

Minutes for the Board of Trustees Meeting
Wednesday 7 December 2011
Staffroom 4.30pm

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

Guests: Tim Young, Vicki Morrison (minutes), Rhys Chamberlain, Paul Winders

1. **Apologies:** Sue Buckenham, Mary Wallace

2. **Strategic Decisions**

3. **Reports**

Principal

- On the basis of health and safety concerns, we have decided from next year to put up a chain to stop access to the school from Chalmers Place from 2.55pm onwards. This will stop the cars parking all over the place and causing hazards.
- A decision was also made to install bollards around the hall entrance to prevent cars parking all around there. This is also because of health and safety concerns. These will be removable to allow access if needed.

Personnel

- No report at this meeting.

Property

- New classroom block to start soon, a contractor has been selected for the build.
- Furniture grant has been received to fit out the new classroom block.
- The sprinkler system is still holding pressure.
- The carpet in Room 2 will be replaced over the holiday period
- We have received reimbursements from the Ministry for 5YA items - the replacement of the underground fire protection pipes and the upgrade of door hardware.

Finance

- Monthly report and figures presented. Grant noted that things were tracking well and we were on target to meet budget. A few changes needed on 2012 Budget but it looks great so far. *Moved Don, seconded Chris. Carried*

Self-Review

- The parent survey was a great success with 146 responses. We have received some great feedback. We had some parents wanting to be contacted directly which will be done by a Board member.
- The survey will be considered in detail at the start of next term 2012.

4. **General Business**

- Regarding Year 8 camps, it was decided that because it is no longer possible to take all Year 8s to Deep Cove from 2012 onwards, that we trial the 2012 camp at Wainui Park, Banks Peninsula.
- The possibility of flying up to save travelling time was discussed. Paul Winders will investigate pricing from the different airlines, the possibility of sponsorship and increased fundraising to cover the increased costs.

Moved Don and All in favor, carried

5. **Minutes of the previous meeting** – 2 November 2011

Moved Don, seconded Grant. Carried.

6. **Matters Arising**

No matters arising.

7. **Correspondence**

In

- Year 8 Camp options for 2012 and beyond

Out

- Nothing


Moved Don, seconded Robin. Carried.

Meeting closed at 5.45pm

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	
•					
•					
•					