

**Minutes for the Board of Trustees Meeting
Wednesday 2 November 2011
Staffroom 5.30pm**

Present: Sue Buckenham, Don Hazlett, Chris Clark, Robin Harris, Grant McCulloch, Mary Wallace

Guests: Tim Young, Vicki Morrison (minutes)

1. **Apologies:** Nick Flight

2. **Strategic Decisions**

- Discussion was had on the Performing Arts room and when to proceed with this project. It was decided to hold off on the Performing Arts room planning at present until the classroom project is near completion and we have a good idea of the total costs for this project.

3. **Reports**

Principal

- Recent developments in elearning were discussed. We now have 14 blog sites and the Room 12 blog has made it to the finals of the Interface blog competition.
- The installing of the overhead projectors was completed in the holidays. The projectors are leased through Tela for 3 years. Teachers and children have provided very positive feedback on the new equipment.
- Class organization for 2012 discussed.

Personnel

- An application from Sara Booth to take extended leave from her permanent, fulltime position for 2012 was agreed to.
- An application from Sara Booth and Nadine McCulloch to jobshare in a fixed term position in 2012 was agreed to. (N.B. Grant McCulloch declared a conflict of interest and did not take any part in this decision.)
- The resignation of Janey Winders was accepted with regret.

Property

- Planning for the new classroom block is tracking along nicely. Tender results are expected on 15 November. It is important to scrutinize the specifications closely to make sure all aspects of the build are covered before awarding the contract.
- Our sprinkler system is holding pressure well at present which is reassuring after the recent repair work.
- 5YA maintenance items
 - Rooms 11, 12 and 13 need some touch up repainting, which will be done by the caretaker in the holidays.
 - carpet in Room 2 will be replaced over the holidays.
- The reduction in the Contact Energy electricity line charge will result in significant savings for the school. It was decided to buy a gift for Alan Fyfe, our electrician, and Steve Brundell, our caretaker, to thank them for their work in this area.

Finance

- Monthly report and figures presented. Grant noted that things were tracking well and we were on target to meet budget.
Moved Don, seconded Chris. Carried

Self-Review

- The parent survey was reviewed and amended. It will be made available for parents online and in paper form from the office.
- Writing self review presented by Robin and discussed at length.

4. **General Business**

- 150th anniversary . We will contact the Arrowtown Museum to see if we can track down more information on when the school started and investigate options for planning this event.

5. **Minutes of the previous meeting** – 23 September 2011

Moved Don, seconded Grant. Carried.

6. **Matters Arising**

No matters arising.

7. **Correspondence**

In

- Letter from MOE re Workshop to support BOT with the development of their strategic plans for 2012
- Letter from Sara Booth re Job share 2012
- Letter from Nadine McCulloch re job share with Sara Booth 2012
- Letter of resignation from Janey Winders

Out

- Nothing

Moved Don, seconded Robin. Carried.


Meeting closed at 7.30pm
Next meeting Thursday 8 December at 4.30pm

Signed

Date

BOT Action Plan

October 2011

Task	Who	When	Support / Resources	First discussed	
• Parent Survey	Tim	Week 1, Term 4		Sept 11	
• Date and year the School was opened	Robin	ASAP		Sept 11	
• Gift for Ian Day and Steve Blundell	Robin	ASAP		Nov 2	
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