

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING  
HELD ON 23 February 2011 AT 7:30PM IN THE BOARDROOM**

1. **Present:** Steve Joss, Mike Neville, Craig Vidulich, Rebecca Thomsen, Paula Cull, Jon McPhee, Adele Neville (Minutes Secretary)

2. **Apologies:** Charlie Meyer lateness (7:45pm)

3. **Declarations of Interests:** None

4. **Strategic Decisions:**

- ERO

ERO are due 1<sup>st</sup> March 2011. Anne had met with Nicki, Charlie and Craig in mid January. Craig has been advised that there is now a third investigator. Craig went through the schedule of events with the board and a discussion was held. It was agreed that all board members attend the 4:30pm Thursday meeting. Jon McPhee is unable to attend and put in his apologies.

- Confirm the appraiser

The current appraisers quote has been increased. The board held discussion on what this fee covers and agreed it be worthwhile exploring a local appraiser to save costs. Craig informed the board that he had had a call from an appraiser from Blenheim who was offering his services. . It was agreed to source another quote from Garry Good, a retired principal from Levin. Once received Craig to email the three quotes to the board.

**FUTURE ACTION:**

Craig to obtain a quote from Garry Good and then email the three quotes to the board.

- Report back from corridor upgrade

Nothing significant to report as the 5YA figure comes in July, should know by the end of the month what the Ministry entitlement will be. The money tagged for Room 5 and 6 corridor is still available and will roll over.

- Enrolment scheme

The report had been sent to the Board. The board perused the map which made it clear where the boundaries are. This report is on file. The board agreed to accept this enrolment zone. The next step is to inform the school community and neighbouring schools.

**FUTURE ACTION:**

Craig to inform the community and all other local schools of the enrolment zone.

- Maori consultation feedback

This had been a good positive evening with five families attending. They are happy for Craig to report to the board on Maori achievement. The idea of putting down a hangi, sourcing local people to teach local traditions and teaching Te Reo was well received.

- Employment procedure

The revised procedure was adopted. Employment procedure was discussed and changes were made. Craig to email to the board when completed.

**FUTURE ACTION:**

Craig to make necessary changes to the employment procedure and email the board when completed.

- Annual targets

This report had been looked at as a staff. The 2011 Achievement goals were discussed. Craig to look at the percentages and then re-word the 2011 Achievement Goals using this data.

**FUTURE ACTION:**

Craig to look at the percentages and then re-word the 2011 Achievement Goals using this data.

- New teacher

Once the roll reaches 176 we are eligible for a new teacher. Tara Rountree is available to take up this role with the new entrants due in term 2. Maximum cost would be \$5k, but using the banking staffing will make this cost considerably less. It was agreed the board fund this cost for five weeks (part time) out of the strategic reserves.

- Lawn mowing contract

Two quotes had been received which were the same. It was agreed to use the current caretaker and accept his quote.

**FUTURE ACTION:**

Craig to accept the lawn mowing quote.

## 5. **Monitoring:**

- Finance

Jon McPhee moved that the creditors be passed for payment. Seconded by Rebecca Thomsen.

- Budget

After some discussion and changes to some ledgers it was agreed to adopt this budget for 2011. The school secretary to load figures into the MUSAC system.

**FUTURE ACTION:**

The school secretary to load new budget figures into the MUSAC system.

- Principal's report

As tabled. Paula asked about the stolen property. The replacement cost of the stolen goods would be around \$500.

The school has been gifted garden tools, a hydroponic system, a wood chipper and a rotary hoe.

- Home and School report

Big discussion had been held on the IR – the following priorities were made:

Most important was Yr7/8 technology, landscaping, senior school teacher aide, replacement of the BBQ's, and the purchase of a storage shed.  
Less important was the Wendy house, signage for the admin area, upgrading the pool area, and school hall.

The Home and School would love a new school hall which they realise will be a very costly venture.

Home and School have committed \$15k over the next few months to the school to get some of these initiatives off the register.

The board held a discussion and agreed to the following as top priority:

1. Year 7/8 technology (sewing machines) (budget may need to be upgraded)
2. Teacher aide for senior school

Steve to meet with Jacqui and Craig.

Events coming up:

A ladies afternoon high tea.

Mid year dance – 9<sup>th</sup> July.

FUTURE ACTION: Steve to meet with Jacqui and Craig.

- Initiatives register Covered.

#### 6. Identify agenda items for next meeting

Charter/Annual Goals

Role of the Chairperson

ERO review

#### 7. Adminstration

- Confirmation of Minutes
- The Chair moved the minutes of the last meeting be accepted with the changes as a true and accurate record of that meeting.

Seconded Jon McPhee

- Matters Arising
  - 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** **done**
  - Jon, Craig and Steve to meet and have a draft budget ready to present at the December meeting. **carried** **done**
  - Craig to put the State of the School report in the newsletter and have it placed on the website. **done**
  - Craig to make enquiries on cost of using a gang mower to mow the field. **done**
  - 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. **done**
  - Craig to arrange for Lee Ashby to give a ballpark figure on the upgrade of the Room 5 and 6 classrooms. **carried**
  - Craig to invite Ross Chalmers to visit the school to look at implementing an enrolment scheme. **done**
  - Jon to email the suggestions on the procedures of the IR to Steve. **done**

#### 8. Correspondence:

- Inward
- 16 December 2010 NZSTA Primary Teachers 2010-7  
Primary Principals 2010-5
- 21 January Circular 2011-02 MOE Education Circular – Additional payments & other benefits

- for Principals
- 25 January Circular 2011-03 MOE Education Circular – Settlement of the Primary Teachers' & Primary Principals' Collective Agreement
- 31 January Circular 2011-05 MOE Education Circular – Initiation of Bargaining; Support Staff in Schools' Collective Agreement
- 31 January Notification of Paid Union Meetings for Support Staff
- 31 January Education Gazette Volume 90 Number 1
- 1 February NZSTA Memo 2011-1
- 3 February NZSTA Memo 2011-2 Changes to Employment and Education Legislation
- 14 February Education Gazette Volume 90 Number 2
- **Outward**
- February First Sovereign for funding two wall mounted projectors in two classrooms and adding sound systems to existing classroom projectors for the amount of \$6,041.60.

Additional Correspondence Inward:

- 18 February ASB re term deposit maturing
- 21 February NZSTA Renegotiation of the Support Staff Collective Agreement
- 23 February Staff Thanking the board for funding the End of Year luncheon and the conference, and the heat pumps.

9. **Meeting closure:**

10:45pm

Next meeting 23rd March 2011

13<sup>th</sup> April

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

The meeting still took too long.

Chairperson Signature: \_\_\_\_\_ Date: 23/03/2011