

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING  
HELD ON 25 August 2010 AT 7:30PM IN THE BOARDROOM**

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

2. **Apologies:** None

**KEY BUSINESS**

**3. Room 2 progress, numeracy**

The board felt that the report circulated was impressive. There was an error of recording: 21 children should read 15. The board went into discussion on further testing to alleviate this happening again. It was explained that there would be monitoring happening all the time, talking with parents, and programmes organised.

**4. 5YA Update**

Craig had met with Lee Ashby, the schools property consultant. The school is drawing towards the end of the 5YA. There is a balance of \$33k to spend and some projects that need urgent attention. After a walk around the following were noted for attention: replace the water fountains, tidy up Rooms 5/6 corridor, install heat pumps in Rooms 1,2 and 3, and look at repairing Rooms 7/8 doors in the next year's money. Board asked that a priority list be prepared to see the money spent wisely.

**FUTURE ACTION:**

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

**5. Playground/pool fences**

Two quotes have been received for the pool fence; \$5895 + GST, \$6810 + GST. After some discussion it was agreed to tie the new pool fence in with the playground upgrade. Plans were suppose to be ready for tonight's meeting, but they did not arrive. It was unanimous that the playground is a priority and work needs to be started asap so this was discussed at length. It was agreed to apply for a grant for the playground upgrade to include the pool fence, but if not successful to approach Home and School.

'Xtendas were also discussed and the board agreed to also apply for a grant, if not successful then the School House money is tagged for this.

Steve to supply concept drawings and to prepare the grant applications.

Craig to obtain quotes for the decking.

**A resolution was passed at this board meeting to apply for a grant to cover the upgrade of the new playground, including the pool fence.**

**A second resolution was passed at this board meeting to apply for a second grant to purchase 8 xtenda's.**

*Moved by Craig Vidulich to apply for these grants.*

*Seconded by Steve Joss.*

**FUTURE ACTIONS:**

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

The Initiative register to be updated on the landscaping and decking application.  
Steve to supply concept drawings of the playground and to prepare the grant applications.  
Craig to obtain quotes for the decking.

#### **6. Power audit**

Kimbell McHugo had visited the school to carry out a power audit. The school consumes a lot of power around \$12k per annum. Kimble can provide a complete review of electricity use in the school at a cost of \$1406.25 inclusive of GST. The board went into discussion where it became apparent that a parent may be able to carry out this review. It was agreed that Craig approach this parent.

#### **FUTURE ACTION:**

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.

#### **7. Teacher Aides term 4**

Home and School debated this at their last meeting and agreed to fund a teacher for term 4 in the senior school. This initiative has now been placed on the register and the IR committee have approved it.

Discussion was held on how the IR works, and it was felt that this needs to have very clear guidelines/procedures.

#### **FUTURE ACTION:**

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.

#### **8. BoT Training 1 September-Self Review**

Juliana Mansfield, chairperson of Manakau school will bring 4 members plus herself to the scheduled meeting, next Wednesday at 7:00pm at Te Horo School.

#### **9. Fundraising**

Jon McPhee spoke on feedback heard from the wider community that the school seems to be doing a lot of fundraising. The board held a discussion on this.

#### **10.Policies/Procedures**

Draft samples had been forwarded to the members and a discussion was held on the changes that had been made. It was agreed there is still work to be done on terminology and that procedures read as they are to be carried out.

#### **FUTURE ACTION:**

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

### **GOVERNANCE MATTERS**

#### **11. Minutes of Previous Meeting**

Alterations: Under Room 2 students 'bought' change to 'brought'

Under ICT provider 'trailed' change to 'trilled'

Under GB: Future Action 'literacy' to read 'numeracy'

Added: Policies and Procedures – add 'provided that they get to approve the associated procedures'

The board went into discussion on the board calendar.

- ✓ Inquiry theme booklet is being developed.
- ✓ Legal responsibilities; hoping to have guidance after the board training on Self Review 1 September. Nag 6 to be emailed to members and then to be discussed at the next meeting.

Board of Trustees fees: staff would like to use this money for Literacy eg SRA for Junior and Senior, PM level three writing, readers for junior area, dictionaries, thesauruses, teacher aide literacy activities. Again the staff are most grateful to the board for this very generous gesture.

FUTURE ACTION:

Nag 6 to be emailed to members and then to be discussed at the next meeting.

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

## **12. Matters Arising**

### **Carried over from the June meeting**

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 10<sup>th</sup> June which was forwarded onto board members.**

**After discussion at the 22<sup>nd</sup> 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.**

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

### **Items to be completed for August meeting**

Craig to approach Mark Scrimshaw to see how he is going on the plans. **done**

Craig to obtain quotes for the decking by the pool area, and price for new fencing.

**Fencing quotes done but decking quotes still needed**

Craig to obtain quotes on fountains, and getting taps fixed. **done**

Jon to do some more research on the xpander system and report back to the board. **done**

Mike to obtain more quotes for the xpander and computers to be able to apply for a grant. **done**

Craig to write up some draft procedures to tie in with the policies and will present these at the next meeting. **done**

Jon and Craig to meet and revisit the budget. **done**

Craig to hold a discussion with Allie on the room 1 issue. **done**

Mike to update the board at the next meeting on the resources the teachers have agreed on. **done**

Craig to investigate if there could be a workshop in this area and ask other local schools if they are interested in attending. **done**

School Secretary to update the IR and send to the IR committee. **done**

Craig to give update on Room 2 numeracy programme at the next board meeting. **done**

### **13. Correspondence**

Inward:

30 July NZSTA Memo 2010/12

11 August NZSTA Memo Caretakers 10-2

Settlement for the School Caretakers and Cleaners Collective Agreement

### **Outward**

30 July Room 2 from Mr Vidulich

Additional correspondence inward:

20 August NZSTA Funding of NZPF public campaign

24 August NZSTA Primary teacher Collective Agreement Negotiations – revised offer  
STA News August 2010 Issue 206

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

*Seconded by Paula Cull.*

### **14. Financial Report**

Term deposit 0075 matured on 20 August 2010. This has been reinvested for a further 120 days at 4.80%. This will mature on 20 December 2010.

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

I&E Report: Under expenditure to be checked: staff salaries wages and sickness relief.

Jon would like explanation on the new reports that have been prepared by Barbara Hartley.

*Jon McPhee moved to accept the financial report and creditors to be paid.*

*Seconded by Charlie Meyer.*

FUTURE ACTION:

I&E Report under expenditure to be checked: staff salaries wages and sickness relief.

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

New reports to be explained to the Treasurer.

### **15. Initiatives Register**

An initiative was added 25 August – Teacher Aide for the Senior school.

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

FUTURE ACTION:

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

### **16. Principal's report**

Year 7 technology programme was discussed. This will be easier to run next year when the teacher has a class of Year 7/8. Ministry approval will be sourced for 2011.

RCDC points for Rooms 7/8 are needed and this will be an expensive item.

*Craig Vidulich moved his report be accepted.*

*Seconded by Charlie Meyer*

## **17. Home and School Report**

Big discussions were held on Paddy's Mart.

Small discussion was held on trial bike ride. Home and School are not in the calendar for next year with the bike club so have missed out. Looking at the 2012 calendar.

Discussion was also held on teacher aide and the initiatives register.

## **18. Close/ Next Meeting**

Meeting closed at 10:22pm

September 22<sup>nd</sup>, 2010

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To be completed for the September meeting:

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Chairperson signature: \_\_\_\_\_ 22/09/2010