

## **TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 28 June 2011 AT 7:30PM IN THE BOARDROOM**

1. **Present:** Charlie Meyer, Craig Vidulich, Steve Joss, Paula Cull, Rebecca Thomsen, Jon McPhee, Mike Neville, Adele Neville (Minutes secretary)  
Visitors: Allie McHugo and Nicky Allcock

2. **Apologies:** None

3. **Declarations of Interests:**

Jon McPhee declared his interest on the musical instrument discussion due to his Daughter being without a flute. .

4. **Strategic Decisions:**

- **Mid year reporting on Student Progress**

The Chair welcomed Nicki Allcock and Allie McHugo to present the analysis of writing, essential lists spelling, reading and numeracy that are based on end of year expectations. The board discussed 'at risk' cohorts and were informed that these children will get support which will help them achieve the benchmarks by the end of the year.

After some discussion it was agreed that a trained teacher who could come in and work half a day would be ideal to support these children.

Craig to email Mike Kelly (MOE) for a prediction on how much staffing we can use. The steps between stages, especially numeracy, were explained to the board that the learning required is substantial and therefore may stretch over two or three year groups.

Conclusions and next steps are included in this months pack.

The Chair thanked Nicki and Allie for presenting the data and making it so clear.

The ladies then left the meeting.

**FUTURE ACTION:**

Craig to email Mike Kelly (MOE) to predict how much banking staffing can be used to fund a part time teacher.

- **All Roles**

All roles were reviewed.

Chairperson has been discussed at an earlier meeting.

Treasurer is still an important role. Jon to keep this role and keep close contact with Craig.

Home and School rep – Paula is doing a great job.

- **Mission Statement**

The Mission Statement has been accepted well – 'Our children, Our community, Our future. Oral feedback has been received in regard to the statement and it has been very positive. A parent is looking at doing a mural depicting the journey of learning at Te Horo.

- **Review Strategic Goals**

MOE is very happy with Te Horo School as the National Standards are mentioned in the Charter.

- **Numeracy review**

This was in the discussion in mid-year reporting and has been streamlined. Craig to email Teacher handbook Numeracy Best Practice to the board.

**FUTURE ACTION:**

Craig to email Teacher handbook Numeracy Best Practice to the board

- **IT strategy**

Jon and Mike had met and have started to develop the IT strategy. The replacement server was discussed as it is near its capacity, even with an external hard drive. Jon and Mike to do some more investigation work on this issue. Cloud was also discussed as this technology/infrastructure is already available.

As Otaki College is to be the hub of a centralised server which will feed into other local schools Craig to make contact with John Kane, and Mike to discuss with Norrcom how far away the hub is and what to do with our server.

We are looking at joining up with Assembly next year (a student manager programme.)

**FUTURE ACTION:**

Craig to make contact with John Kane re Otaki College being the hub for a centralised server.

Mike to hold a discussion with Norrcom how far away the hub is and what to do with our server.

- **School Fees (Steve Joss to speak on Alison Joss's behalf)**

Alison Joss asked if the board could look at the level of the school donation and to increase this in 2012. As the Home and School are currently fundraising for a new hall if the donation was raised then this money could be used for other projects instead of Home and School financing these. The board held a discussion on this issue.

After much discussion the Chair moved a motion that at the start of term 1 2012 the school donation will be \$75 for one child, \$125 for two children and \$150 for three or more children.

- **Grant Application to KCDC Events Funding Grant (On behalf of Home & School)**

Paula Cull spoke on Alison Joss's behalf who has found that KCDC offer applications for funding of around \$3000. The criteria: bringing money into the district, attracting visitors that would normally not come and increase the profile of the district. Alison would like to apply for this to cover the cost of advertising for Paddy's Mart. She had prepared the grant application and obtained quotes for advertising costs and to print off flyers. The application needs to be from a GST affiliation so will need to be under the school name and needs to be submitted by Friday. The board asked Paula to thank Alison for her work on this. The board chair signed the application.

**FUTURE ACTION:**

Paula to thank Alison Joss on the boards' behalf for the grant application to the KCDC for advertising for Paddy's Mart.

## **5. Monitoring:**

- **Finance**

Schoolhouse money is on call at the moment. There was an action at this meeting to invest the school house money as the bank is offering 4.15% for 60 days. Office Manager to arrange this.

Musical instruments were discussed as to date none had been purchased. Craig to follow up with Yemma.

Creditors were \$39039.06 due to the Furnware A/c of \$9619.00 and Lineworks A/c of \$22637.11 being paid.

Target factor is at 41% - with income sitting on 82.73% and expenditure on 51.18%. Some expenditure ledgers have now been spent for the year.

Jon McPhee asked that the creditors of \$39039.06 be approved for payment.

Seconded by Charlie Meyer.

**FUTURE ACTION:**

Office Manager to invest the school house money for 60 days @4.15%.

Craig to follow up with Yemma re the purchasing of musical instruments.

- **Principal's report**

The report had been circulated around the members. Items included in the pack were: a national standards factsheet explaining the OTJ's, the teaching and learning beliefs, data about student-led conferences and the Te Horo School mathematics and statistics review.

Student-led conferences were discussed. As this method should not be introduced quickly children will have a script and will be trained by the teachers. The board held discussion on how the evening will work. Feedback will be sought after this evening.

Craig had met with KidzOwn who would like to hire the school hall each afternoon for after school care. This is a revenue earner with little effort from the school. Initially they propose to hire the hall for \$10 per day during term time and \$20 per day during the school holidays, these fees are negotiable. This would be for Te Horo School children. Other schools use this organisation and have had no problems with them. Subject to Craig taking this initiative to the Home and School the Board agreed to this arrangement with regular reviews.

Craig still waiting to hear back from the council regarding the sealing of the grass area.

- **Home and School report**

Building the new hall is a huge focus.

All energy is going into the Beerfest. Ticket sales are starting to move.

Paddy's Mart will then be the focus, with only 10 weeks to go.

Pigs about to arrive.

- **Initiatives register**

The high initiatives were discussed. Quotes are expected in for painting.

## 6. **Identify agenda items:**

IT Strategy

Principals mid year review

Feedback from Student-Led Conferences

Review budget

### **FUTURE ACTION:**

Jon and Craig to meet before the next meeting to discuss the budget review.

## 7. **Administration:**

- **Confirmation of Minutes**

Discussion was held on the spraying/organic issue. Arypak were contacted and organic cleaning products are price comparative with what is presently being used and organic garden spray has been ordered to trial.

After circulating the 'draft' minutes there were changes noted.

Steve Joss moved the minutes of the last meeting be accepted, with the changes, as a true and accurate record of that meeting.

Seconded by Rebecca Thomsen

- **Matters Arising**

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.

Craig to send the Charter off to the MOE.

Craig to contact Ross Chambers re advertising time span.

Craig to make contact with Home and School.

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

Office Manager to update the IR.  
Craig to ask Yemma to look at 2<sup>nd</sup> hand instruments.

**8. Correspondence:**

**Inward**

31 May            Jon McPhee                            Term deposit maturing

**Outward**

26 May            Main Security                        Disputing an account  
                      Manakau School                      Re Recapitation  
30 May            Mariette & Matt O'Sullivan        Re investigating organic products  
31 May            Kapiti Observer                      Enrolment scheme advert

**9. Meeting closure:**

Due to the decision to not hold a meeting in July the accounts to be circulated to the members.  
Next meeting Wednesday 31st August 2011.

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

Excellent meeting and well run by the Chair and muffins were superb

Chairperson signature: \_\_\_\_\_ Date: 7 September 2011