

**Heriot School
Board of Trustees**

Minutes of Meeting – Thursday 19th May 2016, 7.05pm

PRESENT	Mr Lloyd Brensell (LB), Mr Colin McHutchon (CMcH), Mrs Carol Millar (CM), Mrs Rebecca Hazlett (RH), Mrs Angela McHutchon (AM), Mrs Katie Stevenson (KS) In attendance: Mrs Pauline Cormack, Ms Judy Miller (Secretary)
WELCOME	Mr Lloyd Brensell
APOLOGIES	Mrs Pauline Cormack arriving late.
CONFIRMATION OF AGENDA:	Moved LB/Seconded RH

STRATEGIC DECISIONS

<p>➤ 2.1 R5 disposal/ tender doc. approval: Full tender documents have been received for approval by the Board. The new Board will need to agree and sign-off the tender once it comes in.</p>	
<p>Motion That the Board approves the full tender documents for the Block 2 Rationalisation Project, as forwarded by John Langveld on 11th May 2016.</p>	<p>Moved KS Seconded RH CARRIED</p>

MONITORING

Discussion
<p>➤ 3.1 BOT Succession Planning update: Brief discussion on prospective people that were willing to put their names forward.</p>

PRINCIPAL'S REPORT

Discussion	
➤ Taken as read (attached).	
<i>At 7.28pm Mrs Cormack joined the meeting</i>	
➤ EEO – Mrs Hazlett disagreed with the comment that some staff did not feel their responses were confidential and that their answers were sometimes misconstrued. Mr McHutchon advised he would report that back but suggested in future the questionnaire could be fine-tuned and in future the results could be reviewed by the portfolio manager and the chairperson rather than the whole Board.	
➤ SNAPP app – Is not up and running yet but will be as soon as the schools structure is in place to release it to the community.	
➤ Innovative Learning Environment (R2) – Mrs McHutchon advised she had emailed John Langeveld regarding obtaining an engineer's report but had not heard back. She will try and contact him by telephone.	
Motion That the Principal's Report dated Thursday 19 th May 2016 be received and accepted by the Board.	Moved AM Seconded RH CARRIED.

STRATEGIC DECISIONS

➤ 2.2 Budget: Mrs Cormack advised that confirmation had been received that the 2016 school house insurance will be refunded and continue to be paid by Darroch annually.	
➤ Code has been added for SNAPP – '400030 School App'.	
➤ Discussion on Mrs Kinaston's request for Classroom Release Time (CRT). She is currently receiving 1 day per term from the ministry. As her position is partially BOT funded, and as per the NZEI Agreement, this requires additional funding of \$900. A new code called 'CRT Days – BOT Teacher' to be set up.	
Motion That the Board approves the 2016 confirmed Budget.	Moved LB Seconded RH CARRIED

FINANCE REPORT

Discussion	
➤ The March 2016 and April 2016 Finance Report's (attached) were taken as read.	
Motions That the Board ratifies the March 2016 expenditure of \$13,382.04.	Moved LB Seconded CM CARRIED
That the Board ratifies the April 2016 expenditure of \$15,627.30.	Moved LB Seconded CM CARRIED
➤ 3.4 Term Investment: Mrs Cormack advised that \$80K had come due and was in the 90 account awaiting a decision on reinvesting.	
Motion That the board approves investing \$80,000 with Westpac, for 180 days @ 3.000%pa. Maturity date to be 22 November 2016.	Moved LB Seconded CMch CARRIED
➤ 3.5 School-house insurance update: As updated above.	
➤ 3.6 Property incl. Darroch Report: As per the Principals report.	

MONITORING

Discussion	
➤ 3.7 Principal Appraisal: As per the Principals report.	
➤ 3.8 Principal Performance Agreement: Mr McHutchon advised that Lisa Parish has been working on this and the Board will be able to review a draft. It is basically about the BOT and the Principal working towards achieving the strategic goals.	
➤ 3.9 Confirm Triennial Plan:	
Motion That the Board approve the confirmed 2016 Triennial Plan.	Moved AM Seconded RH CARRIED
➤ 3.10 Accident/Injury self-review (attached): Taken as read.	
➤ 3.11 Curriculum report – Science (attached): Taken as read.	

PROPERTY REPORT

Discussion

- No Property report.

HEALTH & SAFETY

Discussion

- No Health and Safety report.

STRATEGIC DISCUSSIONS

Discussion

- **4.1 Community of Learning:** As in the Principals report. Mr McHutchon advised that it would be expected that the Board Chairperson would be the appointee to be involved.

Motion

That the Board approve Heriot School's involvement in the Blue Mountain Community of Learning

Moved LB
Seconded RH
CARRIED

- **4.2 NAG 2A Report from March meeting:** There was a discussion on Nag 2 A and other comparative data. Mr McHutchon explained the different ways the data is now recorded, for example, our school criteria for measuring data has changed since 2014.
- There was some discussion on the comparative data results from 2013 to 2015. Mr McHutchon explained that all of the work with Gary Tenbeth over the last two years was under the medium of 'writing'. We have yet to see the full flow on effects of this PLD in our literacy and numeracy student achievement data. He also noted that from this NAG 2A data the MOE identified Maths as an area that needed work and hence the current PD with Viv Thomson.

Update on priority learners – Mr McHutchon advised this has been discussed with staff. We are exploring ways of incorporating what we are doing in our appraisal process to better highlight the steps we are taking with priority learners. An aspect of this is finding an effective way of collecting priority learners progress and presenting it to the board.

Reading recovery report – Mr McHutchon advised that this will be reported in due course. The Board asked Mr McHutchon to convey the Board's gratification for the time Ms Keenan put in to this programme.

- **4.3: Classroom upgrade (R2):** As discussed above in the Principals report.

- **4.4: Christian Religious Ed (change of prog.):** Mr McHutchon advised that the programme was changing, becoming even more values based. It was agreed that it was beneficial for children to get perspective and there was much to be gained from the values promoted.

AGENDA ITEMS FOR NEXT MEETING

- 5.1 T2 Attendance Report
- 5.2 National Standards mid-year data TBC
- 5.3 Well-being and bullying review
- 5.4 BOT Code of Conduct Procedure review
- 5.5 Appointment of Chairperson

CONFIRMATION OF MINUTES

Discussion	
➤ Minutes as circulated.	
Motions That the Board formally confirms the Minutes of Tuesday 12 th April 2016 as circulated.	Moved LB Seconded AM CARRIED
That the Board formally confirms the Budget Meeting Minutes of Thursday 12 th May 2016 as circulated.	Moved RH Seconded AM CARRIED

CORRESPONDENCE

Discussion	
➤ As circulated with the agenda.	
Motion That the Correspondence as listed in the Agenda under '6.2 Correspondence' be received.	Moved LB Seconded RH CARRIED

ADMINISTRATION

Discussion	
<ul style="list-style-type: none"> > 6.3 Lesson on Google Doc's: It was agreed that this would be part of the induction process for new Board members. > 6.4 Mr McHutchon requested permission for the school to travel by private vehicles to the West Otago Cross Country on Wednesday 25 May at Alistair and Julia Body's property on Beattie Road at Tapanui. > 6.5 Mr McHutchon requested permission himself for the Y6's to travel by minivan to Dunedin Town Hall on Monday 30 May to attend the National Young Leaders Day. 	
Motions	
That the Board approves permission for the school to travel by private vehicles to the West Otago Cross Country on Wednesday 25 May, at Alistair and Julia Body's property on Beattie Road Tapanui.	Moved CMcH Seconded AM CARRIED
That the Board approves permission for Mr McHutchon and the Y6's to travel by minivan to the National Young Leaders Seminar in Dunedin on Monday 30 May.	Moved CMcH Seconded AM CARRIED

ACTIONS FROM LAST MEETING

Discussion
> Action Plan was not reviewed.

Meeting closed at 9.00 pm

2016 FUTURE MEETING DATES

Thursday 23 June 7.00pm
Thursday 18 August 7.00pm
Thursday 15 September 7.00pm
Thursday 27 October 7.30pm
Thursday 17 November 7.30pm
Thursday 8 December 7.30pm

Signed:

Dated: 30/6/16

Chairperson

