

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD ON 30th JULY 2009 AT 7:30PM IN THE BOARDROOM**

- 1. Present:** Andrew Rider, Jon McPhee, Bryce Grant, Charlie Meyer, Nicki Allcock (Deputy Principal) Kathryn Lynskey (MOE Central Southern Regional office) Mike Neville, Adele Neville (Minutes secretary)
- 2. Apologies:** Andy Lovell (Acting Principal) Steve Joss

KEY BUSINESS

3. Recapitation (in Committee)

The board thanked Kathryn for delivering the wonderful news and she left the meeting at 8:20pm.

The Board went into discussion on a plan.

Action List was formed as follows:

1. Stop press to community Friday 31st July
2. Organise a survey to parents (timeline 31st August) Nicki Allcock and Andrew Rider to prepare
3. Letter to local boards
4. Letter to Rae Coley informing him of the board's intention and arrange a meeting
5. Map out a timeline
6. Ring Insurers (Peter Cranshaw)
7. Adele Neville to advise Andrew Rider of names of Waikanae, Kapanui and Otaki College Principal and Chairperson.

Future Actions:

Sign the application form and supply all information.

Consultation needs to happen with the other schools.

The board make contact with the other schools boards in question to get their comments.

The school needs to decide whether to start with Year 7 and 8 or Year 7 initially. A survey to parents will be needed.

Strategic plan would need to be revisited and a process be mapped out to deal with recapitation and the consultation process.

Board Training

The Chair asked how the members felt about the meeting with Sue Cotter. It was agreed that the evening did not help the board to understand Self Review. Bryce Grant commented that he felt it was a good start and laid the foundation, but Nicki Allcock felt that The session was valuable but could have been covered with management.

4. 2009 Charter

The Chair spoke on revisiting the Charter to have it ready to send off to the Ministry the first week Andy Lovell is back from leave. It was agreed that the Analysis of Variance be completed in December and January. Then the board needs to look at the Strategic Plan. It was agreed to prioritise and get on with the more urgent matters, ie Recapitation at this point. Nicki Allcock and Andrew Rider will deal with the Charter for Andy and Nicki to sign off. A meeting has been arranged for Wednesday 12th August 7:30pm to meet and discuss the Strategic Plan in the board room with all board members.

Future Action:

Nicki Allcock and Andrew Rider will deal with the Charter for Andy and Nicki to sign off. A meeting has been arranged for Wednesday 12th August 7:30pm to meet and discuss the Strategic Plan in the board room with all board members.

GOVERNANCE MATTERS

5. Parents/Pupils/Staff Time

None

6. Minutes of Previous Meeting

Under minutes of previous meeting there was an error in regard to the support teacher. The teacher is support **Year 4** rather than Year 3.

Under General Business it should read 'the board would like to have a date at the bottom of the document when the procedure **and policy** was reviewed.

The board approved this **policy and procedure**.

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

Board were unanimous.

Bryce Grant seconded.

7. Matters Arising

Items carried over from the June meeting

- | | |
|---|----|
| 3. Andrew Rider to approach Patrick Piercy regarding the ERO report going into paper
<i>Andrew did approach Patrick Piercy but hadn't followed it up</i> | AR |
| It was agreed that this is not a high priority | |
| 6. Andrew Rider to confirm policies for Mike to have on the website | AR |
| carried | |

Items to be completed for the July meeting

- | | |
|--|---------------------------|
| 1. Claim for Principal sick leave reimbursement. Andy Lovell will make contact with the MOE. | AL
✓ |
| 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.
Adele Neville also to check over the procedure. | JMCP
AN

carried |
| 2. Bryce Grant to send Andy Lovell the questions for Andy to make contact with the photocopying company's on the Board's behalf. | BG/AL
✓ |
| 3. Jon McPhee to speak with the Home and School committee at the next meeting on Tuesday 30 th June re Septic tank issue. | JMCP
✓ |
| 4. The Chair would like Jon McPhee to take Initiative procedure to Home and School, show them the process and Mike Neville to take back to staff and to invite comments from both. | JMCP/MN

carried |
| 5. Bryce Grant to confirm and check to see if the Facilitator could meet with Andrew Rider and Andy Lovell in any of the first three days of the new term. | BG
✓ |
| 6. Jon McPhee to send formatting styles through to Mike Neville. | JMCP
✓ |
| 7. Andy Lovell to look at a progress of possible change in year level for 2010 at the beginning next term. | AL

carried |

8. Correspondence

Inward:

- | | | | |
|----|---------|---------------------|---|
| 2. | 16/7/09 | Victoria University | BoT Training and Support |
| 3. | 13/7/09 | Education Gazette | Volume 12 |
| 4. | 10/7/09 | First Sovereign | Grant \$5696.79 – 10 netbooks |
| 5. | | First Sovereign | Grant \$5306.16 – Pt time Support Teacher |

6.	15/7/09	Otaki Heritage Bank	The Changing faces of Te Horo
7.		IPENZ	Technology Education
8.	9/7/09	Ashby Property Services	New Sewage Treatment & Disposal System
Additional correspondence inward:			
9.	22/7/09	MOE	e-Admin Training Services
10.	30/7/09	Westpac	Moore's Meadow Bank statement
11.		MZSTA	Guidelines for Primary BOT
12.		STA News	Issue 195 July
13.	27/7/09	Education Gazette	
Outward:			
1.	24/7/09	Payserve	i-paysata system

A potential parent had phoned the school office enquiring about a Nut free policy. Her daughter has a nut allergy with a turn around time of 6 minutes and it is fatal. The board went into discussion and after much debate agreed that Te Horo School could not take on this risk. It was agreed a letter be written to the parent explaining the boards' position.

Chair moved that the Correspondence Inward as listed be accepted and that the additional Correspondence Inward and Outward be included.
Seconded by Jon McPhee

Future Action:

Regarding the Nut Allergy- a letter be written to the parent explaining the boards' position.

9. Financial Report

As tabled.

Jon McPhee asked for any questions on the cost of the Principal sick leave. Jon would like an action on getting these reimbursements back quickly. It was agreed that once the issue has been finalised then the school can approach the Ministry for financial help.

Adele Neville to approach Andy Lovell to investigate the situation with reimbursement of funds.

There had been an error made when loading the creditors on the Moby Dickens account – it had been loaded as \$25.80 instead of \$125.80. MUSAC has been corrected and new printouts filed in the Board of Trustees file

Jon McPhee moved to accept the financial report.

Seconded by Andrew Rider

Future Action:

Adele Neville to approach Andy Lovell to investigate the situation with reimbursement of funds.

10. Principal's report

Nicki Allcock presented this report on Andy Lovell's behalf during his absence.

Nicki Allcock moved this report be accepted.

Seconded by Charlie Meyer

11. Staff report

Mike Neville presented his report and a discussion was held on the refurbishment of the corridor. Mike explained that there are structural issues that need to be made sound before any new work is carried out. The issue of supplying hot water in the toilets was discussed. It was agreed that Mike Neville work with Bryce Grant to reassess the project. It was agreed to also invite Steve Joss to join them.

There was an error in the report, it was stated in the staff report that the person employed in Room 5 was a 'teacher aide', it should read 'is a 0.18 teacher'

The staff is planning an 'Italian Night' on 15th August which the board and their partners are invited to.

Future Action: Mike Neville, Bryce Grant and Steve Joss to meet re refurbishment project.

12. Home and School Report

Jon McPhee attended the last meeting.

He explained to the committee about the septic tank issue and the Initiative Register.

He thanked them for the tissues and hand sanitiser.

It was agreed that it was important to have Policies and Procedures on the website. Discussion on the barn dance was held and he commended them on their wonderful organisational skills.

Bank account balances are as follows: Savings Account \$10975.00 Cheque Account \$9058.00.

Discussion on Paddy's Mart was held.

It was agreed that Steve Joss be asked to attend the next Home and School meeting.

Future Action:

Steve Joss to be invited to attend the next Home and School meeting.

13. General Business

Jon McPhee presented Mike Neville with some ideas of formatting for the website.

Netbook Computers:

Jon's feedback was that HP's overheat and that Dell have a better spec. Cost of \$710 plus GST. It was agreed that these netbooks need to be reliable so it was agreed to go with Dell. Jon McPhee will obtain a quote and pass it on to Mike Neville.

Future Action:

Jon McPhee will obtain a quote and pass it on to Mike Neville.

Photocopier:

Bryce Grant had carried out a thorough research and recommended that the Board agreed to accept Ricoh. He informed the Board that once he made contact with all the companies they all altered their prices drastically.

The Board agreed that Ricoh be accepted as the photocopying company.

Recapitation:

A resolution was passed at this board meeting to consult with the wider school community regarding Year 7 and 8 Recapitation with the intention of having an application with the Ministry by 31st August 2009.

School House:

Andrew Rider has been in touch with the Ministry regarding the school house. This has come to a halt as the subdivision was not carried out correctly as it needs a new sewage system.

There are two options:

1. Adjust the boundary to include the bush reserve.
2. Put a UV treatment system in.

KCDC have agreed that the property could be hooked into the school sewage system.

Andrew Rider informed the board that a quick resolution is that the board agrees to this. He also informed the board that the timeframe for this would be at least two years away. Bryce Grant informed the board that the school would be illegible for compensation.

It was agreed that Andrew go back to the Ministry and ask for a proposal and plan with costings to be presented to the board.

Bryce suggested that the school could look into buying the house back to have as an alternative income earner.

Some discussion was held on this.

Future Action:

It was agreed that Andrew go back to the Ministry and ask for a proposal and plan with costings to be presented to the board.

Resolution:

Mike Thompson had emailed the School Office in regard to the following resolution.

A resolution was passed that the Te Horo School Board of Trustees recognises the educational and cultural benefits of the Year 6 City Camp to Wellington in December 2009. At its meeting on 30 July 2009, the Board resolved that a grant application should be submitted to the Pub Charities to help fund the Y6 camp.

The board discussed this resolution and agreed the application needs to go onto the Initiatives Register. Jon McPhee will make contact with Mike Thompson to explain this to him. It was also agreed that the school needs to be careful what charities are approached when Steve Joss is approaching them for school wide issues.

Future Action:

Jon McPhee will make contact with Mike Thompson to explain this to him

14. Close/ Next Meeting

Meeting closed at 9:50pm

20th August 2009

Items carried over from the June meeting

- 6. Andrew Rider to confirm policies for Mike to have on the website AR
carried

Items to be completed for 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
- 4. The Chair would like Jon McPhee to take Initiative procedure to Home and School, show them the process and Mike Neville to take back to staff and to invite comments from both. JMCP/MN
carried
- 7. Andy Lovell to look at a progress of possible change in year level for 2010 at the beginning next term. AL
carried

Items to be completed for the August meeting

- 1. Sign the application form and supply all information. AR
- 2. Consultation needs to happen with the other schools. AR
- 3. The board make contact with the other schools boards in question to get their comments. AR
- 4. The school needs to decide whether to start with Year 7 and 8 or Year 7 initially. A survey to parents will be needed. AR
- 5. Strategic plan would need to be revisited and a process be mapped out to deal with recapitation and the consultation process. AR/NA
- 6. Nicki Allcock and Andrew Rider will deal with the Charter for Andy and Nicki to sign off. AR/NA/AL
- 7. A meeting has been arranged for Wednesday 12th August 7:30pm to meet and

- discuss the Strategic Plan in the board room with all board members. ALL
8. Regarding the Nut Allergy a letter be written to the parent explaining the boards' position. BG
9. Adele Neville to approach Andy Lovell to investigate the situation with reimbursement of funds re Principal on sick leave. AN/AL
10. Mike Neville, Fryce Grant and Steve Joss to meet re refurbishment project. MN/BG/SJ
11. Steve Joss to be asked to attend the next Home and School meeting.
12. Jon McPhee will obtain a quote and pass it on to Mike Neville. JMCP
13. To consult with the wider school community regarding Year 7 and 8 Recapitation AR
14. Andrew Rider go back to the Ministry and ask for a proposal and plan with costings to be presented to the board. AR
15. Jon McPhee to make contact with Mike Thompson to explain the Initiatives Register. JMCP

Chair signature:

20th August 2009