

Minutes for the Board of Trustees Meeting
Wednesday 31 August 2011
Staffroom 5.30pm

Present: Sue Buckenham, Don Hazlett, Chris Clark, Robin Harris, Grant McCulloch, Nick Flight

Guests: Tim Young, Donna Fordyce (minutes)

1. **Apologies:** Mary Wallace

2. **Reports**

Principal

- Robin reported that the 'Friends for Life' programme that Paul Winders is facilitating is going well for the children that have been selected for the course.
- The Athletics trial has had very positive feedback. The board approved that this programme be implemented into the school for Years 4-8 next year for a two term block (T2 and 3) at a cost of \$15 per child.
- The new IT Technician is proving to be a real asset to the school. He is very knowledgeable and great with the staff.
- Robin presented the draft strategic plan that is submitted to the Ministry next year. Robin will continue to work on this and would appreciate any feedback.
- Sprinkler system is almost complete and a period of testing will now follow. Robin to talk to Base Construction about a guarantee, in writing, of their work.
- We have received a 0.4 roll increase due to the proportion of junior children.
- Steve has made progress on maintenance items at the school house. Robin to do a report on this for the next meeting.

Finance

- Monthly report and figures presented. Grant noted that income was a little up and to expect some variances between expense categories; those that are down will counteract those that may go over. He emphasized the need to be prudent and maintain the cash surplus that is building up.

Finance Report approved.

Moved Grant, seconded Robin. Carried.

Property

- Robin presented the landscaping plan that Philip Blakely had drawn up for the area outside Rooms 11, 12 and 13. Robin to now present this to the staff for feedback.
- Proposed plans for the new classroom block were discussed and in particular where the best place to situate the toilets would be to future proof this senior area. Break out areas have been included however it was thought this could prove to be too expensive to build in the current design. Sue commented it would be good to incorporate an external entrance to the breakout rooms so all senior classes had easy access to these areas.
- Robin is looking at low cost options to open up the library area into the Carnearvon Room. The school numbers have outgrown the current library and there could be some changes within the library and the Carnearvon Room that would increase the

size of the library considerably. Don and Nick to meet with senior staff in the library at 3.30pm tomorrow, Thursday 1 September, to have a look.

Self-Review

- Robin presented and ran through the achievement report for Reading in 2011 from asTTle reading tests administered in July for Years 4 – 8 classes. He noted the results presented are measured against the expected level of students at year end. The progress looks very solid with high numbers at or above the national standard. The Board discussed academic focus and achievement at the school and how best to communicate this to the community. It was concluded that the school would increase the communication, PR and marketing of these achievements and results to the school community by various methods including the board, the website and the school newsletter to ensure the community was educated on the academic focus and achievement of the school.

3. **General Business**

- The July 1st roll return was tabled.
- Queenstown Lakes Family Centre now has a staff member available for the local schools for child and family counseling and other mental health services.
- Queenstown Podiatry is offering free consultations as a community project for children with foot issues. Tim to include this offer in the next newsletter.

4. **Minutes of the previous meeting – 29 June 2011.**

Moved Don, seconded Robin. Carried.

5. **Correspondence**

In

- STA News – July & August
- Letter from Ministry re receipt of our Annual Report 2010
- Letter from Ministry re review of school's enrolment scheme
- Letter from Ministry re receipt of the school's charter
- Memo from NZEI re paid union meetings for support staff.

Additional In

- Letter from Remarkables Primary School re new enrolment home zone.
- Email from Henry Crawford re academic emphasis at the school.

Out

- Nothing

Moved Don, seconded Robin. Carried.

Meeting closed at 8.10pm
Next meeting Thursday 29 September.

Signed


Date 29/9/11