

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD ON 22nd JUNE 2010 AT 7:30PM IN THE BOARDROOM**

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

KEY BUSINESS

In Charlie Meyer's absence it was agreed it necessary to elect a Deputy Chair. Steve Joss accepted the position and was duly elected to this role whenever the Board Chair is absent.

3. Policies

The board had viewed the policies after the last meeting and were to decide on the structure of them for discussion at tonight's meeting. There are two main policies: Governance and Operations, which have procedures attached. Jon felt the Governance Policy needed some work as there are no targets to be met and also no clear delegations in the document. The board liked the way it is open but felt there should be something to tie it back to, Craig explained that they do tie back to the procedures. He also explained that the board signs off both policies and procedures. Policies are set documents and need to be taken to the board for any changes, whereas procedures can be changed more easily. The board agreed that the wording in these documents could be made simpler as there are a lot of double negatives. Craig to go through the documents and make the alterations. It was agreed that the board re-read the data again to be ready to sign them off at the next meeting. Copies of the procedures to be sent around the board.

FUTURE ACTIONS:

Craig to re word the documents of double negatives.
Copies of the procedures to be sent around the board members.

4. Camp Grants

Year 7 Ski Camp:

Craig would like to apply for a grant of \$1500 to cover the cost of ski lessons, rental hire and lift passes. A parent meeting had been held where fundraising ideas were discussed, some of which are being organised already. A breakdown of the cost was presented to the board which showed if a grant was obtained it would be a very affordable camp, and also keeping in mind that this camp is to be bi-annual.

Year 6 camp:

Craig would also like to apply for a grant of \$3385.00 to cover accommodation and Ferg's Kayak for the Year 6 camp. The board went into discussion on the validity of applying for these two grants. As there is not a lot on the IR (Initiatives Register) at the moment there is a good chance of these applications being accepted.

Jon McPhee explained to the new members how the IR works. In a nutshell it is to make sure that money being spent actually aligns with the strategic plan.

Netbooks were discussed and these are to be considered for next months meeting after the report comes back from the IT company that had met with Craig and Mike.

A resolution was passed at this board meeting to apply for two grants to cover the above costs for the Year 7 ski camp and the Year 6 camp.

Moved by Craig to apply for these grants

Seconded by Steve

FUTURE ACTION:

Craig to apply to a charity for the above grants.

5. Room 7/8 corridor

Three quotes have been received. The board went into discussion and had a walk around the area that is to be upgraded. Craig moved to accept the Sawman Ltd quote.

Seconded by Paula Cull.

The board were unanimous.

6. Playground

Plans had not submitted for tonight's meeting as indicated so an update is not available.

7. Heat pumps

Waiting on the final quotes but it appears the cost would be around \$8000 for the two pumps.

Craig to email Sharon O'Connor from the Ministry to see if this cost could be added to the 5YA.

FUTURE ACTION:

Craig to email Sharon O'Conner re heat pumps being included in the 5 YA.

8. Board fee donation

Mike explained that the staff were most grateful to the board for offering this donation. A few ideas are being muted, but they would like more time to make sure the money will be spent wisely.

9. ICT server upgrade

Craig and Mike had met with David Forster from DTSL. Mike explained that by the end of this year the server will have run its course and the warranty cannot be extended any longer. Mike explained that it would be advantageous to look further ahead. DTSL had sent a quote on a server, optional software, netbooks, installation and cutover costs (estimated) and rental costs. This quote is on file. Jon's recommendation is that the school should lease a server and he is prepared to get costs on the Netbooks through Dell Australia.

Craig explained that he would like to formalise a contract with Andrew Sloper to be the IT trouble shooter for Te Horo School, who over the years, has worked tirelessly for the School at no cost.

Mike to obtain a quote from Andrew Sloper.

FUTURE ACTION:

Mike to obtain a quote from Andrew Sloper for his cost to be the IT trouble shooter for the school.

10. Conference 2011

Craig presented the quote for the Inspired Impact Conference for 2011. He has budgeted for 8 staff members to attend due to the roll growth expectation. This conference needs to be paid for before November. The cost, which is \$4384, (approximate) can be covered by the

following budgets: In-service fees, In-service relief and travel which equals \$5500.00 and it is very unlikely that these budgets would be fully used. Paula asked if this is the only PD that teachers will have and is it enough. Craig explained that he would look at either visiting other schools and look at free courses, which do come up. Paula felt that next years budget needs to reflect that staff can have more PD if required/needed.

Craig moved that he enrol Te Horo in this conference.

Seconded by Steve.

FUTURE ACTION:

Craig to enrol the teachers into the 2011 conference.

GOVERNANCE MATTERS

7. Minutes of Previous Meeting

*The Acting Chair moved that the minutes be accepted, with the presented changes, as a true and accurate recording of the last meeting.
Board were unanimous.*

8. Matters Arising

Items to be completed for the April meeting

1. Jon McPhee to look into the procedures of how the initiatives register works.
2. Costings for the pool work to be obtained.

JMcP carried
MN carried

These costings will happen in the holidays.

FUTURE ACTION:

Mike to have quotes ready for the next meeting on work to be carried out on the pool.

Items to be completed for the June meeting:

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.

An email was received on the 10th June which was forwarded onto board members.

After discussion at the 22nd July meeting Craig to get more clarification on who is responsible if there are any problems with the line! and are there any other options available.

FUTURE ACTION:

Craig to get more clarification on sewage line linking to Te Horo School's system.

9. Correspondence

Inward

21 May	MOE Education Circular 2010/09
26 May	MOE Education Circular 2010/01
9 June	NZSTA – Election of NZSTA President and National board
14 June	NZSTA – Attracting, training and retaining high quality teachers
14 June	MOE – The Role of the Board in National Standards Workshops

Additional inward

22 June	NZSTA – Educational Act-Update on Changes
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Outward

11 June Email from the Principal re disposal cost of the subdivision of the school house
14 June Email from the Principal re 2011 conference
16 June Email from the Principal re classroom corridor upgrade
NZSTA 2009 Annual Report

The Acting Chair moved that the Correspondence Inward as listed be accepted with the additional Correspondence.

Seconded by Paula

10. Financial Report

Jon would like the expiry dates of the term deposits shown on the financial report breakdown summary which Adele is to give to Jon prior to the meeting so he can familiarise himself with the data in plenty of time.

In Charlie's absence it was agreed that Craig pay the creditors with Jon.

Jon would like to move that the creditors be approved for payment and to accept the financial report.

Seconded by Paula

FUTURE ACTIONS:

Term deposit expiry dates to be added to the financial summary.

School Secretary to make sure Jon has the report in plenty of time to familiarise himself with the data.

11. Initiatives Register

Covered.

12. Principal's report

The staff are working hard on the new portfolios that are going out this Friday and feedback is very important.

The board asked how the technology was going. Craig is very pleased with it so far and it is revolving all the time. Rebecca, who is teaching sewing, explained that it was great, children were really patient, and enthralled.

Craig Vidulich moved his report be accepted with the following changes.

The first aid course was run through Red Cross, not St John's as stated.

CCC mornings still runs every 2nd Wednesday, not Tuesdays. A suggestion that an email be sent out on the Tuesday to remind parents of the CCC, especially since as it is every second week.

Seconded by Paula

FUTURE ACTION:

An email sent to parents to remind them that CCC was happening that week.

13. Staff report

This is no longer a requirement so it will be removed from the Agenda.

14. Home and School Report

\$8100.43 was raised at the Barn Dance, which is an amazing outcome.

New members asked who represents the board at the Home and School meeting. Craig always attends these meetings but feels it wouldn't hurt for board members to attend the odd one.

16. Close/ Next Meeting

Meeting closed at 10:20pm

July 21st at 7:30pm

Chairperson signature:

28/7/2010

EMVA