

**Minutes for the Board of Trustees Meeting**  
**Thursday 29 September 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)

1. **Apologies:** None

2. **Strategic Decisions**

Decisions on property projects

- Ways of funding the projected shortfall of the two new property projects was discussed and the use of 5YA money. Robin to talk to Brian Tegg as soon as possible about the availability of these funds.
- A decision was made not to build the toilet block at this stage as this option is too expensive. The alternative option would be turning the existing disabled toilet space in Block D into two toilets. Robin to check the ratios for toilets with the Ministry to find out when we would need more.
- Discussion was had on staging the two building projects. Peter from Triple Star called in for brief consultation and confirmed it was always more efficient to do the projects together but he didn't believe it would be a significant difference to do the projects in two stages. They will send out the tender documents noting the jobs need to be tendered separately and together so we can have this option if we need to.
- A motion was made that by Grant that the board go ahead with both projects subject to the 5YA funds being available. Seconded Don. All in favour. Carried.

3. **Reports**

Principal

- Sprinkler system being monitored by Robin daily. Has dropped slightly over a week but it could be that it is still stabilizing. The system has now virtually all been replaced.
- The summary of work done by Steve at the school house was presented.

Finance

- Monthly report and figures presented. Grant noted that things were tracking well and we were on target to meet budget.

Finance Report approved.

*Moved Grant, seconded Don. Carried.*

Self-Review

- The draft Parents Survey was discussed. Mary noted she would like to see the two questions at the end reversed. A few suggested additional questions were discussed and some questions that were more general to be changed to a general section. Add an optional contact name and phone number at the bottom of the survey.
- It was decided that the survey would be better to go Week 1 of Term 4 instead of next week, being the last week of term, as it could be forgotten with families on

holiday.

4. **General Business**

- Robin gave the board a heads up about the 150<sup>th</sup> anniversary of the school in 2013. Robin to investigate the month this will be celebrated so planning can begin.

5. **Minutes of the previous meeting** – 31 August 2011.

*Moved Don, seconded Chris. Carried.*

6. **Matters Arising**

Tim noted the newsletter this week had photos of students who had received distinction awards in the recent ICAS exams.

7. **Correspondence**

**In**

- Resignation letter Donna
- Letter from QLDC re Representation Review
- Letter from Ministry re National Schools Weather-tightness Survey

**Additional In**

- Letter from Crombie Lockwood re Insurance for 2011/2012. Robin proposed we get a valuation done on board owned school buildings, hard court areas and playgrounds. Robin to get some quotes for this.

**Out**

- Letter to Henry Crawford


*Moved Don, seconded Robin. Carried.*

Meeting closed at 7.45pm  
Next meeting Wednesday 2 November at 5.30pm

Signed .....

Date .....

**BoT Action Plan  
October 2011**

<b>Task</b>	<b>Who</b>	<b>When</b>	<b>Support / Resources</b>	<b>First discussed</b>	
• Call Brian Tegg about 5YA funds	Robin	ASAP		Sept 11	
• Toilet ratio numbers	Robin	ASAP		Sept 11	
• Staff survey	Tim	Week 1, Term 4		Sept 11	
• Quotes for valuation	Robin	Before November meeting		Sept 11	
• GATE grants for computer leasing	Tim			Oct 10	
• Exit Survey Questions	Tim			Oct 10	