

**Minutes for the Board of Trustees Meeting**  
**Thursday 14 April 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. **Strategic Decisions**

- *E-learning focus group report.*

Tim, Rhys, Kate and Melissa presented a slideshow on their recent E-tour of the North Island. They thanked the Board for their support in providing the funds to allow them to do this. They experienced some great models of how schools have developed and maintained e-learning into their learning culture. The focus group will be working and presenting a strategic plan for the school early next term. The group is also planning to provide ICT PD for all staff every three weeks.

- *Performing Arts Room*

A J Saville's preliminary budget estimate and plan was discussed. It was agreed to go down the track of employing an architect to get some drawings done – a concept plan with some appeal so we have something to sell for fundraising. Once completed we can then get a price. Don to organize a meeting with Shane from Savilles to review the budget estimate they provided and to get a list of what it includes. Nick and Robin to attend. They will then update everyone at the next meeting.

Robin noted he had been visited by Brian Tegg from the Ministry and there was a good chance we will have funding for two extra classrooms very soon. Brief discussion was had on a new design idea when this eventuates.

- *Strategic plan/charter*

Everyone was happy with the model Robin had used for the draft charter and strategic plan. Committee to work on the details and finer points and bring it back to the board at the next meeting.

3. **Reports**

Principal

- Proposal to use unbudgeted income of \$5,300 to equip as many classrooms as possible with data projectors. This comes as a call from the ICT committee to get everyone using ICT as soon as possible. Discussion on flat screen TV's instead – probably cost prohibitive with the size of the screen required. Worth thinking about however with the lighting situation in the classrooms. All in favour to equip as many classrooms as possible with data projectors.
- Fixed term maternity position has been offered to Lorraine Woodward.

- Electricity contract a no win situation as Contact take a robust stance to enforcing their contracts.
- Improving the area in front of Rooms 12 and 13. The board agreed to spend some money to employ a landscape architect to draw up plans for this area taking into consideration the children's ideas also.
- The 1 March roll return was tabled.

#### Finance

- Income statement presented to 31 March 2011. Grant noted income was looking fine and expenses were under on a percentage basis. Expenses will ebb and flow a bit.
- The Board authorized the Board Chairperson and Principal to sign the Statement of Responsibility for the 2010 Annual Accounts on the Board's behalf when confirmation has been received that the audit has been completed.
- The Board approved the inclusion of a budget for Ministry paid teacher salaries in the 2010 Statement of Financial Performance. The budget shall be equal to the actual teacher salary costs for the 2010 year and will include an income amount and an equivalent expenditure budget.
- The Board approved the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2010. The 2010 figure will include an income amount and an equivalent expenditure budget.

Finance Report approved.

*Moved Grant, seconded Chris. Carried.*

#### Property

- Nick presented photos and a maintenance schedule with an estimated budget for the items that need to be done. Need to go to the council to sort out boundary barriers. Robin to set up Steve Brundell, caretaker, to do the items that were most urgent on the list being the bathroom, leaves and hedges and the repair of the front step.

#### 4. **General Business**

- No letters had been received in relation to the advertisement published for the vacancy of a board member in accordance with the Education Act. It was then moved that Nick Flight become a full member of the Arrowtown School Board of Trustees. All in favour. Carried.
- The board expressed its intention to develop a closer association with the PTA e.g. meet with their office bearers once a term to keep communication going. Invite Tracey Turner, PTA chair to the next BOT meeting. Don and Robin to meet with their office bearers early next term. The bowls social evening was a success.
- Resolution to apply for funding. It was resolved that a request be made to First Sovereign Trust for funding for safety fluorescent school vests to be worn by the children walking to and from school or on any outside school visit. There is no other available funding for these.

#### 5. **Minutes of the previous meeting – 9 March 2011.**

*Moved Grant, seconded Chris. Carried.*

#### 6. **Matters Arising**

None

#### 7. **Correspondence**

**In**

- NZSTA PD workshops on BOT roles and responsibilities with National Standards. Mon 23 May 7 – 9pm and 20 June 7 – 9pm at Queenstown School. Enrol Nick, Chris and Tim and email them a reminder.
- Letter from MOE re review of enrolment schemes. Signed by Don and Robin.
- Performance agreement from B & W Education Consultants.
- Letter from Auditor General re effective reporting on students' progress and achievement.
- Letter from Electoral Commission re general election and referendum in November. Think about fundraising on election day as polling booth at the school hall.
- Letter from NZEI re employment relations Education Leave.
- STA News – March.

**Out**

- Letter to Scout Committee re hall hire charges. No response received from the committee yet.

*Moved Don, seconded Robin. Carried.*

Meeting closed at 8.00pm  
Next meeting Thursday 19 May 5.30pm

Signed .....  .....

Date ..... 19/5/11 .....

**BoT Action Plan**