

Heriot School

Board of Trustees

Minutes of Meeting – Thursday 16 February 2017, 7.30am

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

ADMINISTRATION

1.3 Declaration of Interests
Nothing to declare.
1.4 Board Vacancy
The board vacancy was advertised in Newslink yesterday.

MONITORING

2.1 Finance Report
The January 2017 Finance Report will be presented at the next meeting.
2.2 Health & Safety
Incident reporting – the incident reporting log sheet has been updated.
2.3 Property
Report to be presented at next meeting (BY absent).
2.4 External Evaluation
A general discussion was held in preparation for next week's ERO visit. The ERO meeting schedule was finalised. A brief discussion about the self-assessment questionnaire was held.
2.5 Principal's Performance Appraisal
RH has 2 possible names for the 2017 appraisal process, both fully endorsed. Will get quotes for this. Recommends we all read the recent Performance Report as it gives some

great insights.

STRATEGIC DECISIONS & DISCUSSIONS

3.1 Policy Review	
Credit Card Policy – latest amendments were discussed and accepted.	
Motion That the board adopts the Credit Card Policy as of 16th February 2017.	Moved AH Seconded AK CARRIED
A copy of the Trustees Code of Conduct Policy was handed to each board member.	
3.2 Angela McHutchon resignation	
JM has sent a card thanking Angela for her work as Chairperson and wishing her well.	

AGENDA ITEMS FOR NEXT MEETING

4.1 Chairperson's role Policy
4.2 Curriculum delivery Policy
4.3 Principal professional expenses Policy
4.4 The Relationship between Chairperson and Principal Policy
4.5 Sensitive expenditure policy (new)

ADMINISTRATION

5.1 Confirmation of Minutes	
Matters arising from minutes: Suggestions for minor corrections to minutes were accepted.	
Minutes as circulated.	
Motion That the board formally confirms the Minutes of February 9th 2017 as circulated, with amendments.	Moved JM Seconded AH

5.2 CORRESPONDENCE

As circulated with the agenda.

Inwards

1. Tukutuku Korero NZ Education Gazette 2017 (Number 2)
2. Dusky Electrical quote

Motion

That the Correspondence as listed in the Agenda under 5.2 Correspondence be received.

Moved AH
CARRIED

5.3 BOT Timesheet

More discussion to follow at next meeting.

5.4 Meeting Dates

Next meeting to be Monday 27th March 2017 at 7pm. Annual meeting plan to be discussed.

5.5 Action Plan was not reviewed. Melissa to update it and will share with group.

Meeting Closure

6.1 Comments on Meeting Procedures and Outcomes

6.2 Preparation for next meeting

Meeting closed at 8.45am

2017 FUTURE MEETING DATES

Monday 27th March, 2017, 7pm

Signed: *Athenia* Dated: 27-3-17
Chairperson