

**Heriot School  
Board of Trustees  
Minutes of Meeting - Thursday 10 August 2017 - 4pm**

<b>PRESENT</b>	Andrew Herriott (AH), Colin McHutchon (CMcH), Rebecca Hazlett (RH), Blair Young (BY) In Attendance: Pauline Cormack (PC), Teressa Young (TY), Debra Roulston (DR)
<b>WELCOME</b>	Andrew Herriott
<b>APOLOGIES</b>	Melissa Ellison (ME), Judy Millar (JM)

**ADMINISTRATION**

<b>Declaration of Interest</b>	None
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**MONITORING**

<b>2.1 Finance Report</b>	
The June 2017 Finance Report was presented.	
The June 2017 Finance Report (attached) was taken as read.	
<b>Motion</b> That the Board ratifies the June expenditure of \$11264.99	Moved RH Seconded AH
The July 2017 Finance Report was presented.	

The July 2017 Finance Report (attached) was taken as read.

**Motion**

That the Board ratifies the July 2017 expenditure of \$15595.87

Moved AH  
Seconded BY

After a brief discussion it was decided to reinvest \$40k plus an additional \$20k from the cash account. To be invested at the best rate available for a short term of three months to come due before christmas.

**Motion**

The Board moves that we invest \$60k for three months at the best rate available

Moved BY  
Seconded AH

Gala Day funds will be distributed between the BOT and PTA. All funds from the main Auction will go to the Board and the remaining funds will go to the PTA.

## 2.2 Health and Safety

A working bee has been scheduled for Friday 15th September 3pm.

## 2.3 Property

A discussion was had regarding a few of the items that will need to be addressed on the day of the working bee. Eg. the front entrance sign needs water blasted, planter boxes tidied up etc.

BY is to contact someone to come and check over the boiler.

## 2.4 Principal's Report

### Student Achievement Data - Mid Year 2017

Since we have collated and analysed our mid year assessment data, a number of students have become more of a concern. A little disappointing was maths at below. Term 2 was a particularly busy term with a lot happening, including the Production, which may have had some bearing on these results. Viv Thompson (University Advisor) says there are a variety of options that can be put in place to rectify this and to work out what next steps can be taken to raise achievements.

The Board and the Principal are confident that ground can be made up with a little more direction. Viv has said that certain areas can be identified and worked on.

CMcH will get together with teachers to work out strategies to see what is needed for the priority learners and get back to the Board with more information.

We need to start thinking strategically on how to tackle our priority learners now and into 2018.

<p>It is a requirement to report to the parents about student achievement and their progress in writing at least two times per year. It has been generally accepted that the latest round of reports were received happily, as there have been no questions or feedback positive or negative from parents. There will be another opportunity for parents to learn more about their child/rens progress. Student led conferences are scheduled for Wednesday 30 August.</p> <p>There is now a wider mix of cultures within our school and we believe that there can be more done regarding Maori/Pacifica in class. We need to work out how to achieve this - a question was raised about whether funding is available for this area.</p> <p>We are still working on the Moa Flat Bus review with an anthropologist study - trying options to enable a change in the culture of behaviour on the bus.</p> <p>Well Being - has been a work in progress. We are collecting some voice information at the moment, more aimed at the Y5 and Y6 students, are they happy in school and general questions that are age appropriate.</p>	
<p><b>Motion</b> That the Principal's report dated August 2017 be received and accepted by the Board.</p>	<p>Moved AH Seconded RH</p>

**STRATEGIC DECISIONS & DISCUSSIONS**

<p><b>3.1 BOT Staff Rep Resignation</b></p> <p>Aimee Keenan has resigned as a Staff Representative from the Board of Trustees.</p>
<p><b>3.2 Board Member Election Dates</b></p> <p>The recommended date for Mid Term Board Member Elections is 1 December 2017. It is also recommended that Pauline Cormack be Returning Officer.</p>
<p><b>3.3 Staff Rep By-Election</b></p> <p>Debra Roulston has put forward her interest in the Staff Representative position on the Board. There needs to be a By-Election held in thirty seven (37) days from today, 10 August 2017. The By-Election will take place on 18 September with Pauline Cormack as Returning Officer.</p>

<p><b>Motion</b>  <b>That the Board would like to elect Pauline Cormack as Returning Officer for the Staff By-Election to be held on 18 September 2017</b></p>	<p>Moved AH                  Seconded BY</p>
<p><b>3.4 Room 2 Upgrade</b></p>	
<p>We have received official notice that Anna McFaul is our MOE Property Advisor. Anna is based in Invercargill and will be responsible for most of the schools in our CoL. After a brief discussion it was decided that we should not delay this process any further. We need to lock in the tender.                  CMcH to communicate with John Langeveld from School Support Property Services to proceed with tender and lock it in.</p>	
<p><b>3.5 Policy Review</b></p>	
<p><b>3.6 2017 Y6 Leavers Prize Giving</b></p>	
<p>After a brief discussion about the end of year gift to Y6 leavers, it was agreed that a \$30 budget was still relevant for an engraved pen gift. It is something that can be used moving on to college and beyond. In retrospection from past recipients it can also have a long lasting sentimental value.</p>	
<p><b>3.7 Gala Day Update</b></p>	
<p>The organising is well under way and progressing smoothly. There will be weekly meetings from now until the big day. The students are getting involved with some great ideas and plans for their input. We have some good commision based items for the auction and some great donated items. Plenty coming in also for the White Elephant.</p>	

**IDENTIFY AGENDA ITEMS FOR NEXT MEETING**

4.1
4.2
4.3

## ADMINISTRATION

<b>5.1 Confirmation of Minutes</b>
<b>5.2 Correspondence</b>
<p>Inwards</p> <ol style="list-style-type: none"> <li>1. Emergency Closure - (<i>approval to reduce the length of the year by a day</i>)</li> <li>2. Use of Heriot School as a Voting Place on Saturday 23rd September 2017 - Bernadette Weller - Returning Officer</li> <li>3. Tukutuku Korero - NZ Education Gazette, July &amp; August.</li> <li>4. STA News</li> </ol> <p>Outwards</p> <ol style="list-style-type: none"> <li>1. Emergency Closure - MOE (4 July 2017)</li> <li>2. Permission to travel out of Heriot TEZ - Emma Henton (to Tapanui School)</li> </ol>
<b>5.3 Action Plan</b>
In progress. ME is still away.

## MEETING CLOSURE

<b>6.1 Comments on Meeting Procedures and Outcomes</b>
<b>6.2 Preparation for next meeting</b>

**Meeting closed at 5.45pm**

### 2017 Meeting Dates

**Thursday 14 September 2017, 7pm**

Signed.....*M. Henton*..... Dated *19-9-17*.....

Chairperson