

Heriot School
Board of Trustees
Minutes of Meeting – Thursday 20th October 2016, 7.30pm

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

ADMINISTRATION

1.3 Declaration of Interests
Nothing to declare.

**MONITORING
FINANCE REPORT**

2.1 Finance Report	
The September 2016 Finance Report (attached) was taken as read.	
Motion That the board ratifies the September 2016 expenditure of \$13,558.09.	Moved JM Seconded RH CARRIED
S&S Budget Commentary	
The S&S Budget Commentary was presented. A question was asked about the use of the teachers' salaries fund. It is an in-out account . A second question was asked about "equity" on page 2 of the report. It was explained that these figures relate to the building upgrade (Admin. section) in 2010 which used all available funds.	

Motion

That the board accepts and ratifies the S&S Budget Commentary report.

Moved AH
Seconded JM
CARRIED

2016/17 Pool Keys Price

Discussion was had about the need for a slight increase in pool key price. Currently the price is \$45 plus \$5 refundable bond. The bond seems to involve quite a lot of administration time with not a lot of incentive to return the key. It was decided to increase the pool key price for this season to \$50 with no bond.

Motion

That the board approve the price of the pool key hire increase to \$50 with no bond to be payable.

Moved BH
Seconded AH
CARRIED

Deferred 2016 Maintenance

As set out in the 10 year Property Plan, the external painting of school buildings was deferred last year, and is to be deferred once more.

2.2 Health & Safety

Andrew is in the final stages of the current Health & Safety Audit. It will be ready to view by next meeting.

2.3 Property

Blair discussed tomorrow's school working bee at 1.30pm. Plans to mark out the playing fields, sprint tracks and rugby field. Tennis court marking also needs done. Some water blasting planned and sorting out of stored items in Room 2 also.

Pool opening date will be Tuesday, 25 October 2016.

A question was asked about why the pool is not emptied when swimming season finishes as it would make the pre-open clean a lot easier. It was thought that keeping it full of water helps with frost-proofing in winter and can also be used by fire brigade to draw from in case of fire at the school.

Thank you to Andrew Herriott for the pool cleaning undertaken; and to Blair Young for

clearing up the school gate area.

2.4 Staff Report

Taken as read (attached).

Aimee Keenan presented the Staff Report for October 2016. A copy is attached. Note was made that the Action Council are waiting to hear back from the BOT about a couple of tasks they identified for completion. AM has this in hand and will follow up.

Motion

That the board receive and accept the Staff Report dated October 2016.

Moved AM
CARRIED

2.5 PRINCIPAL'S REPORT

Taken as read (attached).

Points raised from the Report included: a big sort out of Room 2 is needed. This will be looked at the working bee. Do cupboards/shelves need to be built/purchased for storage of items? Can we utilise the School House's garage for storage? AH offered to look into some suitable shelving options.

Motion

That the Principal's Report dated 20 October 2016 be received and accepted by the Board.

Moved JM
Seconded BY
CARRIED

2.6 Hautu

Colin and Rebecca did not meet on Tuesday as intended but the current meeting held a brief discussion on the success of the recent cultural performance. It was well supported by the community and children loved it. Need to keep this momentum up. All our learners benefit from these initiatives.

2.7 Strategic Assurance Report #7

The report is now 20-pages and is providing us with a great running record of our progress. Recent additions include: the options for desk/tote tray/locker storage for the Year 6 children, as there is a lot of bottle-necking at certain times of the day with a larger class size. We should wait until we have a clearer picture of next year's class size before we look to purchase any new storage options.

The experience of having Whaea Jen and Marie was very valuable. We need to keep the momentum going and keep in mind budgetary implications also.

We need to consider whether the school's 'values' are still pertinent to our current families. Consider this going forward.

Clarification about the term "curriculum delivery guidelines", for eg. Maths needs to be taught for 45mins each day.

Motion

That the board accepts the Strategic Plan Assurance Report no. 7, Term 4 2016.

Moved AK
Seconded BY
CARRIED

2.8 School Evaluation Indicators

A discussion was held about the School Evaluation Indicators booklets which were studied by members prior to the meeting. It was generally felt that the booklet can act as a tool/framework for self-review. There are things we can do better and using it as a framework can remind us to work to our fullest potential. It was decided it would be good to add the domains into our triennial plan. It was decided that Colin, Angela and Judy would get together to discuss further and will bring their findings back to the board.

2.9 Blue Mountain Community of Learning

It was decided at the last CoL meeting to invite Kidzway into the group and that they will send us an invoice for \$190. There will need to be a Memorandum of Agreement to include Kidzway. There is a MoE contact person available to assist with appointments made in the CoL.

STRATEGIC DECISIONS & DISCUSSIONS

3.1 Community Consultation

We received 25 responses, a pleasing result with some good quality feedback which has been analysed and presented in graph format. An overall positive response. 56% agreed with the school's current goals and vision.

Regarding communication we will continue with status quo but keep in mind it would be good to streamline where and how the BOT makes available our information/documentation.

Next steps are to use the information gained together with the other reports provided by Colin to lead us towards some new strategic goals and working towards the updated Charter. The charter needs to be owned by all and our community.

It was agreed suggestions and issues raised in the consultation will be considered as part of the Strategic review/plan/goals for 2017.

3.2 Principal's Performance Appraisal Policy

3.3 Staff Trustee Role Description Policy

3.4 Performance Management Policy

3.5 Appointments Policy

The policies listed above were reviewed and no questions arose.

Motion

That the board review and accept the following policies:
Principal's Performance Appraisal Policy; Staff Trustee Role Description Policy; Performance Management Policy; Appointments Policy.

Moved JM
Seconded BY
CARRIED

AGENDA ITEMS FOR NEXT MEETING

Discussion

4.1 Charter

4.2 Identify 2017 Targets

4.3 Principals Perf. Appraisal – Nov

4.4 Term Investment Due 22/11/2016

ADMINISTRATION

5.1 CONFIRMATION OF MINUTES

Reminder to add the correspondence listed in the agenda to the Minutes for the record.

Minutes as circulated.

Motion

That the board formally confirms the Minutes of September 2016 as circulated.

Moved AM

CARRIED

Confirm In-Committee Minutes

Discussion

As circulated..

Motion

That the board formally confirms the In-Committee Minutes of September 2016 as circulated.

Moved JM

Seconded AM

CARRIED

5.2 CORRESPONDENCE

1. Tukutuku Korero NZ Education Gazette (Number)
2. In Committee letter of complaint
3. Thank you letter Life Education Trust

As circulated with the agenda.

Motion

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

Moved AM

CARRIED

5.3 BOT Timesheet

Please send meeting preparation hours to AM.

ACTIONS FROM LAST MEETING

Discussion

> Action Plan was not reviewed.

Meeting Closure

6.1 Comments on Meeting Procedures and Outcomes

6.2 Preparation for next meeting

Meeting went into Committee at 9.14 pm. Pauline and Melissa left at this time.

Meeting closed at 10.25pm

2016 FUTURE MEETING DATES

Thursday 17 November 7.30pm

Thursday 8 December 6.00pm

Signed:



Dated:

17/11/16

Chairperson