

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

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

2. **Apologies:** None

3. **Declarations of Interests:** None

4. **Strategic Decisions:**

- IT strategy

Mike presented the quote from Norrcom for a new server. There was discussion held about the labour involved installing the server. Upgrade of Schoolmaster (Assembly) was discussed. This would be hosted in the cloud and as the current speed of rural broadband is not fast enough, at this point, it is a concern. Access-It for the library was also discussed. This is a web based programme, which allows access to the National Library and to all local libraries. Pupils and teachers would use this system. Mike and other interested parties to visit other schools to see whether Access-It is suitable for our environment. The Board agreed, in principle, to go ahead with the SNUP (school network upgrade) programme.

FUTURE ACTION

Mike and other interested parties to visit other schools to see whether Access-It is suitable for our environment.

Principals mid-year review

Craig's appraiser is happy with the way things are going and is due to return at the end of this term. A similar process will be carried out at the end of the year.

Charlie asked about staff and teacher aide reviews. Craig explained that staff reviews are done at the beginning of the year and mid-year. Teacher Aide reviews are similar and carried out by the SENCO leader.

- Review of Student-Led Conferences

This review had been circulated to the board. Craig and staff felt that the SLC's went well and had received positive feedback but a majority of parents wanted more time feeling 20 minutes was not long enough. 140 out of 192 families attended these interviews as some parents had met with their child's teachers at alternative times.

- Budget review

Craig, Steve and Jon had met to review the budget. Craig explained that increases to some ledgers were necessary due to roll growth.

It was agreed to not take the \$5k from Home and School for the teacher aide as the school is able to pay this salary due to the increase in the Ops Grant. The Board agreed to the budget changes.

Increasing the school donation was discussed. The board feel increasing this donation would allow the Home and School to use money fundraised to be tagged to a purpose e.g. for a new school hall.

The Board agreed to raise the donation in 2012 to \$75 for one child, \$125 for two children and \$150 for three or more. The community to be advised of this before the end-of-term four.

- Office Managers increased hours
Discussion was had on increasing the Office Managers hours from 32 to 35 hours per week due to the roll growth. The Board were unanimous.
- Painting quotes
Craig had sourced three quotes for the painting of the exterior of the school. After perusing the quotes the board agreed they would like A Boag Contractors to formalise his quote and supply terms and conditions. Once received Craig to email this to the board.

FUTURE ACTION

Craig to email the formalised painting quote to the board.

- Permanent position
Craig informed the board that the long-term position will need to be advertised as it has now become a permanent position due to the roll stabilising. Craig to advertise the permanent position.

FUTURE ACTION

Craig to advertise the permanent position.

5. Monitoring:

- Finance
As tabled
Graphs showing working capital and expenditure had been included in this report this month. The board liked the new graphs and are keen to see the tracking.
Jon McPhee had approved the creditors for August be paid by the Principal and the School Secretary due to the unavailability of himself and the Chair.
We were unsuccessful on the NZCT grant for the heat pumps. It was agreed to apply to First Sovereign.

A resolution was passed at this meeting to apply to First Sovereign for funding to have heat pumps installed into Rooms 4,5,6,7,8 and the hall.

Term deposits 73 and 77 matured 29 August and have been reinvested for a further 95 days at 4.2%.

Jon McPhee moved that the financial report be approved.
Seconded by Charlie Meyer.

- Principal's report
This report had been circulated.
Craig had reviewed the attendance data and there were now 41 students who have had 10 or more days off during 2011. Craig informed these families via a letter letting them know the attendance data of their children.
Craig Vidulich moved to have the Principals report be accepted.
Seconded by Charlie Meyer.

Property review

-School house

Craig tabled a property review

Work is beginning at the school house installing the new septic tank.

-5YA project summary sheet was sent to the board. The Chair congratulated Craig on a good job.

- Home and School report
Paddy's Mart was the main item of discussion.
- Initiatives register
Three flutes have been purchased. As it is on the IR to also purchase clarinets as well, this needs to be clarified. The Year 6 camp would like to apply for a grant which Craig will do.

A resolution was passed at this meeting for Craig to apply to Pub Charity for a grant to cover the cost of accommodation, Ferg's Kayak and a show at Circa to the value of \$

FUTURE ACTION:

Craig to follow up the purchase of clarinets.

Craig to apply to Pub Charity for a grant for the Year 6 camp.

6. **Identify agenda items:**

IT Strategies

School house

Painting of the school

Paddy's Mart

Permanent position

Mid term elections

7. **Administration:**

- Confirmation of Minutes
The Chair passed that the minutes of the previous meeting, with the changes, were a true and accurate account of that meeting.
Seconded by Mike Neville
- Matters Arising
 - Craig to email Mike Kelly (MOE) to predict how much banking staffing can be used to fund a part time teacher
 - Craig to email teacher handbook Numeracy Best Practice to the board

- 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
- Paula to thank Alison Joss on the boards' behalf for the grant application to the KCDC for advertising for Paddy's Mart
- 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
- Jon, Steve and Craig to meet to discuss the budget review

8. Correspondence:

- **Inward**

21 June	Westpac	Re Moores Meadow – Financial Advisers Act 2008 coming into Force
28 June	MOE to Chair	Re receiving the charter
4 July	Education Gazette	Volume 90 Number 12
25 July	Education Gazette	Volume 90 Number 13
8 August	Education Gazette	Volume 90 Number 14
10 August	NZSTA	Recent Collective Agreement Settlements
	NZEI	Re Support staff paid union meeting
16 August	NZSTA	Proposed settlement for support staff collective agreement
22 August	Education Gazette	Volume 90 Number 15
- **Outward**

5 July	NZCT	Application for heat pumps
6 July	Alison Joss	Thank you for application to KCDC for advertising
4 August	Norrcom	Requesting quote to review IT infrastructure
10 August	Pub Charity	Closing off the audit on the power transformer grant

9. Meeting closure:

Meeting closed at 9:14pm
 Next meeting: Tuesday 27th September 2011

10: Evaluation, preparation for next meeting

All impressed with early finish. Well run meeting by the Chair.

Chairpersons signature:

Date: 27 September 2011