

**Heriot School
Board of Trustees**

Minutes of Meeting – Thursday 15th September 2016, 4.30pm

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

ADMINISTRATION

> 1.3 Declaration of Interests

Gloria McHutchon was employed for one day as a relief teacher on 23 August 2016.

MONITORING

> 2.1 Finance Report

FINANCE REPORT

Discussion

Discussion about utilising the School App's calendar. It was agreed that the calendar is an important part of the App and this needs to be remedied, it may just be a setting. A question was asked about the finances relating to Room 5. PC explained that there is one final bill to be presented (once the grass seed is sown).

> The August 2016 Finance Report (attached) was taken as read.

Motion

That the board ratifies the August 2016 expenditure of \$24,864.03

Moved RH
Seconded AK
CARRIED

2.2 BOT Signatories

Discussion

Andrew Herriott was suggested as a replacement BOT authorised signatory now that Lloyd Brensell has completed his BOT term.

Motion

That the board accept Andrew Herriot as an authorised BOT signatory.

Moved AM
Seconded JM
CARRIED

2.3 New Credit Card

Discussion

Pauline has spoken with Westpac about obtaining a credit card for use by the Principal with a suggested \$2000 limit. The Finance Policy will need to be amended in order to include a credit card. It was noted that the accountant advised against obtaining one but everyone felt it was worth pursuing.

Motion

That the board approve obtaining a credit card for use by the Principal from Westpac, with a credit limit of \$2000.

Moved AM
CARRIED

2.4 S&S Financial Commentary

Discussion

The S&S's annual Financial Commentary is due back soon. It was decided to schedule this into the next Finance Meeting in Term 4. Also it was suggested the BOT have a "Finance Basics" session with Pauline to assist/educate new members.

2.5 Principal Expenses

Discussion

Any future meal expenses reimbursed with no receipts, must be minuted in retrospect.

Motion

That the figures of \$30 for dinner; \$15 each for breakfast and lunch be accepted for Principal's expenses, where no receipts are provided.

Moved RH
Seconded AH
CARRIED

Motion

That the board approve the reimbursement of staff for sundry items up to \$50, with no receipts, as deemed appropriate.

Moved JM
Seconded AM
CARRIED

2.6 Health & Safety Audit**Discussion**

The annual Health and Safety Audit is coming up. Andrew will collate a folder of relevant H&S information, including a checklist for all BOT. AH will co-ordinate and ensure completion.

2.7 Strategic Plan Assurance Report**Discussion**

It was decided that the BOT meeting minutes and the Chairperson's Report should be loaded onto the school App. The BOT's Policy documents should also be added to the school website.

JM –is there an App or could we use the calendar to notify us of when particular policies are due for action. CM mentioned that he and Lisa Parrish have been discussing something similar.

RH asked about Seesaw; AK replied that it's early days but feedback from the trial has been very positive. Good motivation for kids to aim high as parents/grandparents can view it online. The senior classroom will be added in 2017.

Clarification about Learning Conferences – a question was raised whether these are being discontinued without giving them more time. CM replied all future conferences will be student-led as this was very successful, and is preferred by teachers.

2.8 Attendance**Discussion**

CM - All attendance is recorded online. The board needs to be aware of attendance procedures; parental attitudes towards it are very important. CM issued board members with an attendance resource.

AM asked about the process for communication with parents; and whether there is a link between "truant" students and priority learners. CM explained about the process, no link necessarily.

Attendance data is more easily analysed because it's now on the SMS.

The definition of a truant is wider than in the past.

Is justified versus unjustified absence (in-term family holidays) an issue. Do we need to remind parents? Attitude is key.

STRATEGIC DECISIONS & DISCUSSIONS

3.1 School Evaluation Indicators

Discussion

CM has put together an Evaluation Indicators Report for the BOT to work with going forward. Very important as ERO will be using this format from Term 4. At the heart of the document is the path for effective practice for improvement and learner success. The report shows evidence of some of the indicators in each domain. We agreed that BOT would research Domain 1 and AK and CM would research Domain 4.

AM – BOT really need to understand the evaluation indicators before proceeding.

All members should read the section on Stewardship by next meeting and add any questions or thoughts to the Evaluation Indicator report in Google drive.

3.2 Community Consultation

Discussion

AM – thanks to CM for preparing the survey to be sent to parents

Discussion about the terminology was had; decided to change wording to Excellent, Good, Average; Poor, Very Poor

Need to expand on meaning of extra-curricular activities

Key to remember is that we want a picture from parents about how they think school is performing. Clarification of strategic goals, vision, etc and how these fit together. Are we relevant, where are we going?

Is there enough community communication contained in the survey. Would like to know about the App for eg., how do parents prefer to be communicated with?

Motion

That the board approves the Community Consultation Survey, with the agreed changes made to be approved by the Principal and Chairperson, to be sent to parents.

Moved AM
CARRIED

3.3 Hautu – Employer Role

Discussion

RH and CM have met in the past week and have updated the document. Important to decide what the board's priorities are as an employer. These will change from year to year and sometimes will need to be given budgetary consideration. Please all keep up to date with the document.

3.4 Strategic Goal 2 – PTA

Discussion

AM - The PTA have asked if the BOT would like a stall at the November A&P Show. After discussion, it was decided that it is not necessary at this time. We can suggest the following ways that the PTA can increase parental buy-in (get more volunteers for fundraising activities) ; reiterate how PTA fundraising is very important; BOT could comment on the funds raised; encourage the PTA to update the PTA information in the enrolment pack; could promote itself in the school newsletter i.e. "PTA Patch".

3.5 Community of Learning

Discussion

This has been given the go-ahead, now awaiting funding. Next meeting in October.

3.6 NZEI – Global Funding

Discussion

An email was sent home to parents summarizing the main points arising from the recent PUM on global funding. Aimee and Tara both attended the meeting in Gore.

3.7 Permission – Pete's Dragon

Motion

That the board gives permission for the school to attend the screening of Pete's Dragon in Gore on 15th September, 2016.

Moved AM

CARRIED

AGENDA ITEMS FOR NEXT MEETING

4.1 Charter
4.2 Identify 2017 targets
4.3 Principals Perf. Appraisal – Nov
4.4 School Evaluation Indicators
4.5 BOT Meeting Fees
4.6 Health & Safety Audit

ADMINISTRATION

➤ 5.1 Confirmation of Minutes	
Minutes as circulated.	
Motions That the board formally confirms the Minutes of 18 August, 2016 as circulated.	Moved RH Seconded AH CARRIED

5.2 Confirmation of In-Committee Minutes

Motion That the board formally confirms the In-Committee Minutes of 18 August, 2016 as circulated.	Moved AH Seconded AM CARRIED
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CORRESPONDENCE

5.3 Correspondence
