

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD ON 4th February 2010 AT 7:30PM IN THE BOARDROOM**

1. **Present:** Craig Vidulich (Principal), Andrew Rider (Chair), Jon McPhee (Treasurer), Bryce Grant (Secretary), Charlie Meyer, Mike Neville, Steve Joss, Ian Duker (parent), Adele Neville (Minutes Secretary)

2. **Apologies:** N Allcock

KEY BUSINESS

3. Elections of officers

The Board Chair informed the board that the elections of officers must be done annually and recorded.

The Chair then asked for nominations.

Board Chair: Nominated - Andrew Rider by Charlie Meyer, seconded Jon McPhee

Treasurer: Nominated - Jon McPhee by Charlie Meyer, seconded Andrew Rider

Secretary: Nominated - Bryce Grant by Charlie Meyer, seconded Steve Joss

4. BOT Elections

Elections are to be held at the end of May. Treasurer to approach Neil Tunncliffe and ask if he would like to collate all the internal data. A grant of \$934.00 has been received from the Ministry to cover costs. The Chair asked who would be re-standing. Some discussion was held.

FUTURE ACTIONS:

Treasurer to approach Neil Tunncliffe to ask if he would collate all the internal data for the BoT Elections.

5. Principal appraisal

The Chair had spoken with the Principal who likes the idea of an External appraiser. Last years Acting Principal was to make contact with the Chair of another suitable person but had been unable to do this. The Chair has been in touch with Carol Lynch who has submitted her price of \$1500 which is the cost for the entire year. First initial contact would be this month, second appraisal mid year and the third appraisal at the end of year. The Chair asked for agreement to employ Carol Lynch, it was unanimous. The Chair asked if the board have any specifics that they would like laid down as targets during this appraisal to send him an email within the next week.

6. Strategic Plan

The Chair was to collate the Analysis of Variance. As only a few of the members had supplied them this has not yet been completed. The Chair asked that members who have not sent their AOV in to get them to him asap as he would like to have them collated for the next meeting.

Parents/pupil Staff time

There was nothing to report.

GOVERNANCE MATTERS

7. Minutes of Previous Meeting

A change to No 9: 'A letter of thanks will be written from these students to the Charity that funded this venture' to read 'A letter of thanks **will be written by Steve Joss with the information regarding students** to the Charity that funded this venture'

Licensing fees: Mike Neville had spoken to a MUSAC representative at the recently held conference in Palmerston North who suggested the school look at rationalising the school management system.

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

Board were unanimous.

Charlie Meyer seconded.

8. Matters Arising

Internal technology was then discussed. The Principal is looking at holding this internally.

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

Items to be completed for the November meeting

3. Steve Joss to make contact with the builders in regard to repairing framing and rotten weatherboard **He has made contact with one who quoted on a patch up job. Needs to get another quote on replacing weatherboards.**

Steve has approached two builders for quotes for the repairing of the rotten wood.

Now waiting on these quotes to come to hand. Second quote has now been received.

1st quote: AllCam Builders \$3700.00 –2nd quote: Len Ludlam \$700.00. Both builders have stated the price will depend on what is found once exposure happens. SJ ✓

It was agreed to employ Len Ludlam.

Craig told the board that there is more work to be done, for example behind Room 5 there is rotten boards and bench seats that are broken to mention a few. These are definitely Health and Safety issues. Craig to email a list of work to be done to Steve.

FUTURE ACTION:

Craig to email a list of building maintenance that needs doing to Steve Joss.

Items to be completed for the December meeting

3. Andrew Rider asked the Board members to do their own Analysis of Variance against their designated Nag and have this completed in two weeks.

Some members have completed theirs.

These are to be completed in the next week and emailed to the Chair so he can collate the data for the next meeting. ALL

FUTURE ACTION:

Board members to complete their AOV's and send to the Chair before the next Board meeting scheduled for 25th February.

5. Staff to be approached as to where the turf could be positioned. MN carried

Craig and Mike to talk to Penelope Christoffel for more information of what is involved in laying the turf and talk to the staff. The Board all agreed a good place would be by the dental clinic area. This to be finalised at the next board meeting.

FUTURE ACTION:

Craig and Mike to talk to Penelope Christoffel for more information of what is involved in laying the turf and talk to the staff about where the turf could be positioned. The Board all agreed a good place would be by the dental clinic area. This to be finalised at the next board meeting.

6. Steve Joss to find more funding for the Sound system. SJ
In the process, second quote needed. Steve has applied to First Sovereign for \$4800 inclusive. It was agreed that Mike would get another quote.

FUTURE ACTION:

Mike to obtain another quote for the sound system.

Items to be completed for the January/February meeting

1. Andy Lovell to speak with the Ministry in regard to resourcing. AL ✓
2. Andy Lovell to make a call to the Ministry in regard to outstanding funds owed to the school. AL ✓
3. Jon McPhee would like to see the school change to some other financial package and would like to investigate this early in the new school year. JMcP ✓
4. Nicki Allcock to send the data from room 5 to show how the support teacher has enhanced the learning of the students. NA ✓
5. Adele Neville to approach a parent who is an architect to see if he would be prepared to draw plans up for free or at a cost and Steve Joss to contact the council. AN ✓
Steve waiting to hear back from Mark Scrimshaw
6. Andrew Rider to make contact with Carol Lynch and Andy Lovell to pass on Keith Williamson's contact details to the Chair. AR ✓
Andy Lovell wasn't able to do this but Andrew Rider had made contact with Carol Lynch

9. Correspondence

Inward:

Westpac bank statement Moores Meadow Trust
NZ Education Gazette

Additional correspondence inward:

Anne Tolley
Anne Tolley

Re winning Recapitation
stating that the recapitation application has
been received

MWH
Fluker Denton
Primary Principals' Collective Agreement

Sewage Treatment and Disposal Upgrade
Re Terms of Engagement
Notification of PUM's for Primary Principals

OUTWARD

None

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

10. Financial Report

Jon McPhee had not been able to prepare a covering sheet but informed the Board that the final reimbursement of the Principal's absence has now been received.

11. Principal's report

Craig Vidulich has enjoyed his time settling in.

He informed the Board that the conference was excellent with a good variety of key note speakers.

The roll stands at 124 but one child is leaving next Friday to attend Huntley School in Marton. Parents have told Craig it is good to have the choice for their Year 7's.

Permanent Position:

Friday 5th February Craig will place the advert on line for the permanent position that will be available in term 2. Craig read the draft advert to the board and asked for any feed back.

Timeline: Closes off on 24th Feb, interview Friday 5th March or the weekend of the 6th, leaving the successful applicants 6 weeks to resign from their school. The panel would be made up of the Principal, the Deputy Principal and a board member. Andrew Rider, Steve Joss or Bryce Grant could be available. Craig to keep in touch with the board members.

Craig stated that he is interested in making Te Horo School the best school he can for all children, with good results, holistically. He enjoys being in the classroom and has visited quite often already. He mentioned to the Board that there are some key areas of the school that he feels need tidying up. A couple of suggestions were to apply new bark on the playground and paint the lines on the asphalt. He had walked around in the holidays and his thoughts were that the school was looking tired. Andrew explained the Initiatives Register to Craig. The tree over the junior playground was discussed. Craig informed the Board that this tree is causing huge concerns. A whole day was spent by the groundsperson sweeping up the leaves, which is not a good use of her time and it also creates havoc in the pool area and gutters. This issue will require more discussion.

12. Staff report

Mike Neville wanted to reiterate that the conference was very worth while, and he has already been able to implement some of what he learnt at conference in the classroom straight away. Nigel Latta was amazing. 1000 people attended the conference, and there were good variety of different work shops. It was agreed that attending a conference at the beginning of the year is ideal as everyone is relaxed and rested.

13. Home and School Report

Nothing to report:

15. General Business

- a. **Staffing update** - covered
- b. **Sewage update** - covered
- c. **Photocopier**

Craig would like to look at the budget before changes are made with the photocopier. He feels that the photocopy lease is too expensive. He would like to introduce a fax component and a stapler which would equate to an extra cost of around \$30 a month.

- d. **2010 calendar (meeting dates)**

Meeting dates were discussed. The Chair asked if everyone was happy to go with the first Thursday after the 20th of the month. It was agreed.

e. **Conference feedback** - covered

f. **Welcome BBQ**

Date Wednesday 24th at Bryce Grant's. Time 6:30pm. Bring food and BYO. To include all staff and their partners, Board and their partners and the three key people of Home and School and their partners.

16. Close/ Next Meeting

Meeting closed 9:13PM

Next meeting February 25th 2010

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Adele Neville also to check over the procedure. AN carried

Items to be completed for the February 4th meeting

1. **Board members to complete their AOV's and send to the Chair before the next Board meeting scheduled for 25th February.**
2. **Craig to email a list of building maintenance that needs doing to Steve Joss. CV**
3. **Craig and Mike to talk to Penelope Christoffel for more information of what is involved in laying the turf and talk to the staff about where the turf could be positioned. The Board all agreed a good place would be by the dental clinic area. This to be finalised at the next board meeting. CV/MN**
4. **Mike to obtain another quote for the sound system. MN**
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