

**Heriot School
Board of Trustees
Minutes of Meeting - Thursday 22 February 2018 - 7pm**

PRESENT	Andrew Herriott (AH), Colin McHutchon (CMch), Judy Miller (JM), Melissa Ellison (ME) In Attendance: Pauline Cormack (PC), Teressa Young (TY)
WELCOME	Andrew Herriott

1.2 Nomination of Chairperson	
Call for Nomination of Chairperson: Andrew Herriott nominated	Nominated JM Seconded ME CARRIED
Call for nomination of Vice Chairperson: Judy Miller nominated	Nominated CMch Seconded AH CARRIED

Apologies	Blair Young (BY)
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ADMINISTRATION

1.4 Declaration of Interest
<ul style="list-style-type: none"> a. Colin's brother-in-law, Jason Stuart (Pomahaka Building Services Limited), built new BOT cupboard in Meeting Room (\$1571.77 inc) b. Colin's mother, Gloria McHutchon, purchased door runners for swimming pool pump room door. (\$147.20 inc)

1.5 Confirmation of Minutes

A small change was made to the wording in 3.4 regarding the Effective Financial Governance Pt2 course that JM and AH attended.

Motion

That the Board formally confirms the minutes of Thursday 30 November 2017 as circulated.

Moved JM
Seconded ME
CARRIED

MONITORING

2.1 Finance Report

The November 2017, December 2017 and January 2018 Finance Reports (attached) were each presented and taken as read.

Motion

That the Board ratifies the November 2017 expenditure of \$20234.59

Moved JM
Seconded ME

Motion

That the Board ratifies the December 2017 expenditure of \$34699.43

Moved JM
Seconded ME

Motion

That the Board ratifies the January 2018 expenditure of \$19596.84

Moved AH
Seconded ME

After a brief discussion it was agreed PC to set up 2 new term investments with Westpac. The money is to come out of the '90' account.

<p>Motion That the Board agrees to invest \$100,000 for 35 days @ 2.63% and a further \$60,000 for 60 days @2.73%.</p>	<p>Moved AH Seconded ME</p>
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Budget Changes

<p>Motion That the Board agreed to make the following changes to the 2018 'DRAFT' Budget -</p> <ol style="list-style-type: none"> 1. (28300) Other Grants - \$11,060 2. (29302) PTA Don's - \$12,000 3. (29310) BOT Fundraising - \$12,000 4. (37702) Staff PD - \$ 2,500 5. (37710) Principal PD - \$ 500 6. (38095) BOT Prin Release - \$11,000 	<p>Moved AH Seconded ME</p>
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2.2 Property Report

- a. *Boiler Update:* We have heaters on loan to us from Tapanui School, this is a temporary situation. From next Thursday 1 Feb the Ministry is supplying and installing panel heaters. These will hook over the existing radiators and be hard wired. When all reports are in Anna McFaul, John Langveld and the Board will convene and discuss what will happen.
- b. *R2 Classroom Upgrade Update:* There is still no concrete starting date
- c. *10YPP:* There will be an opportunity to meet with John Langveld and discuss the 10YPP before it is completed.

2.3 Staff Report

CMcH, AK and LB took part in a day long Phonics course in Dunedin on Tuesday 20 February. All found the course to be very informative and have already started implementing some of the techniques learned at the course in the classroom.

2.4 Principal's Report

CMcH attended recent CoL Stewardship Meeting. Plans were confirmed to hold an across schools information meeting for all CoL members, their staff and BOT. This is to be held at Blue Mountain College on Wednesday 28 February 2018 at 5pm.

There is a short list of minor maintenance jobs needing addressed. Some of these have since been attended to. AH will get together with BY to go through the remainder and identify what is required to complete them.

The Principal's Appraisal is overdue and needs to be organised as soon as possible. Principal Career Framework - It is the Board's responsibility to assure that the Principle is meeting the professional criteria required to move ahead in career allowance.

This process will be led by DR, JM and ME. AH will contact NZSTA to investigate further re paperwork and what else is required.

Report attached.

<p>Motion That the Principal's Report dated Thursday 22 February 2018 be received and accepted by the Board.</p>	<p>Moved AH Seconded JM</p>
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2.5 Heriot School Charter 2018

The goals of Heriot School will be linked to CoL goals - Working together to empower our learners, develop direction and help them release their potential for life.

CMcH has included the thoughts of the Board into the Heriot School Charter for 2018.

National Standards are no longer. More emphasis has returned to NZ Curriculum Document, using its levels as well as concentrating on all areas of learning.

CMcH will now forward the Charter to the MOE.

Motion That the Board formally accepts the 2018 Heriot School Charter	Moved ME Seconded AH
2.6 Strategic Assurance Report	

STRATEGIC DECISIONS & DISCUSSIONS

3.1 Policy Review	
<p><i>a. Policy Framework 2018:</i> <i>b. Trustees Code of Behaviour</i></p> <p>All Policies to go into a new Policy Folder within Google Docs.</p>	
3.2 Triennial Plan	
Still in draft - all information there, waiting to be finalised.	
3.3 CRE Programme for BOT report	
It is the Boards responsibility to approve CRE in the classrooms each year.	
Motion That the Board approve CRE in each classroom for 2018.	Moved CMcH Seconded AH
3.4 NZ Ed Council Registration 2018 The Board has seen evidence of the legal registration of all teachers.	
3.5 Paid Union Meetings NZEI	
On Wednesday 14 March 2018 there is to be a paid NZEI Union Meeting. School will be open but there will be no formal instruction in the afternoon,	

staff will be supervising. Parents have been asked to collect their children from 12.30pm, where possible.

3.6 NZSTA Workshops

There are upcoming professional development opportunities in invercargill - Governance Essentials 1 & 2 (6/3/18), Leading an Effective Board (28/3/18), Your Community: Engagement, concerns and complaints (21/5/18).

It was agreed to discuss attendance at these closer to the time. There may be opportunities for training locally that meet the needs of other Boards in the CoL, although identifying these wasn't a priority for the CoL at this time.

IDENTIFYING AGENDA ITEMS FOR NEXT MEETING

4.1 Budget Meeting Minutes

4.2

4.3

ADMINISTRATION

5.1 Correspondence

Inwards

1. Permission to cross Tapanui TEZ - Lacey Sargent 11.17
2. Permission to cross Tapanui TEZ - Hone Peterson 02.18
3. Tukutuku Korero Vol 97 #1
4. Tukutuku Korero Vol 97 #2
5. C.H Faul & Company Ltd - Boiler Report - 19.12.17
6. Notice of Rating Valuation - CDC 20.12.17
7. MOE - 5YA Property Funding Instalment Notice - 12.12.17

Outwards

1. Alliance Group - Creditor Authorisation 13.02.18

2. Novopay Service Authorisation (Change of email address) office@heriot.school.nz from secretary@heriot.school.nz 15.02.18
3. Permission for Madeleine Drummond to travel out of Heriot TEZ to Tapanui School.
4. Request for Quotes (RFQ) 10YPP Consultant for Heriot School. December 2017
5. Short Form Agreement for Consultant Engagement - Between John Langveld and Heriot School - 10YPP

5.2 Action Plan

Meeting Closure

6.1 Comments on Meeting Procedures and Outcomes

6.2 Preparation for Next Meeting

Meeting Closed at 9.05pm

2018 Meeting Dates

Thursday 22 March 2018, 5pm

Signed.....  Dated.. 22 - 3 - 18

Chairperson