

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

1. **Present:** Charlie Meyer, Craig Vidulich, Jon McPhee, Paula Cull, Rebecca Thomsen, Steve Joss, Mike Neville, Adele Neville (Minutes Secretary)
2. **Apologies:** None
3. **Declarations of Interests:** None.

4. **Strategic Decisions:**

- Charter/Annual Goals

After the discussion held at the last board meeting percentages have been added.

In discussion with ERO 'Reading Level/Ages' wording have been removed and replaced with the word 'Reading'.

Special Needs and Abilities was discussed and it was agreed that it is important to identify and include students who require this support.

The School Charter was discussed. A considerable amount of work has gone into this charter and it is a very detailed report. Craig would like to review and revise this document. The board then looked at the literacy and numeracy goals that Craig had included in his Principal's report. A discussion was held and some members would like to see more detail included, and to have the Charter more specific to Te Horo School. It was agreed to carry this item over to the next meeting.

FUTURE ACTION:

Members to bring their ideas back to the next meeting regarding the Charter.

- Role of the Chairperson

This is outlined in the Governance Policy. It was agreed to stay as status quo.

- ERO review

The unofficial oral report was positive. ERO spoke of excellent teaching staff, articulate children and the Principal's large contribution in the last 12 months. The school is now back on the regular cycle of 3 years.

- Health Survey

The Health and Physical survey results had been collated. 13 surveys had been received. This data will now assist staff in planning future Health and PE topics.

- Enrolment zone update

After the last board meeting a letter was sent to all the local schools'. There have been no replies, therefore no feedback is considered as a 'no objection'. Craig has been in touch with Ross Chambers asking questions on the criteria of who is included in the zoning. It was suggested a letter be written to the Otaki and Waikanae Kindergartens and Montessoris to give those parents a heads up of the impending enrolment zone, perhaps starting in term 3.

FUTURE ACTION:

A letter be written to the surrounding kindergartens and Montessoris giving them a heads up of the impending enrolment zone.

- Curriculum review
The board asked who chooses the themes; this is staff driven with input from students and parents; a theme usually lasts a term.

5. Monitoring:

- Finance report
Jon McPhee approved that the report be passed as tabled.
There is no furniture in Room 4 so discussion was held on how to finance this. The School house investment matured 20 March and it was agreed to use \$3000 of this money to purchase new furniture plus an extra \$1000 needed to fund the extra speakers in the classrooms that had not been included in the grant. The school house money, \$51340.16, has been reinvested on call at 3.15%. It was agreed to leave this money on call. It was also agreed to invest \$2,200 into Cyclical Maintenance when the next Ops Grant (due 1 April) comes in.
As the roll is now at 176 the teacher for Room 4 is now funded by the MOE. Jon McPhee asked that the creditors of \$9275.82 be approved for payment.
Seconded Paula Cull.

FUTURE ACTION:

School Secretary to arrange depositing \$2,200 into the Cyclical Maintenance account after the April 1st Ops Grant has been received.

- Principal's report
Items discussed earlier were: Literacy and Numeracy goals.
Craig had emailed to the board the Junior and Senior surveys that Carol Lynch had sent out. A small discussion was held.
The Chair asked for any questions on the Principal's report. Ten sewing machines have been purchased for the technology programme, see below under the Initiatives Register heading.
Craig Vidulich moved that his report be accepted.
Seconded Charlie Meyer.
- Home and School report
The committee had held their AGM 9 March. New Officers were elected: Chairperson Kylie Morete, Treasurer Jacqui Shearman (remaining) and Alison Joss Secretary. A number of new parents have gone onto the committee.
Craig acknowledged the huge efforts of the Home and School officers being Jacqui Simpson, Kylie Morete and Jacqui Shearman.
Fundraising projects are the Ladies High tea which is to be held May 22nd, followed by a Beerfest dance July 9th.
- Initiatives register
Priority 1 – Purchase of sewing machines, invoice has been presented to the Home and School for payment of \$3300.00. **Can now be closed.**
Priority 2 – Senior school teacher aide. \$2700 per term. **Can now be closed.**

Priority 3 – Home and School BBQ's, the purchase of two from LV Martins at a cost of \$1000 each. **Can now be closed.**

Priority 4 – Storage facilities for the Home and School.

Priorities 1, 2 and 3 will take the \$15k pledged, therefore priority 4 is on hold.

FUTURE ACTIONS:

School Secretary to update the IR closing off priorities 1-3.

6. Identify agenda items for the next meeting:

Charter

7. Administration:

- Confirmation of Minutes
Change in time of Charlie Meyer arriving – 7:45pm, not 8:45pm
The Chair moved that the minutes of the previous meeting, with the changes, are a true and accurate account of that meeting.
Seconded Mike Neville
- Matter Arising
- Craig to arrange for Lee Ashby to give a ballpark figure on the upgrade of the Room 5 and 6 classrooms. **carried**
- Craig to obtain a quote from Garry Good and then email the three quotes to the board. **done**
- Craig to inform the community and all other local schools of the enrolment zone. **done**
- Craig to make necessary changes to the employment procedure and email the board when completed. **done**
Hard copy attached in the board pack
- Craig to look at the percentages and then re-word the 2011 Achievement Goals using this data.
- Craig to accept the lawn mowing quote. **done**
- The school secretary to load new budget figures into the MUSAC system. **done**
- Steve to meet with Jacqui and Craig in regard to the IR. **done**

8. Correspondence:

- Inward
 - 28 February NZ Gazette Volume 90 Number 3
 - 8 March 2011 ASB Term Deposit 075 to mature
 - NZSTA School Governance Conference
 - 14 March NZ Gazette Volume 90 Number 4
 - Outward
 - 7 March Otaki College, Waitohu, Otaki, Waikanae, St Peter Chanel and Kapanui Primary Schools
 - Te Horo School Proposed Enrolment Scheme
- Additional Inward:
- 22 March NZSTA Memo SSCA2011/2 Claims for Support Staff Collective Agreement
 - ASB School house money maturing
 - Controller and Auditor General effective reporting on students' progress and achievement

9. Meeting closure:

Meeting closed at 9:29pm

Next meeting: 13 April.

10. Evaluation, preparation for next meeting

Finished early, and the biscuits were appreciated.

Chairperson signature: _____ 13 April 2011