

4. ICT provider

Mike and Craig showed the board an xpander machine being trialled in Room 5 for 4 weeks, which is on loan from Norcomm. An expander is operated by one box (which acts as a mini server) which is what you pay for. The system can run up to 7 screen at a cost of \$2900 including GST. Jon would like to do some more research on this system and will report back to the board.

Craig had visited Waikanae School who uses this system and they have nothing but praise for it and explained that Norcomm are education focussed and they service nearly every school on the Kapiti Coast.

When Norcomm visited the school they found that the server had a virus, so have been back servicing the machines and troubleshooting. They charge no travel, and their monthly fee is \$273.00, which gives the school 4 hours a month. If these hours are not needed then the school can look at re-adjusting the contract and vice versa if more hours are needed.

Mike has started a book for any problems the staff may with their computers, so when Norcomm come a list is ready for them.

The Board agreed the school engage Norcomm as the ICT technical support.

Craig asked that at the end of the trail in Room 5 he would like to make a decision as he feels this school is under resourced with computers. Once a list has been compiled of what the school needs, then quotes will be needed and then apply for a grant. If the school is not successful with the grant application then approach Home and School.

FUTURE ACTION:

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

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

5. Policies/Procedures

The Board held discussions on these. Charlie asked should there be a police vetting procedure. Craig explained there are now new guidelines that have come out regarding this. Rebecca enquired about having a procedure for the employment of short term teachers (ie for a term). Craig explained that a procedure for this is not necessary. Craig has changed the documents of double negatives which was mainly in the operational and showed the board how a procedures ties in with a policy. The board agreed to the format provided that they get to approve the associated procedures and now Craig will write up some draft procedures to tie in with the policies.

FUTURE ACTION:

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

6. National Standards

The NZEI had sent a flyer to the school on National Standards and the role of Boards of Trustees. As this issue has not gone away Craig felt it time to ask questions and seek clarification from the board.

Mike explained that the NZEI felt there should have been a trial on the National Standards as there are gaps and some issues. The Chair feels the school needs to meet their legal obligations. He felt that after the portfolios went out at the end of term 2, the positive feedback

that was received from the community showed that this school is achieving and the community are happy.

Using the National Standards does help to identify children that are under achieving. The board held a very robust discussion.

7. Teacher Term 4

Employing a teacher for term 4 was discussed. An idea was mooted that the said children go to the new teacher in the morning for numeracy and literacy and return to room 1 for the afternoon. The board expressed they were concerned that Room 1 is physically not big enough to accommodate so many children and felt that the resettling into the classroom for these five year olds could be difficult.

Jon asked how would this teacher be funded and Craig explained that there is possibly banking staffing saved up.

Jon feels it is time to revisit the budget due to the roll increase.

It was agreed Craig hold a discussion with Allie on the room 1 issue.

FUTURE ACTION:

Jon and Craig to meet and revisit the budget.

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

8. Board fee donation

After much deliberation the staff would like to use the money for a Literacy focus. Each class now has the opportunity to come back with what they need/want. The teachers are very grateful to the board. Mike will update the board at the next meeting on the resources the teachers have agreed on.

FUTURE ACTION:

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

9. BoT Training dates

Board agreed to attend T102/103 – Key Documentation, Review Performance training. This workshop is to be held on Tuesday 17 August 6pm-8pm in Lower Hutt. Craig to investigate if there is could be a workshop in this area and ask other local schools if they are interested in attending.

FUTURE ACTION:

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

10. Minutes Principal Signing delegation

At the moment Craig is not permitted to sign any capital property projects documentation so he asked that a resolution be passed that Charlie, Craig or another board member (Steve) have signing authority.

At the Board of Trustees meeting on the 28th July a resolution was passed that the Chair, or the Principal or Steve Joss can have signing authority on any capital property projects with the MOE.

GOVERNANCE MATTERS

12. Minutes of Previous Meeting

There was a change in the minutes:

Under Minutes of Previous meeting the word 'Acting' has been added.

Jon McPhee 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 Paula Cull

13. 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 10th June which was forwarded onto board members.

After discussion at the 22nd 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 July meeting

Craig to re-word the documents of double negatives.

completed

Copies of the procedures to be sent around the board members.

completed

Craig to apply to Pub Charity for grants for Ski Camp and Wgtn Experience.

completed

Craig to email Sharon O'Conner re heat pumps being included in the 5YA.

completed

Mike to obtain a quote from Andrew Sloper for his cost to be the IT trouble shooter for the school.

completed

Craig to enrol the teachers into the 2011 conference.

completed

Term deposit expiry dates to be added to the financial summary.

completed

School Secretary to make sure Jon has the report in plenty of time to familiarise himself with the data.

completed

An email sent to parents to remind them that CCC was happening that week.

This is put in newsletter and whiteboard and will be emailed prior.

14. Correspondence

Inward:

28 June Ashby Property Services – Board of Trustees Signing Delegation
NZSTA-Primary Teachers Collective Agreement (PTCA) Negotiations

2 July NZSTA-End of term 2 catch up

8 July Contact – correction made to metering details
19 July Contact-Heather Flaws breakdown from 12/06/2008-12/07/2010
MOE – Board’s Role in Student Achievement Workshops
July STA news Issue 205
NZSTA – New Skills for New Boards-Professional development
Moore’s Meadow Trust bank statement

Outward

1 July Pub Charities applying for a grant for Year 6 and Year 7 camps

Additional correspondence inward:

25 June Auckland Primary Principals’ Assn – National Standards
23 July MOE – Approval to use Electronic Attendance Registers
28 July NZSTA – Health & Safety Matters
July 2010 NZEI National Standards and the Role of Boards of Trustees

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

Seconded by Paula Cull

15. Financial Report

The creditors list is now printed off from the ASB which will now be the report presented to the board each month for signing off.

Craig spoke to the board on our power account which is incredibly high. The ideal solution is to look at installing heat pumps in all classrooms.

Jon McPhee moved to accept the financial report and creditors be moved for payment.

Seconded by Charlie Meyer

16. Initiatives Register

School Secretary to update the IR. Once updated this is to be sent to the IR committee.

FUTURE ACTION:

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

17. Principal’s report

All that Craig wished to discuss had been talked about throughout this meeting. Craig asked if the Board had read the newspaper written by the Year 7 children. They all agreed it was a very interesting read and well done to Year 7.

Craig Vidulich moved his report be accepted.

Seconded by Charlie Meyer

18. Home and School Report

Paula and Craig had attended the meeting. Discussions were held on Paddy’s Mart, lunch orders, and Teacher aides. They are trying to organise the trial ride for next year as there was so much disappointment that this didn’t happen this year. They are endeavouring to get more parents involved in Paddy’s Mart and have organised a morning tea inviting new parents.

19. General Business

Jon had had a letter from the Charities commission to file a return on the Moores Meadow Trust.

The trust still needs Craig added to it, plus a representative from Home and School. Jon would like the board to think about this.

Craig to give update on Room 2 numeracy progress at the next board meeting.

FUTURE ACTION:

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

20. Close/ Next Meeting

25th August 7:30pm

Chairperson signature: _____ 25/8/2010

EMVA