**The Year 6 camp and Ski camp were discussed - Craig to present costings and a plan at the next meeting for the board to discuss whether a grant application should be forwarded or not,**

## **5. Correspondence, inwards-outward mail**

### **INWARD**

22 April	First Sovereign – advising the school their application for \$17660 for the supply and installation of Astrograss had been approved.
23 April	Ministry of Education – The Progress in International Reading Literacy Study (PIRLS) 2010/11 Fluker Denton 2009 Financial Statements Audit
26 April	Moore's Meadow Trust bank statement
27 April	Ministry of Education – 2010 confirmed staffing entitlement
30 April	Ministry of Education – Initiation of bargaining for teacher and principal collective agreements beginning CR & ME Boyd – re proposal to fall three large trees growing on school property
3 May	IRD GST Return acknowledgement
10 May	Education Gazette Vol 89 Number 7 NZSTA – New Boards Professional Development for Trustees Trustees Handbook On-Line Official information Act (OIA) Requests Payroll Giving by MSD Employees Education Act Changes Submissions Bargaining Round Support Staff Workforce Strategy
11 May	ASB term deposit 0075 maturing advise
16 May	NZSTA – Professional Development
17 May	Principal confirming with Board of PD booked in Education Gazette Vol 89 Number 8
18 May	Mark Scrimshaw sitework draft plan
20 May	Ministry of Education receipt on receiving the charter for 2010
21 May	NZSTA - NZSTA Conference 2010 AGM NZSTA Internal elections Recent Official Information Act (OIA) requests Further opposition to National Standards policy Further Advice and Guidance

### **OUTWARD**

21 May Philip Carter, MOE enclosing four copies of audited financial statements and a copy of the Charter.

### **Additional Correspondence:**

26 May ASB Term deposit confirmation.

28 May Ministry of Education confirming four copies of the Annual report 2009 have been received.  
NZSTA – Budget 2010

MOE – National Standards – Role of Boards and Support for Boards in 2010

- Changes to the NAGs
- Reporting to students, family and whanau
- Board knowledge
- Preparing for 2011

- Support for Boards
- Self Review Tool

Craig went through this circular with the Board.

## **6. Financial report**

Jon tabled the financial report. He wished to discuss the letter covering the audit report as he was not happy with its content. He had phoned the auditor about the statements made. Jon felt they were not necessary and that the accountant had not done a thorough enough job, especially on the GST reconciliation. The board discussed this and agreed that they were probably standard statements given that the school has a new Principal.

Craig asked for the boards' approval to approach the painters to do a painting audit. They agreed to this.

*Jon had passed the creditors for payment in May as the meeting had been deferred due to board members unable to attend 26<sup>th</sup> May meeting.*

*Seconded by Mike Neville.*

## **7. Initiatives Register**

This was discussed and agreed that the landscaping is the main priority.

Craig discussed new laptops (netbooks) for the classrooms, and this would come into view once the IT plan has been finalised.

## **8. Principal's report**

Craig presented his report.

**ICT/Inquiry** – David from DSL, a computer/technology company, had met with Craig and Mike. Craig is waiting on his report. Mike had met with another ICT rep who will also present a report. ReadyCloud was discussed – this provides a hosted ICT environment that enables the deployment of highly available, cost effective and agile computing. Hardware is going to need to be upgraded within the next three years with a new server needed, as the warranty runs out at the end of this year. This will need to go onto the Initiatives Register.

Google Aps was discussed, this programme will enable you to stretch resources and work smarter by document sharing to name a few.

Year 7's technology was discussed, preserving (tomato sauce) and sewing (beanies for snow camp). An idea being musted is that children do a costing and marketing strategy using the school colours to make and sell the beanies.

**Training 16 June:** All the board agreed to attend. Craig to confirm this with the trainer.

**FUTURE ACTION:**

Craig to confirm numbers for the Board training evening. **completed**

### **Policies:**

Policies were then discussed.

There are two main policies – Governance and Operations.

Craig presented a Policy and Procedure framework to the board and informed the board that they sign off the Governance Procedures only. Craig proposed that the board take the two documents away for critiquing at the next meeting.

Craig explained the 7.69 staffing component to the new board members.

Craig asked about thoughts for a new entrant class in term 3 or 4. If the school is over 180 children a good ratio would be 1:18 or 1:15. The board went into discussion on how the division would be made.

At this stage it looks like approximately 22 children in Room 1 at the end of term 3. Discussion was held on opening up a new entrant class at the start of term 4, and looking at moving some of the newer children into this class.

### **Heat pumps:**

Craig informed the board that the admin/staffroom is very cold and knowing there is no budget for these asked if there was some solution. Two quotes have been sourced. The board went into discussion. It was agreed that something needs to be done for this area sooner rather than later. Rebecca to obtain a third quote.

It was moved to have a heat pump installed in the admin/staff area by the next board meeting. Money to be used from Cyclical maintenance which would be paid back when the school house money matures in 90 days.

### **FUTURE ACTIONS:**

Rebecca to obtain a third quote for heat pumps for the admin/staffroom area. **completed**

### **Room 7/8 corridor upgrade (5ya):**

The school pays Ashby Properties to be the project manager 5% of the total cost which will not exceed \$20k. Tenders are due to close on June 14 tender. Ashby's receive all the tenders, makes contact with Craig to decide which tender to go with. Work hoping to be done in the 3<sup>rd</sup> term break.

*Craig moved his report  
Seconded by Paula Cull*

### **9 . Home and School report**

Craig attended the last meeting and the Barn dance was the main discussion. The Committee are very pleased with the turf, and are excited about the playground plan. Once the final drawings are done it could happen very quickly.

### **11. General Business**

a. Payment of Board members

- The board discussed this and were unanimous that they would not take payment but would like this money tagged to a particular item to benefit the children.

### **FUTURE ACTION:**

Craig to come back to the board with suggestion on best way to spend this money to benefit the children

**Meeting closed:** 10:34pm

**Date for next meeting:**

22 June 2010

**Chairperson signature:** \_\_\_\_\_ **22 June 2010**