

Heriot School

Board of Trustees

Minutes of Meeting – Monday 12 December 2016, 7.00pm

PRESENT	Andrew Herriott (AH), Colin McHutchon (CM), Rebecca Hazlett (RH), Judy Miller (JM), Blair Young (BY), Aimee Keenan (AK) In attendance: Pauline Cormack, Melissa Ellison
WELCOME	Andrew Herriott (acting Chair)
APOLOGIES	Angela McHutchon
CONFIRMATION OF AGENDA:	Moved AK/Seconded JM

ADMINISTRATION

1.3 Declaration of Interests	
Nothing to declare.	
1.4 Confirmation of Minutes	
Matters arising from minutes: Suggestions for minor corrections to minutes were accepted. Future changes will be accepted at the meeting.	
Minutes as circulated.	
Motion That the board formally confirms the Minutes of November 24th 2016 as circulated, with amendments.	Moved JM Seconded BY
Motion That the board formally confirms the In-Committee Minutes of November 24th 2016 as circulated.	Moved JM Seconded BY

MONITORING

2.1 Finance Report/Budget
The November 2016 Finance Report (attached) was taken as read.

<p>Motion That the board ratifies the November 2016 expenditure of \$19,715.06</p>	<p>Moved RH Seconded JM CARRIED</p>
<p>The Finance and Income & Expenditure Reports were briefly discussed and clarification provided on interest and donations.</p>	
<p>The Principal's credit card was received and will be kept in the safe. PC is working on a credit card policy and will email it to be reviewed and approved by board members. The Auditor's interim visit was on 5 December and went well.</p>	
<p>The Budget was presented in draft form. This will be approved once all information is available, after March 1st 2017. Donations and fundraising were briefly discussed.</p>	
<p>Motion That the board accept the 2017 Draft Budget.</p>	<p>Moved JM Seconded AK CARRIED</p>
<p>2.2 Health & Safety</p>	
<p>The swimming instructor engaged by the PTA is to visit this Wednesday to complete the H&S check of the pool and policies before lessons begin in week 1 of Term 1 2017. Will meet with AH.</p>	
<p>2.3 Playground Check</p>	
<p>We are in the process of considering options for the slide; the plumber is due to fix taps in near future; BY is working on getting the water tank cleaned.</p>	
<p>2.4 ERO Update</p>	
<p>The Pre-External Evaluation Questionnaire document, which is used by ERO as the basis for the upcoming review, was discussed. CM has sent all documentation to the Dunedin office including achievement data, teacher registration information and teacher curricula responsibilities. Awaiting contact from the ERO team.</p>	
<p>2.5 Staff PLD Report</p>	
<p>The report was read and discussed.</p>	
<p>Motion That the board accepts the 2016 Professional Learning and Development Report, as presented.</p>	<p>Moved AK Seconded BY CARRIED</p>

2.6 Reading Recovery Report

The board noted their appreciation of the time and effort that Aimee Keenan has put into the Reading Recovery programme and noted that her report was very succinct and well written.

Motion

That the board accepts the 2016 Reading Recovery Report, as presented.

Moved AH
Seconded RH
CARRIED

STRATEGIC DECISIONS & DISCUSSIONS

3.1 Board Self-Assessment

To be discussed at next meeting.

3.2 Strategic Goals

As Angela is unavailable due to illness, this will be worked on in January.

3.3 Meeting Dates & Times

First meeting of 2017 to be pencilled in for Thursday 9 February at 7.30pm

3.4 New MLE plans

CM presented the floor plans showing the proposed new doors (and windows) which will allow the space between two classrooms to be opened up. All in attendance agreed in principle to proceed. Next steps are to have an engineer come and assess the plausibility of the changes.

Motion

That the board accepts the MLE plans as presented and agrees to contact John Langveld in order to proceed further.

Moved AK
Seconded RH
CARRIED

3.5 Policy Review – Protected Disclosure

The draft Protected Disclosure policy was tabled by PC.

AGENDA ITEMS FOR NEXT MEETING

4.1 Charter

CM will look at this early in 2017 and will keep everyone posted.

ADMINISTRATION

5.1 CORRESPONDENCE

As circulated with the agenda.

Inwards

1. Tukutuku Korero NZ Education Gazette (Number 20)
2. Timetable for moving to the Food Act 2014
3. Westpac Credit Card and PIN received and are in safe.

Motion

That the Correspondence as listed in the Agenda under 5.1 Correspondence be received.

Moved AH
CARRIED

5.2 Next Meeting pencilled in for Thursday 9th February, 2017 at 7.30pm

Meeting Closure

6.1 Comments on Meeting Procedures and Outcomes

6.2 Preparation for next meeting

6.3 Action List was reviewed by the Chair and will be forwarded to members.

Meeting closed at 8.49pm

2017 FUTURE MEETING DATES

Thursday 9 February, 2017, 7.30pm

Signed: ...*Althea*..... Dated: ...9-2-17.....

Chairperson