

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD ON 25 May 2011 AT 7:35PM IN THE BOARDROOM**

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

Steve Joss welcomed Mariette O'Sullivan (a parent) who came to speak about the use of sprays around the school. She would like to see organic sprays introduced as she has concerns with pesticides being used and would be prepared to source the products. She has concerns of all products used, ie cleaning materials etc. The board informed Mariette that there is always a cost factor in a change as big as this but that they would consider her request. Mariette thanked the board for their time and left the meeting at 7:45pm. The board held a discussion and agreed that organic spraying is labour intensive and expensive. Craig to investigate how many schools are organic, how many chemicals/perticides are being used at Te Horo and to do a comparison price on organic products. A letter to be written to Mariette that it was agreed to investigate some options.

FUTURE ACTION: Craig to investigate how many schools are organic, how many chemicals we are using, a comparison price on organic products and a letter be written to Mariette.

3. **Declarations of Interests:**
None

4. **Strategic Decisions:**

- Report back on Charter
The board had perused the Charter and Craig thanked them for their input. After some discussion some changes were made.
Craig to send this document off to the MOE with the changes.

FUTURE ACTION: Craig to send the Charter off to the MOE.

- Review Nag 4
Craig asked for any feedback on this Nag that had been reviewed. Changes of wording were discussed and made.
- Roles
The Board agreed to keep the roles as they are but make it an agenda item for the next meeting.
- Transformer
The work has been completed. The final bill has yet to be received and we are still chasing up the reimbursement.
- Enrolment zone/5 year old places
A letter had been received from Jaan Marshall of the MOE who has given the school an enrolment zone date.

A very long discussion was had around families who had pre-enrolled and visited the school. The Board recognised that there were several children who had expressed interest in starting at Te Horo school this year. All members had read the Ministry letter received last week which set out very clear conditions for the enrolment scheme. For example, *"From this date non-enrolled students that live out of zone have no right of enrolment even if an enquiry had been made previously"*

After a lot of thought and consideration the board held a vote on whether to accept the out of zone children who have completed a pre-enrolment form (7 children) be accepted into our school.. The vote 6 to 1 by the BoT follows the letter from the MOE that the enrolment zone is effective at 6 June 2011 and out of zone children from this date are not accepted. The BoT also determined that there will be spaces for out of zone siblings turning 5 in 2011. The exact number of places will depend on the number of applications received from students who live in the home zone.

Craig to contact the parents who will be affected by this date.
Craig to contact Ross Chambers re advertising date of the scheme.

FUTURE ACTION:

Craig to make contact with the parents who will be affected by the enrolment zone date.

Craig to contact Ross Chambers re advertising time span.

- **Mission Statement**

A committee be formed of some Board members, Staff member and Home and School members to meet and discuss this. A meeting to be organised for 15th June. Craig to make contact with Home and School.

FUTURE ACTION:

Craig to make contact with Home and School.

Manakau School Recapitation

The letter regarding recapitation had been received. Craig to write a letter wishing them all the best.

FUTURE ACTION:

Craig to write to Manakau School wishing them all the best on their quest for recapitation.

- **Report back from the 5YA property meeting held 17 May**

Craig thanked the board members that attended this meeting and that he appreciated their input. Eric Ashby had submitted the 5YA property project programme and the 10 year financial property programme.

Plan this year is to do heat pumps in remaining classrooms, remodel rooms 5&6 corridor and Rooms 1,2, and 3.

At this board meeting the 5YA and 10 year financial property programme was approved.

A letter to be sent to the Ministry

FUTURE ACTION:

Letter to be sent to the MOE signed by the Chair.



5. **Monitoring:**

- Finance

0073 investment is maturing 31 May. At present it is earning 5%. Office Manager waiting on rates from ASB. Once received will send rates to Jon and if rates are acceptable reinvest for a further 100 days.

Budget review is due in July and there are areas that need adjusting due to the roll growth.

Time spent at school by Norrcom was discussed.

The server needs looking at as most of the space has been used. A clear IT development plan is needed and an area that needs to be budgeted for.

Jon asked that the banking staffing monetary value be put on the financial report.

Jon asked Creditors of \$11803.36 be approved for payment.

With Charlie absent it was agreed that Craig pay the creditors with Jon.

Seconded: Paula Cull

- Principal's report

The Main Security account was discussed. It was agreed that Craig write a letter to Main Security advising we wish to sort the issue out, if no response we consider the matter finished it has been ongoing for some time.

Craig has received quotes for new taps in the toilets, one quote was to replace 4 taps in the junior school and a grease and to alter the flow on ball valves in the senior toilets, the second quote was to renew all taps. The board agreed to pursue this.

A discussion was held on what a 'serious accident' is and these be included in the report such as knocks to the head, broken bones etc.

FUTURE ACTION:

Craig to make contact with Main Security.



- Home and School report

There had been positive feedback re the ANZAC service, especially the excellent role the older students carried out.

- Initiatives register

Jon declared an interest as his daughter is one of the students playing the flute this year.

Flutes and clarinets need to be prioritised, the board agreed that this initiative should be a high priority. A suggestion was to pursue 2nd hand instruments and Yemma be asked to look into this. Steve would need this information prior to the next Home and School meeting which is next week. The Board allocated an amount of \$2500 to spend.

Office Manager to make the following updates to the IR:

Action - upgrade the transformer.

Apply - heat pumps.

Action - hockey equipment and netball uniforms.

Signage is closed off.

Change the order – 1 at the top.

FUTURE ACTION:

Office Manager to update the IR.

Craig to ask Yemma to look at 2nd hand instruments.

6. Identify agenda items:

All Roles
Mission Statement
Review Strategic Goals
Numeracy
Mid year review
Reporting to parents
IT strategy

7. Administration:

- **Confirmation of Minutes**
The Chair moved the minutes of the last meeting be accepted as a true and accurate record of that meeting
Seconded Mike Neville

- **Matters Arising**
 - Craig, Paula, Steve and Jon to meet to formalise the Charter.
 - Craig to invite Nicky (DP) if she would like to be involved in the above.
 - Craig to make these alterations for the Chair to sign off.
 - Steve to apply to Pub Charity and Community Trust for the upgrade of the transformer and for 6 heat pumps.
 - Craig to contact Lineworks to carry out the upgrade.
 - Mike to advise staff of the resolution passed that staff will not be able to cash up annual holidays.
 - School Secretary to update the IR once the initiatives have been received.

8. Correspondence:

- **Inward**

14 April	Lineworks & Stone Ltd	Quotation acceptance
26 April	Education Gazette	Volume 90 Number 7
30 April	Manakau School	Recapitiation of Manakau School (1 to Craig, 1 to Charlie)
09 May	MOE	Annual reports for 2010
9 May	Education Gazette	Volume 90 Number 8
10 May	Pub Charity	Re request for donation
13 May	MOE	Cash reimbursement for unused staffing (2010)
	IRD	Moores Meadow Trust GST return 01/11/2010-30/04/3011
16 May	MOE	Enrolment Scheme
19 May	ASB	0073 maturing 31 May 2011

- **Outward**

14 April	Paula Cull	Thanking Susanne McCardle re mission statement
14 April	Pub Charity	Application for power transformer
14 April	NZ Community Trust	Application for heat pumps x 6
15 April	ERO	Response form
15 April	MOE	Enclosing financial statements and audit report for 2010
3 May	MOE	Enrolment zone information

9. **Meeting closure:**

10:55pm – Next meeting June 22nd (changed to 28th June)

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

Meeting long, but that was due to a good discussion on the enrolment zone.

Signature: _____ Date: 28/6/2011

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