

**Heriot School  
Board of Trustees**

**Minutes of Meeting – Thursday 18<sup>th</sup> August 2016, 4.30pm**

<b>PRESENT</b>	Angela McHutchon (AM), Colin McHutchon (CMcH), Rebecca Hazlett (RH), Judy Miller (JM), Andrew Herriott (AH), Blair Young (BY), Aimee Keenan (AK) In attendance: Pauline Cormack (PC), Melissa Ellison (ME)
<b>WELCOME</b>	Angela McHutchon
<b>APOLOGIES</b>	None
<b>CONFIRMATION OF AGENDA:</b>	Moved AM/Seconded JM

**ADMINISTRATION**

<p>➤ <b>1.3 Declaration of Interests</b> Nothing to declare.</p>	
<p>➤ <b>1.4 BOT Code of Behaviour</b> RH and AH to complete and sign form.</p>	

**MONITORING**

<b>2.1 FINANCE REPORT</b>	
➤ The June 2016 Finance Report (attached) was taken as read.	
<p><b>Motion</b> That the board ratifies the June 2016 expenditure of \$14,482.29</p>	<p>Moved RH Seconded AK CARRIED</p>
➤ The July 2016 Finance Report (attached) was taken as read.	
<p><b>Motion</b> That the board ratifies the July 2016 expenditure of \$62,304.04</p>	<p>Moved AH Seconded BY CARRIED</p>

## ➤ 2.2 Internal Audit of Financial Payments

### **Motion**

The Chair moved that the Internal Audit of Financial Payments was completed on 29 July 2016 by Angela McHutchon.

Moved AM  
Seconded JM  
CARRIED

## 2.3 PROPERTY REPORT

### **Discussion**

BY reported the following minor property issues; taps in the toilets which have been tightened; one tap in Jnr Girls toilet needs replacing as has seized. Will need plumber to repair; BY to fill hole in tennis court with cement asap.

## 2.4 PRINCIPAL'S REPORT

### **Discussion**

- Chair opened discussion commenting how much the children are enjoying Te Reo sessions.
- CMcH clarified that the BOT is not required to add anything to The Raising Achievement Plan. It is underway, schools are being asked to prepare a Plan, provide evidence of it, and will report on it. Brief discussion about the definition of a "priority learner". Special Education students are included and affect the data.
- RH raised ERO Report, particularly section which seems to suggest our students are self-reporting a high incidence of bullying – is this a fair assessment? CMcH replied that the well-being issue was one of many areas that ERO looked at, and some kids did identify bullying, particularly on buses. In CMcH's opinion the issue is no better or worse than in previous years. RH asked if we are addressing these concerns. CMcH replied, no, most are minor issues.
- JM raised Mid-Year Reports. She suggested that if we want parents to provide more feedback about these reports we need to be clearer about asking for it. CMcH agreed. Legally we are required to report twice per year and there are simpler, less time-consuming ways to do this. Important to remember that parental expectations for reports are often high. Colin will prepare some ideas/samples to bring to next meeting.
- RH – bringing these new ideas can be related to POD. AK - for example are the "next steps" useful for parents, would a graph be better? JM – lots of effort put into Student Led Conferences too. BY – parents generally happy with reports, which could explain lack of feedback.
- JM – School App – unsure of its purpose and whether this has been communicated to parents. CMcH replied it is for immediate communication during the school day. It has not been fully utilised as yet. It is one tool within the wider communication policy. The App is still being trialled and there is no obligation to continue.
- AM – the NZ Star Evaluation Tool; our community probably don't know enough about it to usefully evaluate its use. We need more information before going

forward. Chair asked JM to investigate and report back to BOT in future.

- General discussion about the length of the school year was held – Tapanui is in the process of trying to realign itself to BMC dates. Discussion included shortening lunchtimes and possibility of a 3.15pm finish (could help curb bullying). Pros and cons recognised, not least the process of gaining approval from the Ministry.
- Strategic Plan Assurance Report - JM asked is our communication as good as it could be. E.g. parental attendance at Assembly. CMcH replied Assembly could look different and staff are discussing this.
- AM – Charter document needs to be updated with community consultation, to begin work on this in near future. CMcH – the Assurance Report is evidence of Charter progress. AM – the goals of the Assurance Report are hard to relate back to student achievement.

- Principal's Report Taken as read (attached).

**Motion**

That the board proceed with consultation required to align our school year with BMC.

Moved AM  
Seconded JM  
CARRIED

**Motion**

That the Principal's Report dated 18<sup>th</sup> August 2016 be received and accepted by the board.

Moved AK  
Seconded RH  
CARRIED

## 2.5 Curriculum Report – Reading

**Discussion**

AM – Great to see the Reading Recovery programme is going well. It looks to be money well spent. AK – spending on the younger students (early on) saves money in the long term. CMcH – Maori possibly next topic.

## 2.6 Staff Report

**Discussion**

Chair thanked AK for providing this report; it is well formatted, and well organised. No questions arising.

## STRATEGIC DECISIONS & DISCUSSIONS

### 3.1 Permission for Bannockburn Camp (Health & Safety)

- **Discussion**

Health & Safety was main focus of discussion. AH floated idea of inducting all parent helpers as BOT are responsible for all H&S issues at camp. No on-site staff at the campsite so our policy will be paramount. AH has a copy of the Volunteers Checklist etc and CMcH will pass on other information about camp to AH.

**Motion**

The board gives permission for Year 5 and 6 students to attend Bannockburn Camp, 5<sup>th</sup>-8<sup>th</sup> December 2016.

Moved AM  
Seconded JM  
CARRIED  
unanimously.

**3.2 Time of Meetings**

**Discussion**

Most people flexible about meeting times but evenings best for RH. Would BOT consider providing childcare for meetings? Chair prefers not to set meeting each time as discussion is time-consuming. Chair to consider options and let us know.

**3.3 NZEI PUMS (Paid Union Meetings)**

**Discussion**

BOT is obliged to allow all staff to attend upcoming meeting on 7 Sept 2016. These meetings are infrequent. Previously parents have been asked to collect children from school at lunchtime but legally the school must remain open.

**Motion**

The board approves Union Members to attend the PUM on 7<sup>th</sup> Sept and will ask parents to collect children early; however the school shall remain open.

Moved AM  
Seconded JM  
CARRIED  
unanimously.

**3.4 Kahikitia**

**Discussion**

RH and CMcH have met about the Hautu document (Strategic Aims for Maori). School currently has 3 children identifying as Maori, these three are progressing well. RH will liaise with John Atkins (Tapanui BOT) about hosting a hangi at conclusion of current Te Reo component. AH – a good opportunity to gather community together,

RH to continue work on document. Chair asked that everyone look at Hautu/Kahikitia documents. Going forward we will give time to RH at each meeting to bring topic to the table.

### 3.5 Community of Learning

#### Discussion

AM and CMcH attended the last meeting. A chairperson was elected; awaiting Ministry approval to move forward.

### 3.6 Block 2 Rationalisation (R5)

#### Discussion

Project completed. Thanks to all involved.

### 3.7 Insurance Claim

#### Discussion

Pauline advised that the insurance claim for the frost damaged Rinnai gas hot water system was turned down by the MOE's Risk Management Insurance agency as we inadvertently claimed under the wrong category. Pauline has since contacted Dee Thomson and was advised John Langeveld will conduct a report for us in retrospect and will endeavour to recover costs. Repair accounts so far, totalling \$2,590.69 (incl) have been paid. Pauline to keep us informed.

### 3.8 Room 2 Project

#### Discussion

John Langeveld visited the site with a draughtsman, plans to be drawn up to insert big doors between classrooms. Next step will involve engineer. Hoping to get underway by Term 1 2017. JM asked is there a "big plan" for building work looking forward? CMcH replied we try to be inclusive of future needs when engaging building work.

### 3.9 BOT PLD

#### Discussion

Chair advised of Student Achievement session in Gore on 10 Nov 2016, strongly recommend all attend. Winton session also.

### 3.91 BOT Review of Governance Policy

JM and PC are both satisfied with the document and it should stand as it is.

#### Motions

That the board adopts the Review of Governance Policy.

Moved JM  
Seconded AK  
CARRIED

### 3.92 BOT Code of Conduct Procedure

#### Motions

That the board accepts the Code of Conduct Procedure Policy.

Moved JM  
Seconded AK  
CARRIED

### 3.93 Sunsmart Policy

- A general discussion was held about the wearing of hats outdoors. Teachers and students generally good, visitors to school not so consistent. Sunscreen is available in classrooms, this was previously purchased by the PTA. Should we approach them to replenish supplies? School has lots of shade available. Need to improve communication with parents about Sunsmart Policy, especially application before school. We should publish it in the newsletter and in the Enrolment Booklet for new students.

#### Motions

That the board adopts the Sunsmart Policy.

Moved CMcH  
Seconded RH  
CARRIED

#### Motions

The board will communicate with parents the importance of upholding the school's Sunsmart Policy.

Moved CMcH  
Seconded RH  
CARRIED

### AGENDA ITEMS FOR NEXT MEETING

#### Discussion

- **4.1 School Culture Consultation**

- **4.2 Health & Safety Audit**

- **4.3 Principals Perf. Appraisal**

- Chair reluctant to add School Reports to agenda as it is not a governance issue. We will consult and put some ideas together.

## ADMINISTRATION

➤ 5.1 Confirmation of Minutes	
<b>Discussion</b>	
➤ Minutes as circulated.	
<b>Motions</b> That the Board formally confirms the Minutes of 29 June 2016 as circulated.	Moved JM Seconded AK CARRIED

## 5.2 CORRESPONDENCE

<b>Discussion</b> PC noted that a copy of the Agenda and all correspondence should be attached to the legal copy of the Minutes (for auditing) going forward.	
➤ As circulated with the agenda.	
<b>Motion</b> That the Correspondence as listed in the Agenda under '5.2 Correspondence' be received.	Moved AM Seconded JM CARRIED

## ACTIONS FROM LAST MEETING

<b>Discussion</b>
➤ Action Plan was reviewed by Chair.

### Meeting Closure

#### 6.1 Comments on Meeting Procedures and Outcomes

##### Discussion

A short survey of meeting attendees was administered by the Chair to provide feedback about the running of current meeting.

#### 6.2 Preparation for next meeting

*Melissa Ellison and Pauline Cormack left the meeting at 6.22pm*

<b>Motion</b> That at 6.22pm the public be excluded from the following part of the proceedings of this meeting namely agenda item 5.2	Moved AM Seconded JM CARRIED
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Correspondence Formal Complaint. The reason for excluding the public is to protect the privacy of individuals concerned. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public.

*The meeting resumed in public at 6.45pm.*

Meeting closed at 6.47pm

### 2016 FUTURE MEETING DATES

Thursday 15 September 4.30pm

Thursday 27 October 7.30pm

Thursday 17 November 7.30pm

Thursday 8 December 7.30pm

Signed:

*[Handwritten Signature]*

Dated:

*15/9/16*

Chairperson