

**Heriot School  
Board of Trustee  
Minutes of Meeting - Monday 19 June 2017 - 7pm**

<b>PRESENT</b>	Andrew Herriott (AH), Melissa Ellison (ME), Aimee Keenan (AK), Colin McHutchon (CMcH), Judy Miller (JM), Blair Young (BY) In Attendance: Pauline Cormack, Teresa Young.
<b>WELCOME</b>	Andrew Herriott
<b>APOLOGIES</b>	None

**ADMINISTRATION**

<b>1.3 Declaration of Interest</b>
None

**MONITORING**

<b>2.1 Finance Report</b>		
The May 2017 Finance Report was presented.		
The 2016 Auditors Report is back and was discussed in brief. The Auditors report to those charged with governance. There was only one copy received, which PC will hold and if anyone wishes to read it she will provide copies for them. The inclusion of a summary report with in the Finance Report is very helpful.		
The May 2017 Finance Report (attached) was taken as read.		
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"><b>Motion</b> That the board ratifies the May 2017 expenditure of \$22119.47</td> <td>Moved BY Seconded AH CARRIED</td> </tr> </table>	<b>Motion</b> That the board ratifies the May 2017 expenditure of \$22119.47	Moved BY Seconded AH CARRIED
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<b>2.2 Health and Safety</b>		
A working bee is to held - New date Friday 21 July 2017 1pm start		
<b>2.3 Property</b>		

There is to be a playground inspection, to see what needs to be done in preparation of the working bee.

## 2.4 Principals Report

The Principals Report (attached) was presented by Colin McHutchon and taken as read.

A brief discussion was had regarding the attendance numbers. Overall attendance is 82% this term, with 5% justified absences and 13% unjustified. This seems concerning, but still has to be accepted. Reasons for unjustified absences could be for example, if a parent/caregiver informs the school a child will not be at school that day, but doesn't give a reason, then it is recorded as an unjustified absence. When a child/ren are taken out of school for term time trips or overseas holidays, this too is recorded as unjustified. Teachers do look closely at these absences, and any possible impact on the overall learning of the individual student.

A discussion was had regarding the Strategic Goals. Where the students are in their learning, what their next steps are and how they are aware of their own achievements. We are developing a Well-Being programme that is linked to student learning and success. This will give us an understanding of how the students are progressing and how for example the extra roll increase could have an impact on the overall balance and well being of the students and their achievements. Are these Strategic Goals known and understood by the parents?

From this came a discussion regarding frequency of communication between the Board and the school community. It was discussed that the Board would endeavour to communicate more often, starting with the upcoming phone calls to families regarding the working bee, and to take the opportunity at this time to ask if there were any questions or thoughts that they may have or want to share with the Board.

### **Motion**

That the Principals Report dated June 2017 be received and accepted by the Board

Moved ME  
Seconded AH  
CARRIED

## STRATEGIC DECISIONS & DISCUSSIONS

### 3.1 Hautu

After reviewing, CMcH and RH feel that the consultation procedure should be with the wider school community and not just the Maori families. The Board still wishes to consult with Lena Roulston in the hope of utilising her expertise in this area.

<b>3.2 Triennial Plan</b>
Audit now complete.
<b>3.3 Policy Review</b>
<b>3.4 CoL Meeting Report</b>
The CoL Report is now out. Antony Criglington has accepted the lead Role. The description for this role is currently being worked on and when it is finalised the group can begin working collaboratively.

**IDENTIFY AGENDA ITEMS FOR NEXT MEETING**

<b>4.1 Student Achievements</b>
4.2
4.3
4.4

**ADMINISTRATION**

<b>5.1 Confirmation of Minutes</b>	
Minutes as circulated	
<b>Motion</b> That the Board formally confirms the Minutes of May 22 2017 as circulated.	Moved ME Seconded AK CARRIED
<b>5.2 Leave Request</b>	
The Board has received a letter from Tara Kinaston requesting Maternity Leave.	
<b>Motion</b> That the Board grants permission for leave from 24 July 2017 for up to 52 weeks.	Moved JM Seconded ME CARRIED

<b>5.3 EOTC Permission</b>	
Requesting permission for years 0-3 to travel to Gore for Ice Skating Excursion on Thursday 22 June 2017	
<b>Motion</b> That the Board approves the EOTC Ice Skating Excursion to Gore for years 0-3 on Thursday 22 June 2017.	Moved AH Seconded BY CARRIED
<b>5.4 Approval for Bus Travel to Production Rehearsal</b>	
Requesting permission for the students to travel by bus to the Tapanui Community Centre to rehearse for the Production.	
<b>Motion</b> That the Board approves that the students can travel by bus to the Tapanui Community Centre on Tuesday 4 July and Wednesday 5 July for the purpose of Production Rehearsal.	Moved ME Seconded AH CARRIED
The board wishes to acknowledge the generosity of Mr Ian Alexander. He is providing his time free of charge to drive the bus, for our students, to both Gore for the yr 0-3 Ice Skating trip and to Tapanui for the rehearsals of the 'Hoodwinked' production.	
<b>5.5 Correspondence</b>	
Inwards 1. 2016 Auditors Report	
<b>Motion</b> That the correspondence as listed in the Agenda under '5.5' correspondence be received	Moved AH Seconded AK CARRIED
<b>5.6 Meeting Dates</b>	
Next Meetings: Thursday 10 Aug 2017, 4pm Thursday 14 Sept 2017, 7pm	
<b>5.7 Action Plan</b>	
AH and ME to finalise last few details.	

### Meeting Closure

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| 6.1 Comments on Meeting Procedures and Outcomes. |
| 6.2 Preparation for next meeting.                |

Meeting closed at 9.07pm

### 2017 MEETING DATES

Thursday 10 August 2017, 4pm

Thursday 14 September 2017, 7pm

Signed.....*Altman*..... Dated...*10-8-17*.....

Chairperson