

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

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

2. **Apologies:** None

3. **Declarations of Interests:**

Steve Joss declared an interest in the playground upgrade.

4. **Strategic Decisions:**

- Power Audit

Anne Herrington's letter had been circulated in the board pack. The Chair asked if the board are happy to go with the power audit. All agreed.

It was moved that the quote from Kimbal McHugo be accepted and the audit be carried out as long as the points that had come through from Anne were followed.

Craig spoke on the upgrade of the transformer and the board went into discussion. He then asked the board if they were happy to wait now until the audit has been carried out, it was agreed. It was agreed to look at doing the transformer upgrade (at a cost of \$12k) when the next 5YA comes through.

Craig to speak with Kimbal to undertake the power audit.

FUTURE ACTION:

Craig to speak with Kimbal to undertake the power audit.

- Self Review and Curriculum Design

Craig had circulated Nag 6 to the board. The board went into discussion.

Craig is monitoring attendance half termly and had prepared a graph to show trends.

The board would like to see the graph broken down into illness, holidays etc. The school doesn't have an attendance procedure so Craig will submit this procedure at the next meeting. Craig suggested that the school introduce an enrolment and a student placement procedure.

Craig asked the board what they would like added to Nag 6 as he is going to prepare a Self Review folder. Streamlining the progress system was discussed. It was agreed to send the IR register to the Home and School.

Board calendar was discussed and it was agreed that Health and Safety needs signing off, this is to be put onto the calendar for October. Inquiry Theme booklet needs developing, Craig to do a timetable.

Craig shared the Curriculum Design to the board that is on display in the office foyer. The board are keen to drive many of the points that the community has put forward. An update to be discussed at the November meeting.

FUTURE ACTION:

Craig to submit an attendance procedure and a breakdown of the attendance graph at the next meeting.

Craig to prepare a timetable for the calendar re the Inquiry theme booklet.

Email the IR to the Home and School Secretary.

Craig to prepare a Self Review folder.
Curriculum Design - an update to be discussed at the November meeting.

- Playground

Steve Joss had circulated the new drawings for the proposed work on the playground. He had met with the arborist who suggested not to build around the tree because of the ongoing root problem.

Craig had received two quotes for the proposed decking. Terra Landscape Development \$18,980 (inclusive of GST) and Sawman \$19500 (inclusive of GST).

Steve Joss did not participate in this discussion.

The board went into discussion and it was agreed to accept Terra Landscape Development quote.

Steve Joss was asked to return to the meeting.

A resolution was passed at this meeting to apply for a grant from NZ Community Trust to fund the decking project.

A resolution was passed at this meeting to apply for a grant from First Sovereign Trust to fund the playground project.

At their meeting last night the Home and School agreed to fund the new playground upgrade if a grant is not successful.

The Pool fence start date to be discussed at the next board meeting. Steve to approach Feco fencing to let them their quote has been accepted.

FUTURE ACTION:

Pool fence replacement timeframe to be discussed at the next board meeting.

Steve to approach Feco re acceptance of quote for pool fence.

- 5YA work

Water fountains were discussed. The board agreed to purchase new water fountains.

Craig to obtain another quote and circulate, by email, to the board.

Craig submitted the quotes for Room 5 and 6: \$25,000, heat pumps: \$10,500.

Craig to contact Lee Ashby re the installation of the heat pumps.

Mike Coolen has submitted a quote of \$1500 to resurface the bus turning area and the driveway behind Rooms 1,2 and 3. The board agreed to this. Craig to let him know his quote is successful.

FUTURE ACTION:

Craig to obtain another quote for water fountains and circulate, by email, to the board.

Craig to contact Lee Ashby re the installation of the heat pumps.

Craig to advise Mike Coolen that his quote was successful.

5. Monitoring:

- Policy/Procedures

Craig had circulated the Governance meeting procedure. The board went into discussion and made some changes. Agenda setting to be done by the Principal and any added items

from a board member to go through the Board Chair who will then let the Minutes Secretary know.

- Finance

Discussion was held on the Income and Expenditure report. Deferred Maintenance, which holds \$38250.00, needs to be looked into.

Jon would like to know the cost of a new teacher if the school needs to fund this next year.

*Jon McPhee moved to accept the financial report and creditors to be paid.
Seconded by Charlie Meyer.*

FUTURE ACTION:

Craig to let Jon know the cost of a teacher for next year.

- Principals report

Craig had circulated his report to the board.

The Ministry are presently looking at the staffing entitlement for next year. Once the staffing entitlement has been finalised Craig would like to advertise for a new teacher for 2011. The next years roll was discussed and the board held a discussion on class sizes for next year.

*Craig Vidulich moved to accept Principal's report.
Seconded by Charlie Meyer.*

- Home and School Report

\$816.50 was raised on the gate at Paddy's Mart for the Southland Earthquake appeal.

Paddy's Mart took around \$30,000 less expenses - \$27,000 gross.

A debrief had been held on Paddy's Mart.

Playground discussion was held.

\$500 grant had been received from the Otaki Community Centre for the Christmas carols.

TBC for Sunday 5th December.

Dance/Oktoberfest scheduled for February/March.

Charlie explained to the Board his idea of a fishing competition, another income stream. It has the potential of raising a lot of money.

- Initiatives Register

The playground initiative needs separating off.

The pool initiative needs evaluating. Board held discussion on the painting, quotes need to be obtained.

Signage in the school was discussed. Craig will obtain quotes.

Xtenders is now an action.

FUTURE ACTIONS;

Craig to upgrade the initiatives register.

Mike to obtain quotes for paint.

Craig to obtain quotes for signage in the school.

6. **Identify agenda items:**

Craig to speak with Kimbal to undertake the power audit.

Craig to submit an attendance procedure and a breakdown of the attendance graph at the next meeting.

Craig to prepare a timetable for the calendar re the Inquiry theme booklet.

Email the IR to the Home and School Secretary.

Craig to prepare a Self Review folder.

Curriculum Design - an update to be discussed at the November meeting.

Pool fence replacement timeframe to be discussed at the next board meeting.

Steve to approach Feco re acceptance of quote for pool fence.

Craig to obtain another quote for water fountains and circulate, by email, to the board.

Craig to contact Lee Ashby re the installation of the heat pumps.

Craig to advise Mike Coolen that his quote was successful.

Craig to let Jon know the cost of a teacher for next year.

Craig to upgrade the initiatives register.

Mike to obtain quotes for paint.

Craig to obtain quotes for signage in the school.

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.

Steve, Jon and Craig to sort out the financial policies/procedures.

to be arranged

Signage for Administration area: this to be re evaluated. Jon McPhee to speak with Jacqui Shearman.

carried

Craig to get more quotes.

7. **Administration:**

- Confirmation of Minutes

The two quotes that had been received for the pool fence were incorrectly recorded; \$5895 + GST, \$6810 + GST were the correct amounts.

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

Seconded by Paula Cull.

- Matters Arising

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

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carried

There had been correspondence from Sophie Campbell who said she respected our views on not allowing the use the bush reserve.

- To be completed for the September meeting:

Craig to provide a priority list of work to be completed from money left to spend from the 5YA. **completed**

Craig and Jon to liaise with Jacqui Shearman re Home and School funding the playground upgrade project if not successful in the grant application. **completed**

The Initiative register to be updated on the landscaping and decking application.

Craig to split these out.

Steve to supply concept drawings of the playground and to prepare the grant applications. **completed**

Craig to obtain quotes for the decking. **completed**

Craig to approach the parent, enquiring whether a review of electricity use in the school could be done, and the outcome to be discussed at the next meeting. completed
Craig to prepare the procedure surrounding the Initiatives Register which needs to be finalised with the Board and then circulated to the Home and School.

Craig has this in hand.

Steve, Jon and Craig to sort out the financial policies/procedures. To be arranged
I&E Report under expenditure to be checked: staff salaries wages and sickness relief.
The formulas were incorrect, this has now been adjusted therefore showing the correct percentage.

The Treasurer requested that the financial report be sent to him prior to the board pack going out. completed

New reports to be explained to the Treasurer. completed

Signage for Administration area: this to be re evaluated. Jon McPhee to speak with Jacqui Shearman. *Craig to get more quotes.* carried

8. **Correspondence:**

• Inward

6 August Optimised Energy-Proposed scope of work
6 September Education Gazette Volume 89 Number 16
8 September Sophie Campbell re school house septic issue
10 September NZSTA re Canterbury earthquake
13 September NZSTA re strike action by secondary teachers
September Peter C Cranshaw newsletter
MOE – National standards resource

• **Outward**

26 August Jon McPhee to the Home and School re school playground upgrade
27 August Pub Charity applying for a grant for the computer equipment for 8 classrooms
8 September Craig Vidulich to Sophie Campbell re school house septic issue
Additional Correspondence
20 September Education Gazette Volume 89 Number 17
22 September STA News

*Chair moved that the Correspondence Inward as listed be accepted and that the additional Correspondence Inward and Outward be included.
Seconded by Mike Neville.*

9. **Meeting closure:**

10:20pm
27 October 2010.

10. **Evaluation, preparation for next meeting**

Meeting still took too long, possibly because of the new agenda.
Some members didn't mind the length of the meeting, as long as things are moving along.

Chairperson signature: _____ 27/10/2010