

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD ON 21st APRIL 2010 AT 7:45PM IN THE BOARDROOM**

1. **Present:** Steve Joss, Bryce Grant, Craig Vidulich, Mike Neville, Andrew Rider, Charlie Meyer (lateness 7:59pm) Adele Neville (Minutes Secretary)
2. **Apologies:** Jon McPhee

KEY BUSINESS

a. Junior Playground

Andrew, Steve, Craig and Nicki had met in the holidays who agreed that a 'picture plan' was needed to be drawn up of the entire area. Mark Scrimshaw, a parent of the school, has now been approached to submit a concept of the bigger picture of the playground so the community can see what is planned for the school grounds long term. A quote had been submitted from a tree arborist to top the big tree and thin it out. The board went into discussion and it was agreed to keep the tree and get the work carried out. The turf design was on the table for discussion. Staff and Home and School are very keen to get the turf laid. Waiting now to hear from First Sovereign as to whether or not we have been successful in winning a grant to pay for the Astroturf. It was agreed that Craig contact the suppliers to give them the go ahead to do the job.

FUTURE ACTION:

Craig to make contact with the Astro turf suppliers to start preparing to lay the turf.

GOVERNANCE MATTERS

3. Minutes of Previous Meeting

Under Key Business

b. Achievement Targets for 2010

To add:

There is 36% of Year 3 & Year 5 pupils who are currently working below the numeracy benchmark. These children will be monitored. An update report will be given in term three of the children with 'cause of concern'.

Changes to IR accepted.

Chair moved that the minutes be accepted, with the presented changes, as a true and accurate recording of the last meeting.

Board were unanimous.

Seconded by Bryce Grant.

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
Adele Neville also to check over the procedure. AN carried
The Principal would like to explore the Financial service package more. CV carried

Items to be completed for the April meeting

1. Principal to email to members for the next board meeting the curriculum targets. CV ✓
The Achievement Statement 2010-Annual Targets had been emailed to the members today and Craig went through these with the board.
Copy of these statements are included in the April board pack.
Craig asked if this could be adopted tonight so this can be presented to the MOE with the Charter.

The Board agreed.

2. Achievement target results to be put into the newsletter and will be available to view on the website. MN carried
3. Principal to investigate the financial services that are available in Levin. CV ✓
Principal is happy with the way the accounts are being managed within the MUSAC system in the School Office.
4. Jon McPhee to attend the next Home and School meeting to discuss the budget and the Initiatives Register. JMCP ✓
5. Jon McPhee to look into the procedures of how the initiatives register works. JMCP carried
6. The Principal to obtain information of the funding a decile 1 school with 128 pupils would receive. CV ✓
Decile 1 school receives \$819.75 per student compared to decile 9 receiving \$26.18 per student.
7. School Secretary to add the next two years on to the Board calendar and make the heading alteration. AN carried
8. Projector to be placed on the initiatives register as BOT funded. Mike Neville to obtain a quote from the supplier. AN/MN ✓
A quote had been received from Videopro \$2809.13. Craig to hold a discussion with Jon and then make a decision.
9. Andrew Rider, Steve Joss and Craig Vidulich to meet in the holidays Wednesday 7th April 5:00pm to discuss a plan for the junior playground. CV/SJ/AR ✓
10. Principal to talk to the parent in regard to the dental clinic. CV ✓

5. Correspondence

Inward:

March	NZSTA	School Trustee Elections
19 March	NZEI	Notification of Paid Union Meetings
22 March	MOE	New Technology Provider approval
25 March	NZSTA	Newsletter
8 April	MOE	Additional Relief Teacher Funding reimbursement
	MOE	Property Five year Agreement Budget
	MOE	Operations Grant Instalment Notice
	Education Gazette	Volume 89 Number 54
	Education Gazette	Volume 89 Number 6
	STA News	Issue 202
	NZSTA	Support Staff in Schools Collective Agreement

OUTWARD

24 March	Richard Bond	New appointment Room 8 Friday
31 March	First Sovereign Trust	Application to fund Astrograss, enclosing the Resolution

Additional Inward correspondence

Via email School house boundary plan

Chair moved that the Correspondence Inward and Outward as listed with the additional inward correspondence be accepted .

Seconded by Mike Neville

6. Financial Report

In Jon McPhee's absence Craig Vidulich presented the financial report.

The Chair asked that the creditors be approved for payment and that in Jon's absence himself and Craig Vidulich to pay the creditors on line.

Seconded by Bryce Grant

7. Initiatives Register

No change.

8. Principal's report

Craig discussed his report with the Board.

1. The community meeting was raised and it was agreed that parents be told prior, via the newsletter, of what is to be achieved so that they have time to prepare.
2. The Charter and Annual plan is now signed off and will be sent off to the Ministry.
3. Banking staffing was overused by \$1308 due to holiday pay allocated to a teacher, this was an unavoidable cost.
4. Coffee morning went well this morning and it turned into a question and answer session.
5. There are another 16 children to enrol into Room 1 by the end of the year, so Craig would like to propose a 'transition' new entrant classroom for term 4. After some discussion the board felt this 'transition' should be earlier than term 4. The school would need to fund this extra teacher with an approximate cost of \$30k over two terms. It was agreed that the Ministry be approached due to the 'extraordinary roll growth', to require if there is any funding available.
6. The plumbers spent time in the holidays and there is a strong possibility they may have found the leak.
7. Bark was discussed, a quote had been obtained - \$5600 for 50 cubic metres. The board felt this extremely high so a second quote to be sourced. Bryce to obtain a quote for matting as an alternative.
8. 5YA Room 7 and 8 corridor was discussed. \$20k (MOE money) is budgeted. Lee Ashby would be the project manager. Leaving \$34k to be spent by July 2011.

Craig Vidulich moved his report be accepted.

Seconded by Charlie Meyer

Future Action:

Craig to contact the MOE re extra funding for the 'extraordinary roll growth'.

Craig to obtain a second quote for bark.

9. Staff report

Nothing to report.

10. Home and School Report

A very positive meeting had been held.

11. General Business

a. School House boundary

School house needs to have a title and the school has been approached to approve the boundary as per the 'draft' plan. The Chair asked if there were any objections, there were none so the boundary change was agreed to. The Chair will notify the concerned parties of this decision and to make enquiries, if a fence is to be erected, would the school be liable to pay for that.

The Chair informed the Board that Otaki College have gone to the MOE and have requested all documentation on Recapitation.

FUTURE ACTION:

Chair 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.

b. School pool

Discussion was held on work needed on the pool. Handrails need replacing, repaint, cracks need repairing and changing sheds need re-roofing. KCDC has suggested a bigger pump be installed because of the roll growth. Prices for this work to be obtained and to tie this job in with the 5YA and have the pool upgrade ready for the next swimming season.

c. City Experience Camp/Snow camp

Craig asked if he could contact charities to fund these ventures. The board suggested Craig investigate the costings first and follow the IR criteria.

d. Trees on School house boundary

Trees on the school house boundary are on the lean and Andrew Rider approached his neighbour who was not happy with the damage to his land after the last time a tree was cut, so he wants insurance that the school takes liability to fix any damage done. It was discussed to involve professionals as potentially there is a substantial amount of money tied up in these trees in firewood.

Craig thanked the existing board for all their hard work, and good luck to those re-standing.

FUTURE ACTIONS:

Costings for the pool work to be obtained.

Craig to investigate costings of the camps.

12. Close/ Next Meeting

Meeting closed at 10:25pm
Wednesday, May 26th, 2010

4. Matters Arising

Items carried over from the June meeting

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

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- 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 2nd July meeting

1. Craig Vidulich to contact the MOE re extra funding for the 'extraordinary roll growth'. CV
2. Craig Vidulich to obtain a second quote for bark. CV
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.
4. Costings for the pool work to be obtained. MN
5. Craig Vidulich to investigate costings of the camps. CV

Signed: _____ 2.6.2010