

**Minutes for the Board of Trustees Meeting**  
**Wednesday March 9, 2011**  
**Staffroom 7.00pm**

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

**Guests:** Tim Young, Donna Fordyce (minutes)

**Apologies:** None

Don, interim chairperson, welcomed everyone to the first meeting of the year.

**2. Election of Officers**

Don Hazlett was elected chairperson.

Chris Clarke was elected deputy chairperson.

**3. Strategic Decisions**

*- Performing Arts Room*

A lengthy discussion was had on the build of a performing arts room. Robin noted this was the most pressing property issue the school had. A decision was made for the board to look at long term planning for the school to assure future proofing and to ensure that the board comes up with the right idea for the project. A special meeting to be held Thursday 17 March at 6pm to focus on this project.

*- School House*

Nick had visited the school house and felt it didn't need much in the way of upgrading, but just a bit of TLC which could cost around \$5,000. After discussion, a decision was made to keep the school house at the moment, given the current housing market and the fact that the school doesn't have a project earmarked for the money. Robin to talk to Steve, the caretaker, to see if he has time to help with the work needed. Nick to get a schedule together of what maintenance is required.

**4. Reports**

Principal

- Board approved the permanent position of Nadia Caldwell.
- Sprinkler system. Base Contracting are following up to ensure the work on the system is completed as soon as possible. It was noted we should follow up Base Contracting to ensure we have a guarantee of the work, once completed.
- Roll projections. Robin noted we are just below the threshold for an extra classroom in October this year. He will be resubmitting the calculations to the Ministry as numbers change.
- Board agreed for Robin, with the help of Mary, Tim and Grant, to sharpen up the strategic plan incorporating elements from work done on the teachers' only day. Robin to present at the next board meeting, if possible.

Principals Report approved.

*Moved Robin, seconded Don. Carried*

Finance

- Grant noted it was too early in the month to have a meaningful P & L report as creditors have not been received.
- Discussion on price of diesel and that this will have a significant impact on the school in the winter months.
- Robin has been working on alternative electricity suppliers but not having much luck getting through to some of these suppliers. Otago Principals Association has a broker that will do comparisons and some schools have had quite big savings by doing so. Robin will continue to call around in the first instance, but if still no

luck we could discuss using this broker. Mary to organise CRT to inspect the site for diesel delivery options.

Finance Report approved.

*Moved Grant, seconded Chris. Carried.*

#### Self Review

- Annual plan tabled with PD plan, in broad terms, at the back of this plan.
- Discussion on after school care in the hall. School would start by surveying the community to establish a need.
- Leased computers and ICT. Tim noted the new leased computers were working well and enhancing learning. School to review the servicing contract of these computers at the end of the term of three months when we have the right of renewal.

#### 5. **General Business**

- Resignation of committee member and replacement. The board resolved to fill the vacancy by selection. Robin to organise the publishing of the vacancy in accordance with the Education Act.
- Dates and times for meetings. A decision was made to hold meetings on the third Thursday in each month with the exception of a clash with school holidays. New start time of 5.30pm. Next general board meeting will be Thursday 14 April. Donna to send dates to members through until June.
- Rex Whiting, Robin's appraiser, to meet with trustees Monday 21 March at 3.30pm.
- School visits by trustees. Nick will begin. Nick to organise a time he is free with Robin.
- Tim put forward a proposal to the board of subsidising branded jackets for staff. If all teachers bought into the idea (quite a lot have already) at a 50% subsidy the board would be spending \$1,100 with potential costs for future teachers. Everyone agreed this was a worthwhile cause and for Tim to go ahead and try to recruit as many staff members as possible.

#### 6. **Minutes of the previous meeting** – 13 December 2010.

*Moved Don, seconded Mary. Carried.*

#### 7. **Matters arising**

None

#### 8. **Correspondence**

##### **In**

- NZSTA Workshop memo on National Standards
- Letter from Kirsty Johnston requesting parental leave
- Resignation letter from Tracey Gieck
- NZEI – Notification of paid union meetings for support staff
- NZSTA – details of AGM in Auckland
- STA News – November/December and January/February
- Additional correspondence – letter from Arrowtown Scout Group Committee re school hall contract. Robin to invite Steve Jarvis from the committee in for a discussion on the hall rates.

##### **Out**

Nothing

*Moved Don, seconded Robin. Carried.*

Meeting closed at 9.40pm

Next meeting – special meeting Thursday 17 March at 6pm

Signed .....  .....

Date ..... 11/11/11 .....