

Minutes for the Board of Trustees Meeting
Wednesday 29 June 2011
Staffroom 5.30pm

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

Guests: Tim Young, Donna Fordyce (minutes), Rex Whiting, Chris Bartels (SKIDS)

1. Apologies:

None

2. Visitors

5.30pm – Rex Whiting (Principal Appraiser)

Rex ran through the process and requirements for the annual principal's appraisal. His mid year report to the board is to follow shortly after feedback from Don via telephone.

6.15pm – Chris Bartels (SKIDS - Safe Kids in Daily Supervision)

Chris reported to the board on SKIDS, an after school care franchise organization. She ran through the structure, schedules, pricing and contract details. It was disclosed that the new franchisee for the district is a client of Grant McCullochs and therefore Grant declared a conflict of interest. It was agreed it was too difficult a job for the school to run themselves. Robin to get SKIDS to provide a full schedule of their prices and then for the school to survey parents with costs to get an idea of who would be interested.

3. Strategic Decisions

- Term dates 2012. Starting date for 2012 confirmed as 7 February 2012 and last day for year will be 20 December.

Moved Don, seconded Robin. Carried.

4. Reports

Principal

- Sprinkler system is an ongoing issue. Systematically working through the problem and it is looking hopeful they have identified the area behind Rooms 17 and 18 as the problem.
- Personnel committee to meet Friday 1 July at 11am to appoint new teacher for new entrant class in Terms 3 and 4.
- Robin to follow up with Philip Blakely for landscaping plan for the area outside Room 13. Tim to send Philip photos he needed as soon as possible.
- Draft strategic plan. Feedback from two parents was passed around for board to read. Teachers will also be given the opportunity to provide feedback.
- Two international students from Japan are here for 10 weeks. Another student arriving for 6 months in 2012.
- Year 5/6 Ripa Rugby team won the provincial finals and is now traveling to Auckland for the nationals. There is a difference in the provincial and national rules in the number of girls that have to be on each team. Because of this national rule two boys have to be dropped from the team and two new girls have to be included. Given the boys that are to be dropped had been part of the team from the beginning

of the competition it was agreed they too should be traveling to Auckland as support crew. A motion was made by Nick that the school funds these two boys to attend the finals in Auckland. Seconded Grant. Carried.

Finance

- Monthly report and figures presented. The school is currently on target to make budget for the year. We are likely to have a buffer at year end, some of which may be needed to fund the new buildings. Grant noted we need to retain some of this surplus and build on it year by year.
- Donna to include figures for wages paid by teachers' salaries in monthly reports for the board. At this stage we are looking under budget in this area.

Finance Report approved.

Moved Grant, seconded Robin. Carried.

Property

- Property subcommittee to meet Tuesday 5 July at 11am to discuss property management proposals. Robin to organize the two local property management companies to meet - one at 11.30am and the other at 12 noon for discussions. Meeting to continue to discuss upcoming 5YA items.

Self-Review

- Property – Board discussion on self review of property policies and procedures. Robin noted the community use of school facilities needs a bit of revision.
- Board of Trustees – Deferred to the next meeting.

5. General Business

- Chris attended the NZSTA training evening last week on developing the charter. Chris to scan and send through documentation he received to both Robin and Tim.
- Don noted Steve Ebsworth had volunteered to put up scaffolding for the performing arts extravaganza next term but needed help with this, preferably builders. Tim to call Steve to get more details and put request out via the newsletter. Robin will keep in touch via Don on how this is progressing – there may be the need for a working bee.
- Year 8's at camp the last week of Term 4 this year. School is looking at alternative ways to farewell them this year.

6. Minutes of the previous meeting – 19 May 2011.

Moved Don, seconded Robin. Carried.

7. Matters Arising

- End of year gifts for Year 8's discussed. It was agreed the dictionaries were still a worthwhile leaving gift and if PTA funds allowed the pounamu necklaces also (these have been a PTA funded gift in past years).
- Tim reported to the board on the concern of the privacy of student information and photographs on our website. Tim recently attended the Brett Lee presentation on ICT and ways to keep children safe on the net. Brett talked about how privacy is a thing of the past with the internet now but there were ways to manage these risks. Tim has changed some settings within our website to help manage these risks.
- Tim to work on some key questions for exit interviews with staff.

8. **Correspondence**

In

- STA News – May
- Letter from NEITA calling for nominations for Excellence in Teaching and Leadership awards
- Report from Deloitte along with copy of audited accounts.
- Additional correspondence – STA News - June

Out

- Nothing

Moved Don, seconded Robin. Carried.

Meeting closed at 8.15pm
Next meeting Thursday 18 August

Signed 

Date 31/8/11