

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD ON 25 MARCH 2010 AT 7:40PM IN THE BOARDROOM**

1. **Present:** Bryce Grant, Steve Joss, Jon McPhee, Craig Vidulich, Mike Neville, Charlie Meyer, Adele Neville (Minutes Secretary)
2. **Apologies:** Andrew Rider (lateness) arrived 8:30pm.

KEY BUSINESS

3. Strategic Plan

a. Sign off 2010 Strategic Plan

The Charter is a living document, but some items may alter once a community meeting has been held. This document should be displayed in the school foyer and appear on the website. The board went through the Strategic Plan and discussed alterations. Principal to email members the curriculum targets for the next board meeting.

FUTURE ACTION:

Principal to email members for the next board meeting the curriculum targets.

b. Achievement Targets for 2010

Principal shared the results on the Gloss Numeracy test carried out this term using the report that the Deputy Principal had prepared. There is 36% of Year 3 & Year 5 pupils who are currently working below the numeracy benchmark. These children will be monitored. An update report will be given in term three of the children with 'cause of concern'. The staff rep explained how Gloss results are achieved. (This is a teacher/pupil interview that provides numeracy strategy and knowledge stages for each student). These results will be put into the newsletter and will be available to view on the website. Another test will be carried out in the middle of the year. Report formats were discussed as Te Horo School will be changing theirs this year.

FUTURE ACTION:

Achievement target results to be put into the newsletter and will be available to view on the website.

c. Charter

Has been covered.

GOVERNANCE MATTERS

4. Minutes of Previous Meeting

The board asked if anymore information was available on the financial services that the Principal was looking into. The Auditors had been in and had informed Craig there is a firm in Levin that carry out this service. Principal would like to investigate more.

Changes-

To read: 'Upcoming elected members BOT allowance should be included in the budget.'
Remove 'Kiwisport which replaces SPAR was discussed''

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

Board were unanimous.

Seconded by Jon McPhee.

FUTURE ACTION:

Principal to investigate the financial services that are available in Levin.

5. Matters Arising

Items carried over from the June meeting

6. Andrew Rider to confirm policies for Mike Neville to have on the website

More work to be done to the board website page and to remove BoT members phone numbers AR carried
MN ✓

Items carried over from the July meeting

- 1a Jon McPhee would like the financial policy/procedure circulated for robust critiquing with the view of this being signed off for the next meeting.
Adele Neville also to check over the procedure.

JMcP
AN carried

Items carried over from the February meeting

1. The Chair to rewrite Strategic Objectives so that Nags 1,3,4 and 5 can get signed off this year. CV ✓
2. The Principal will provide analysed student achievement data to the BOT. CV ✓
3. The Chair and Principal meet to make the necessary alterations to the Strategic Plan. CV/AR ✓
4. The Principal would like to explore the Financial service package more. CV carried
5. School Secretary to put the budget figures in the MUSAC system. AN ✓
6. The Principal investigate into internal technology being held at Te Horo School and report back to the board before the next meeting. CV ✓
Ministry has approved recapitation and given Te Horo .1 staffing per week, free to use as the school wishes, 1/2 a day a week. Just waiting on the official letter.
The Principal then shared the Year 7 Technology Overview for 2010.
7. School Secretary to update the Initiatives register. AN ✓
8. More investigation on new turf was necessary and another quote would be needed to apply for a grant. CV ✓
Still waiting on number 3 quote, agreed to go ahead with the two.
9. The Principal to approach an outdoor educator re EOTC for the Year 7's. CV ✓
Principal presented to the board the programme from 'Capitivate' who agreed it was a very reasonable venture. The board were keen to use this facility.
10. The Principal and Treasurer to attend the next Home and School meeting, 16th March. CV/JMcP ✓
The Principal attended this meeting, as the Treasurer was not available.

6. Correspondence

Inward:

February	STA News Issue 200
25 February	NZSTA Review of transferring employee requirements under the ERA
1 March	NZSTA Discipline Forum
3 March	NZSTA Support Staff Collective Agreement Application
5 March	Orchard Joinery Quote
5 March	NZSTA Employer Views on Teachers' & Principals' Collective Agreements
8 March	Education Gazette
9 March	NZSTA – National Council Elections
9 March	NZSTA – AGM 10 July
	NZSTA – School Trustee Elections

OUTWARD

11 February	First Sovereign – Complete audit on netbooks
11 February	First Sovereign – Complete audit on Support Teacher
11 February	Endeavour Community Trust – Complete audit on shade sail
8 March	Gillian Johnson – New appointment

Additional correspondence inward:

February	Sign it by Safety Signs Ltd
	NZSTA 21 st Annual Conference 9-11 July
March	STA News Issue 201
18 March	First Sovereign – application decline for sound system

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

7. Financial Report

As tabled.

Most of the sewage money has been paid out. There is a final meeting next week, then the balance will be requested and then this project will be closed off.

Jon McPhee to attend the next Home and School meeting to discuss the budget and the Initiatives register. He would like to take a variance of funding (Operations Grant) to that meeting on what a decile 1 school with 128 pupils would receive.

As the treasurer does not have a net code the board agreed that the Chair and Principal pay the creditors this month.

Jon McPhee moved to accept the financial report.

Seconded by Andrew Rider.

FUTURE ACTION:

Jon McPhee to attend the next Home and School meeting to discuss the budget and the Initiatives register.

The Principal to obtain information of the funding a decile 1 school with 128 pupils would receive.

8. Initiatives Register

The Initiatives register was discussed as its function seems to be clouded. There were various reasons why the IR was created but this doesn't seem to have been passed on to the Home and School committee by their executive. They were;

1. So spending was aligned with the vision and direction via the Strategy and Annual plan and get rid of the existing "wish list" process
2. Our change to a decile 9 school resulted in a reduction on operational funding so the BoT intended to seek more funds from external charities to make up the shortfall. Unfortunately these bodies will not fund operational shortfall but they will projects so a meeting was help between the H&S and BoT executives to discuss receiving an operational "top up" from the H&S and use the charity money to fund the projects the H&S had historically funded.

The IR has worked effectively over the last year with a total of \$28,784.19 worth of projects being actioned through it. This has been a mix of H&S, Bot and external charity funded work. The issue seems to be that status of these projects (and their subsequent successes) are not being brought to the H&S meetings.

An idea was mooted that as the staff know the priorities for the school maybe they should be driving it. A discussion was held. The Principal and Chair agreed that a member from each body still needs to be on the committee so, Jon McPhee, and H&S rep (currently the Treasurer), staff rep will remain on the committee and it will be driven by the Principal. There is also a draft procedure that was written up when the IR was first established. This will be circulated to all interested parties ASAP.

FUTURE ACTION:

Jon McPhee to look into the procedures of how the initiatives register works.

Principal's report

As tabled.

Board calendar was discussed and School Secretary to add the next two years. To change the calendar to read 'Specific Actions/Self Review'.

An error had been made in the Principal's report. 'We plan to teach French and Spanish for terms 2 and 3' not terms 2 and 4.

'Coffee mornings with the Principal' was discussed. A great way to introduce new parents, and keep up good relations.

Principal asked if Room 2 could have a projector supplied. This to be placed on the initiatives register as a BOT funded project.

Second hand astro turf was discussed. As it is not going to be used in its current state it would be ideal for around the school swimming and to offer the remainder to the local Kindergarten.

Craig Vidulich moved his report be accepted.

Seconded by Mike Neville.

FUTURE ACTION:

School Secretary to add the next two years on to the Board calendar and make the heading alteration.

Projector to be placed on the initiatives register as BOT funded. Mike Neville to obtain a quote from the supplier.

10. Staff report

The role of the staff representative was discussed.

The Allcock's send their thanks to the board for their support when Jamie's dad passed away.

11. Home and School Report

The Principal had attended this meeting. Jon McPhee was to attend with the Principal but was called away on business and will attend the next meeting.

12. General Business

a. Astro Turf/Junior Playground

A resolution was passed that a request be made to a charity for the funding of Astro turf for outdoor activities at Te Horo School for the amount of \$18,000.00.

The vision for the junior area was discussed. It was agreed that Andrew Rider, Steve Joss and Craig Vidulich meet in the holidays to devise a plan for this area to discuss at the next meeting.

Arborists have been in to look at the Redwood tree in the junior playground who have both stated they are reluctant to chop the tree down, but advised it could be limbed up to let more light in.

FUTURE ACTION:

Andrew Rider, Steve Joss and Craig Vidulich to meet in the holidays Wednesday 7th April 5:00pm to discuss a plan for the junior playground.

c. School house

Andrew Rider had had a phone call from the company who is handling the disposal of the school house. They have asked that the board approve to boundary adjustment to include the bush reserve. He stated that the board would be very reluctant to let this area of land go. The board held a discussion. The Board were unanimous that the land not be given up and the company needs to present alternative options.

d. Dental clinic

The Principal was approached by a parent who would like to purchase the existing dental clinic. After some discussion the board felt that the building was a potential resource. Principal to talk to the parent.

FUTURE ACTION:

Principal to talk to the parent in regard to the dental clinic.

The Board thanked Bryce and Marg Grant for the BBQ held at their property for the staff and Board of Trustees.

13. Close/ Next Meeting

Meeting closed 10:10pm.
Wednesday 21st April 2010

Items carried over from the June meeting

6. Andrew Rider to confirm policies for Mike Neville to have on the website AR carried

Items carried over from the July meeting

- 1a Jon McPhee would like the financial policy/procedure circulated for robust critiquing with the view of this being signed off for the next meeting. JMCP
Adele Neville also to check over the procedure. AN carried
The Principal would like to explore the Financial service package more. CV carried

Items to be completed for the April meeting

1. Principal to email to members for the next board meeting the curriculum targets. CV
2. Achievement target results to be put into the newsletter and will be available to view on the website. MN
3. Principal to investigate the financial services that are available in Levin. CV
4. Jon McPhee to attend the next Home and School meeting to discuss the budget and the Initiatives register. JMCP
5. Jon McPhee to look into the procedures of how the initiatives register works. JMCP
6. The Principal to obtain information of the funding a decile 1 school with 128 pupils would receive. CV
7. School Secretary to add the next two years on to the Board calendar and make the heading alteration. AN
8. Projector to be placed on the initiatives register as BOT funded. Mike Neville to obtain a quote from the supplier. AN/MN

9. Andrew Rider, Steve Joss and Craig Vidulich to meet in the holidays Wednesday 7th April 5:00pm to discuss a plan for the junior playground.
10. Principal to talk to the parent in regard to the dental clinic.

CV/SJ/AR
CV

Signature: _____ **Date:** 21/4/2010

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