

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD ON 27th OCTOBER 2010 AT 7:42PM IN THE BOARDROOM**

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

2. **Apologies:** None

3. **Declarations of Interests:** None

4. **Strategic Decisions:**

- Nag 5 review

This had been circulated around the board members and Craig asked for any feedback. The board then went into discussion on the layout, the general information and progress to date.

Promoting healthy food and nutrition for all students was discussed by the board in light of the fundraising happening around the school. It was agreed that a procedure be written to cover this issue.

The crisis policies has principles and guidelines. After some discussion it was agreed to remove the guidelines and retain the principles.

FUTURE ACTION: Craig to write the procedure on healthy food and nutrition.

FUTURE ACTION: Craig to remove the guidelines and retain the principles on the Crises policy.

- Self review Calendar

The new draft triennial self review programme was discussed. It was agreed to use wording rather than ticks in this review.

The board identified that in hindsight they should have carried out a Year 7/8 technology review in June.

- Staffing 2011

The MOE has yet to officially confirm by letter but verbally the school has been approved staffing for 7 classes on an expected roll of 164 children, therefore the Ops Grant will be altered to reflect this growth.

An advert has been placed in the Gazette which closes on 12th November for a Junior Scale A Teacher. Rebecca expressed her interest in being on the appointment committee.

Craig explained to the board how difficult it is to finalise enrolments for 2011 not knowing who could be attending Te Horo School next year. The board held discussion on this issue. There is concern with the roll growing too large so it was agreed that Craig to contact the MOE for further information.

FUTURE ACTION: Craig to contact the MOE for further information in regard to roll growth around zoning for the school in the future.

- Feedback on Teacher Only Day

This was held on Tuesday 26th October. The focus was to look at the revised curriculum and the core teaching beliefs. It a very productive day.

5. **Monitoring:**

- Finance report

Cyclical Maintenance was discussed. It was agreed that the painting of the school should be a priority. It was suggested to apply for a grant of around \$25k to assist in this project.

Discussion was held on breaking term deposit 75 (school house money) to pay for the xtenders. There had been the following correspondence from the ASB bank.

You receive a reduced Interest rate of 1% p.a. on the amount that you break the remainder would stay invested at the current rate and term.

So the 23k would break at 1% p.a. and the remaining 44k stays on at 4.8% p.a. until 20/12.

This would mean the school would lose approximately \$600 if this is broken so Jon suggested to leave the investment 75 to mature and use the cyclical maintenance account to cover the xtenders cost. The board agreed.

Jon asked the board if there were any foreseeable large expenses due as a decision needs to be made regarding the reinvesting of the 73 a/c which matures on November 20th. The board held discussion and agreed there were none. Therefore this investment is to be rolled over.

ACC levies were discussed. This is out of the school's control as it is based on the following data.

The rate for 2010 is \$0.53 (GST exclusive) for each \$100 of gross leviabale earnings. It consists of the: [ACC residual claims levy](#) [ACC payment](#) [Wash-up adjustment on previous rates](#)

52 Property a/c was also discussed. It was agreed to close this account and transfer the amount left of \$787.27 into the 00 a/c.

Jon McPhee moved that the creditors of \$29,525.85 be approved for payment. Seconded by Charlie Meyer.

FUTURE ACTION: School Secretary to arrange closure of the 52 a/c and balance transferred into the cheque account.

FUTURE ACTION: A grant is completed for painting the school

- Principal's report

This report had been circulated. Staffing entitlement is 7.69 and it appears that the Room 4 teacher will be funded through provisional staffing entitlement.

Music programme has been surveyed by the students. Craig shared some of the survey results with the board. Paula asked if parents are to be surveyed, Craig will consider this.

Attendance data report was also discussed. As of term 1 next year if a pattern is identified with attendance being erratic then parents will be notified and a meeting arranged.

Craig Vidulich moved his report be accepted.

Seconded by Charlie Meyer.

Attendance procedure and Student placement procedures were discussed.

- Home and School report

The minutes had been circulated. Octoberfest has been cancelled. Taking as read the minutes were a correct account of that meeting.

- Initiatives register

Craig to separate out the landscaping and playground area initiative.

Signage for the administration area change to evaluate.

Pool area to be given priority.

Painting of the school to be put on the register.

Jon will undertake these changes.

A working bee for the pool area was discussed, Craig to sort a date for the newsletter.

FUTURE ACTIONS:

Craig to separate out the landscaping and playground area initiative.

Jon will undertake the changes on the IR.

Craig to sort a date for the pool working bee.

6. Identify agenda items:

- ❖ Music review
- ❖ Staffing/Operations Grant
- ❖ Budget
- ❖ Year 7 Technology

7. Administration:

- Confirmation of Minutes

Charlie Meyer moved that the minutes of the previous meeting were a true and accurate account of that meeting.

- Matters Arising

- Craig to speak with Kimbal to undertake the power audit. **completed**
- Craig to submit an attendance procedure and a breakdown of the attendance graph at the next meeting. **completed**
- Craig to prepare a Self Review timetable. **completed**
- Email the IR to the Home and School Secretary (Kylie Morete) **completed**
- Craig to prepare a Self Review folder. **completed**
- Curriculum Design - an update to be discussed at the November meeting. **completed**
- Pool fence replacement timeframe to be discussed at the next board meeting. Start date is uncertain-two weeks maybe. **completed**
- Steve to approach Feco re acceptance of quote for pool fence. **completed**
- Craig to obtain another quote for water fountains and circulate, by email, to the board. **completed**
- Craig to contact Lee Ashby re the installation of the heat pumps. **completed**
- Craig to advise Mike Coolen that his quote was successful. **completed**
- Craig to let Jon know the cost of a teacher for next year. **completed**
- Craig to upgrade the initiatives register. **completed**
- Mike to obtain quotes for paint. **completed**

Mike asked me to get some prices for the swimming pool paint from Resene, taking a sample of the paint which peeled off easily I would say they have used Chlorinated Rubber paint previously .just get him to have a check in the shed to see if there is a can left.

Based on an area of 60 metre square @ a spread rate of 9 metre square per litre we would be looking at 14 litres of chlorinated rubber paint. Cost is quite steep @ 4 litre \$167.20 inc and \$296.50 for 10 litre total \$463.70 inc minus my trade discount which I would be happy to pass on.

- 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**
There had been correspondence from Sophie Campbell who said she respected our views on not allowing the use the bush reserve.
- Steve, Jon and Craig to sort out the financial policies/procedures. **to be arranged**
- Signage for Administration area: this to be re evaluated. Jon McPhee to speak with Jacqui Shearman.
Craig to get more quotes on directional signs **being actioned**

8. **Correspondence:**

- Inward
STA News October 2010 Issue 208
Sign it Samples of signage
- Outward
23 September 2010 First Sovereign applying for grant for deck.

Additional Correspondence inward:
NZ Education Gazette 15 October 2010 Volume 89 Number 19
NZSTA 22 October
Positive Behaviour for learning

9. **General Business**

Year 6 camp fundraising was discussed as it appears to be targeted at the school community.

10. **Meeting closure:**

Next meeting 24th November
Meeting closed 10:23pm
December meeting 13th.

11. **Evaluation, preparation for next meeting**

It was felt that the meeting was still too long, however there was a lot of good discussion held.

Board Chair signature: _____ **24/11/2010**