

Heriot School

Board of Trustees

Minutes of Meeting – Tuesday 12th April 2016, 10.00am

PRESENT	Mr Lloyd Brensell (LB), Mr Colin McHutchon (CMcH), Mrs Carol Millar (CM), Mrs Rebecca Hazlett (RH), Mrs Angela McHutchon (AM) In attendance: Mrs Pauline Cormack, Ms Judy Miller (Secretary)
WELCOME	Mr Lloyd Brensell
APOLOGIES	Mrs Katie Stevenson (KS) Moved RH/LB
CONFIRMATION OF AGENDA:	Additions to the agenda 4.9 Classroom upgrade Personnel Policy – to be added under Policy Review Moved AM/Seconded LB

STRATEGIC DECISIONS

<p>➤ 2.1 Set BOT Staff & Parent Election date: Proposed for Friday 3rd June 2016.</p> <p>Due to Mrs's Jordaan's recent resignation from the BOT as Staff Representative, and there not being enough time to hold a Special Election, the board has decided to wait and fill this position at the Triennial Election, being held 3 June 2016.</p>	
<p>Motion That the Board approves the BOT Staff and Parent Election be held on Friday 3rd June 2016.</p>	<p>Moved LB Seconded CM CARRIED</p>

POLICY REPORT

DRAFT Child Protection Policy	
➤ The above policy (attached) was discussed.	
<p>Motions That the Board adopt the 'Child Protection Policy'.</p>	<p>Moved CMcH Seconded RH CARRIED</p>

Board Roles and Responsibilities Policy	
<ul style="list-style-type: none"> ➤ The above policy (attached) was discussed. In regard to the query on point 10.1 – the meaning of ‘awards arrangements’, Mrs Hazlett explained that it came under the collective agreements for all staff and support staff and was about rewarding individual staff depending on the conditions. It was agreed to leave the wording as is. 	
Motions That the 'Board Roles and Responsibilities Policy' was reviewed and accepted by the Board.	Moved AM Seconded LB CARRIED

Personnel Policy	
<ul style="list-style-type: none"> ➤ The above policy (attached) was reviewed and discussed. ➤ Regarding point 10. It was agreed to change the wording to '10. meet the requirements of the Health and Safety at Work Act (and any subsequent amendments or replacements of that Act).' 	
Motions That the 'Personnel Policy' was reviewed and with the above changes accepted by the Board.	Moved CMcH Seconded RH CARRIED

DRAFT Health & Safety Policy	
<ul style="list-style-type: none"> ➤ The above policy (attached) was reviewed and discussed. It was agreed to change point 11. to read 'In the event of an accident occurring the Board of Trustees will support the safe and early return to work of an employee'. ➤ It was also identified that a 'Workplace Injury and Incident Register' was needed as per point 8. of the policy. 	
Motions That the 'Health & Safety Policy' with the above changes be accepted and adopted by the Board.	Moved AM Seconded LB CARRIED

MONITORING

Discussion
<ul style="list-style-type: none"> ➤ 3.3 BOT Succession Planning: Discussion on prospective people that had been contacted via telephone with some positive indications.
<ul style="list-style-type: none"> ➤ 3.4 Triennial Plan: This was reviewed by the Board. The intended March internal audit of financial payments will be completed once Crowe Horwath complete the annual audit and return the payments invoices.

It was agreed to add to the 23rd June meeting, the induction of new BOT members.

It was agreed 'The Health & Safety internal audit' scheduled for meeting 4 in May should be moved out to meeting 7. Discussion on when an external audit would be undertaken – but agreed that it was too early at this stage.

There was discussion on the implications of the Health and Safety regulations and the need to educate parents on some matters relating to this.

PRINCIPAL'S REPORT

Discussion

- Taken as read (attached).
- Discussion on 'Strategic Goal Two' and the need to invest some time in this. Student-led conferences were positively received.

Mrs McHutchon agreed to send an email from the Board thanking parents for their involvement in the Working Bee. It was agreed that early next term another communication from the Board be sent regarding the upcoming Parent Numeracy Session and the Board to provide supper for this event.

Motion

That the Principal's Report dated Tuesday 12th April 2016 be received and accepted by the Board.

Moved CM
Seconded RH
CARRIED

FINANCE REPORT

Discussion

- The February 2016 Finance Report (attached) was taken as read.

Motions

That the Board ratifies the February 2016 expenditure of \$15,711.04.

Moved LB
Seconded CM
CARRIED

- **3.7 School House Insurance:** Mrs Cormack advised that she had received an invoice from AON regarding the School House Insurance which had been sent to Darroch for payment. The MOE then advised (Elizabeth Hoskins, Manager for Darroch Property Services) that the houses are managed by Darroch as Type A2 properties, meaning that only rates and water charges are paid by Darroch, so had returned the invoice for the board to pay. As Darroch have always paid the insurance bill in the past, Mrs Cormack would like a board member to further investigate why this has changed this year and why has there been no previous correspondence regarding if/any change?

There was general discussion and it was agreed that Mrs Stevenson would seek legal clarification, to ensure that Darroch, who have always covered this cost, would continue to do so.

Motions

That the Board approve the payment of the AON School House Insurance for \$3,222.77 (incl) and follow up for reimbursement from Darroch.

Moved RH
Seconded LB
CARRIED

➤ **3.8 MOE Request re Principals House:** Mrs Cormack referred to correspondence received from the MOE regarding the Principals housing. Mrs Cormack and Mr McHutchon to seek clarity that it is the actual Principals house that is being referred to before a decision could be made regarding whether to place this property into disposal.

➤ **3.9 Draft Annual Accounts (attached):** Mrs Cormack advised the Draft Accounts were currently showing a deficit of \$49,621 due to a number of factors - salaries being higher than expected, budgeted depreciation of furniture that wasn't depreciated and became a cost to minor repairs in the Ops Grant, extra BOT approved hours for Officer Manager, an unexpectedly large boiler house annual check expense, upgrade to the toilets, lower than expected BOT fundraising income.

At 11.09am Mrs Katie Stevenson joined the meeting

➤ It was agreed that when elected the new Board should set aside time to meet with Mrs Cormack to gain a better understanding of finance and important areas to stay abreast of as Board members.

➤ **3.10 Set Date for Budget Meeting:** Agreed on for Thursday 12th May at 10am.

PROPERTY REPORT

Discussion

➤ No Property report.

➤ **3.11 Darroch report:** Mr McHutchon gave an update on school flats as noted in the Principals Report.

HEALTH & SAFETY

Discussion

➤ No Health and Safety report.

STRATEGIC DISCUSSIONS

Discussion

At 11.27am Mrs Katie Stevenson left the meeting.

- **4.2 Community of Learning:** Mr McHutchon advised had met with Tapanui and Waikoikoi schools. Next step was to talk to Lindy Cavanagh-Monaghan and the MOE early next term and to see if it can be undertaken with only 5 schools.
- **4.4 EEO Report (attached):** Mrs Hazlett shared the findings outlined in the report. It was agreed the Principal will share the outcomes with staff to address some of the issues identified and get some specifics from staff on what their priorities are.
- **4.5 Principal Appraisal:** Mr McHutchon in the process of setting this up with Lisa Parish.

At 11.37am Mrs Katie Stevenson returned to the meeting.

- **4.1 Room 5 Disposal:** Mr McHutchon advised that De Thomson (MOE Property) had secured \$35,000 (GST excl.) for R5 disposal and the work will need to be completed by the end of June.

Mrs Stevenson advised that after speaking with John Langeveld he had advised De Thomson hadn't confirmed the funding to him. So that he could send out tender documents, he also required the details of the organisations wanting to put in tenders. The tender process will take two weeks and he would then recommend which tender to accept. Two Board members (Mrs Stevenson and Mrs Millar) need to then accept that recommendation before the disposal process can proceed.

At 11.43am Mrs Carol Millar left the meeting

- **4.3 Gigi's review:** This report had been circulated to all Board members and it was agreed to have a PD session with Gigi Hollyer once the new Board had been elected.
- **4.6 Hautu Report (attached):** Taken as read. Mrs Hazlett to continue to review with Mr McHutchon and John Atkins.
- **4.7 Date for BOT/Parent Evening:** Review at a later date.
- **4.8 Open day:** Mr McHutchon noted that the teachers want to put more emphasis on the Heriot Playgroup and subsequently have planned a meeting with them in T2, week 2.

It was agreed that an Open Day may not be successful and it may be better to phone prospective parents and encourage them to visit the school and meet with the Principal and staff. Mrs Hazlett agreed to organise and also make contact with Kidzway in Tapanui.

- **4.9 Classroom Upgrade:** Although, John Langeveld had suggested that the existing plans be altered, the Board agreed that they had decided to start over with the classroom upgrade plans. Mrs McHutchon to contact John Langeveld regarding an engineer's report to see if it is possible to open up the space between Rooms 1 and 2.

AGENDA ITEMS FOR NEXT MEETING

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| > 5.1 NAG report from March Meeting |

CONFIRMATION OF MINUTES

Discussion	
> Minutes as circulated.	
Motions That the Board formally confirms the Minutes of Tuesday 8 th March 2016 as circulated.	Moved LB Seconded KS CARRIED

CORRESPONDENCE

Discussion	
> As circulated with the agenda.	
Motion That the Correspondence as listed in the Agenda under '6.2 Correspondence' be received.	Moved RH Seconded AM CARRIED

ACTIONS FROM LAST MEETING

Discussion
> Action Plan was not reviewed.

Meeting closed at 12.10 pm

2016 FUTURE MEETING DATES

Thursday 12 May 10.00am – Budget Meeting

Thursday 19 May 7.00pm

Thursday 23 June 7.00pm

Thursday 18 August 7.00pm

Thursday 15 September 7.00pm

Thursday 27 October 7.30pm
Thursday 17 November 7.30pm
Thursday 8 December 7.30pm

Signed:

Chairperson

Dated: 19-5-2016