

**Heriot School
Board of Trustees
Minutes of Meeting - Tuesday 19 September 2017 - 7pm**

PRESENT	Andrew Herriott (AH), Melissa Ellison (ME), Colin McHutchon (CMcH), Rebecca Hazlett (RH), Blair Young (BY), Judy Miller (JM), Debra Roulston (DR). In attendance: Pauline Cormack (PC), Teressa Young (TY).
WELCOME	Andrew Herriott
APOLOGIES	None

ADMINISTRATION

DECLARATION OF INTEREST	None
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MONITORING

2.1 Finance Report	
The August Finance Report (Attached) was presented and taken as read.	
Motion That the board ratifies the August 2017 expenditure of \$15502.92	Moved AH Seconded ME
Henry Tait generously donates \$5,000.00 to the Todd Library each year. He keeps in contact each year and visits periodically to keep up to date with how the donation has been used to upgrade the library. PC to contact Mr Tait regarding last year and this year's donations. PC advised we have received the annual Finance Commentary back from	

S & S and all is acceptable. A recommendation was received advising that the budget should always 'break even', and that it's not advisable to run in deficit unless deliberately using 'surplus funds' from previous years. It is good practise to always have approximately $\frac{1}{4}$ of the MOE Op Grant in the bank as a good fall back.

A brief discussion was had regarding the budget for PD (Professional Development) and that only 25% of this budget had been spent so far. Professional learning and development has been in progress and hasn't necessarily required expenditure of the budget. CMcH voluntarily pulled out of the Principals Conference, he felt there were more worthwhile options. More can be gained by collaborating directly with other principals and working with our own staff and utilising combined and existing knowledge.

The recent Auction & Gala Day was a fundraising success. The Board would like to thank the PTA and BOT for the amazing team effort organising and running this event and ultimately the tremendous outcome for Heriot School.

2.2 Health & Safety

Incident Report Update attached.

2.3 Property

AH met with Oliver (West Otago Plumbing) to assess the condition of the pool filter. It was filled with sand and completely unusable. The filter has been removed and the system is now ready for a new filter to be installed. A filter of the same size capacity is deemed sufficient. The cost for this is yet to be confirmed but is expected to be approximately \$3500.00 installed.

A Working Bee is to be organised for Friday 29 September, 3pm. A list of tasks that have been identified as needing doing will be made up, enabling a smooth distribution and undertaking of chores to all the volunteers.

2.4 Principal's Report

A brief discussion was had regarding the number of Board members being involved in COL. AH and CMcH are both currently attending meetings. It is probably not necessary for anyone extra at this stage as the COL is still developing structure. Once the structure is in place it would then be beneficial for more to be involved. JM has voiced her interest and will go along once things are up and running.

Provisional Staffing for 2018 is now set. We want to have a third teacher set in place for 2018 by mid term 4 this year.

Cohort entry for 2018. The entry dates are mid-point between the start of each term and the end of each term but is not suitable for heriot School due to the low number of New Entrants.

The start of year date for 2018 is yet to be decided. We are required to be open 384 half days in 2018. The earliest we can start is Monday 29 Jan, and the latest is Wednesday 7 Feb. Will try to work with what is most suitable.

A brief discussion was had regarding the Community Consultation. Is it necessary to review this, as we now have more families. We gathered a lot of worthwhile information last time. This information can be assessed and revisited at next meeting. It will be put on the agenda for the next meeting.

On Wednesday 15 Nov 2017 there is a course in Gore on Effective Financial Governance Pt2.

There are websites on Charters that could be beneficial to review. Some training in this area could be helpful.

Motion

That the Principal's Report dated September 2018 be received and accepted by the Board.

Moved ME
Seconded AH

STRATEGIC DECISIONS & DISCUSSIONS

3.1 Teacher Rep Election Results

Debra Roulston was duly elected as the Teacher Representative to the Board.

3.2 Student Roll

Current roll as at today is fifty nine (59). There are currently eight (8) year 6 students due to finish at the end of the year.

3.3 Maori Consultation Response

There were five (5) responses to the Maori Consultation. Lena Roulston is happy to help and will do so as much as she can. We want to make a bigger push next term and try to encourage more involvement and ownership from families. Moving into term 4 and 2018 we want to include more Maori learning in the school.

3.4 Policy Review

The following policies were discussed and reviewed: **Human Rights Policy, Board and Principal Policy, Meeting Process Policy and Meeting Procedure Policy.**

No change at this stage to the policies. However, after a brief discussion it was thought that perhaps a better understanding of these policies was required prior to each meeting. Having an understanding of and interpreting our own rules better will help us be more prepared and enable greater efficiency at meetings.

Motion

That the board reviewed the following policies:
Human Rights Policy, Board and Principal Policy,
Meeting Process Policy and Meeting Procedure
Policy.

Moved JM
Seconded AH

<p>3.5 Revision of Concerns Policy Concerns and complaints. As individual members of the Board we are reminded that if we are approached with a concern or receive a complaint we must advise the person concerned to follow the correct procedure(s) as documented in the Concerns Policy.</p>			
<p>3.7 Annual & Triennial Plan Review</p>			
<p>3.8 New Zealand Election Day - Polling Station</p> <p>Heriot School is to be used as an official Polling Station on Saturday 23 September 2017. Angela Miller and daughter will be setting up from Friday 22 September, working Polling Day and clean up on Sunday 24 September.</p> <p>When people who are unknown to the school are working on Polling Day, it was decided to suggest the Heriot & Districts Community Centre be used in future.</p>			
<p>3.9 2017 BOT Elections</p> <p>NZSTA have recommended the 2017 BOT Elections date be Friday 1 December 2017.</p> <table border="1"> <tr> <td> <p>Motion The Board moves that the 2017 BOT Election date will be Friday 1 December 2017, as per the recommended date.</p> </td> <td> <p>Moved AH Seconded BY</p> </td> </tr> </table>		<p>Motion The Board moves that the 2017 BOT Election date will be Friday 1 December 2017, as per the recommended date.</p>	<p>Moved AH Seconded BY</p>
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IDENTIFYING AGENDA ITEMS for NEXT MEETING

<p>4.1 Meeting Dates</p>

Thursday 26 October 2017 - 7pm
 Thursday 16 November 2017 - 7pm
 December - Day & Time TBA

4.2 Charter Reviews

4.3 Community Consultations

4.4

ADMINISTRATION

5.1 Confirmation of Minutes

Minutes circulated.

Motion

That the Board formally confirms the minutes of Thursday 10 August 2017 as circulated.

Moved BH
 Seconded ME

Confirmation of Special Budget Meeting Minutes of Tuesday 1 August 2017, 4pm

Motion

That the Board formally confirms the minutes of the Special Budget Meeting of Tuesday 1 August 2017 as circulated

Moved JM
 Seconded AH

5.2 Correspondence

Inwards

1. S & S Financial Commentary - August 2017
2. 2017 Principals Interim Appraisal

Outwards

5.3 Action Plan

MEETING CLOSURE

6.1 Comments on Meeting Procedures and Outcomes

6.2 Preparation for Next Meeting

Meeting Closed at 9:25pm

2017 Meeting Dates

Thursday 26 October 2017, 7pm

Thursday 16 November 2017, 7pm

December Date and time yet to be announced

Signed..... *asterniath* Dated... *26-10-17*

Chairperson