

**Heriot School
Board of Trustees
Minutes of Meeting - Thursday 22 March 2017 - 5pm**

PRESENT	Andrew Herriott (AH), Colin McHutchon (CMcH), Blair Young (BY), Judy Miller (JM), Melissa Ellison (ME) In Attendance: Pauline Cormack (PC), Teresa Young (TY)
APOLOGIES	None
WELCOME	Andrew Herriott

ADMINISTRATION

1.3 Declaration of Interest	
None	
1.4 Confirmation of Minutes	
JM added information into 3.6 NZTSA Workshops about upcoming development opportunities.	
Motion That the Board formally confirms the minutes of Thursday 22 February 2018 as circulated.	Moved ME Seconded JM CARRIED

MONITORING

2.1 Finance Report
<ul style="list-style-type: none"> Finance Commentary. <p>The Ministry has provided the funds for the R2 Upgrade, this has been invested into a short term deposit at Westpac There are now four (4) signatories on record at Westpac, PC,CMcH,AH and JM. PC gave a general summary of how the fortnightly SUE Report works.</p>

<p>Motion That the Board ratifies the February 2018 expenditure of \$14970.85</p>	<p>Moved JM Seconded ME CARRIED</p>
<ul style="list-style-type: none"> • Sarah Davies Sick Leave <p>As Sarah's son's long term illness has returned, she has asked to use up all her sick leave before resigning from both jobs at Heriot School - Job 08 Van Asch and Job 10 T Kinaston's Maternity Leave. Sarah's Job 08 finished on 25/02/2018 and Job 10 on 15/04/2018.</p>	
<p>Motion That the Board accepts long term sick leave for Sarah Davies</p>	<p>Moved BY Seconded ME CARRIED</p>
<p>2.2 Property Report</p>	
<ul style="list-style-type: none"> • R2 Classroom Upgrade Update <p>Still waiting for an actual start date. Word from John Langveld is that steel work is still to be completed and he is hoping to start around Easter.</p> <ul style="list-style-type: none"> • Boiler Update <p>The report giving all information and possible options available for replacement of the boiler has been received. The most likely option looks to be a pellet burning boiler, however the MOE will ultimately make the final decision.</p> <ul style="list-style-type: none"> • 10YYPP <p>No further information as yet.</p> <ul style="list-style-type: none"> • Non-Community Working Bee <p>BY to organise a working bee to work on boys toilet block - clean-prep-paint, over the long weekend of the Easter break.</p>	
<p>2.3 Principal's Report</p>	
<p>The Principal's Report (attached) was presented by Colin McHutchon and taken as read.</p> <p>We are required to consult with our Maori community in order to improve achievement for all students. ME to take the reins for Hautu.</p> <p>A brief discussion was had regarding the attendance rate, 89% is not ideal but is acceptable. When attendance drops below 80% is when there would be need for concern.</p> <p>All our staff are continually working very hard to raise achievement for all our learners</p>	

and in particular our priority learners and addressing prime concerns. A brief discussion was had regarding parent help in the classroom. Parent help and involvement within the classroom environment is always appreciated, but must be the right help for the right reason.

<p>Motion That the Principal's Report dated Thursday 22 March 2018 be received and accepted by the Board.</p>	<p>Moved AH Seconded ME CARRIED</p>
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2.4 Strategic Assurance Report

There is a possibility the Lisa Parish from Pukerau School will join with us to visit Clutha Valley School, in Clydevale, to view the open learning environment. We are working on the ongoing issues on the Moa Flat bus. There are areas that are long term issues that still need addressing.

STRATEGIC DECISIONS & DISCUSSIONS

3.1 Policy Reviews

Policies have been placed in a specified folder in Google Docs. Legal Responsibilities Policy has been put on the agenda for next meeting.

3.2 Triennial Plan

Is now on Google Docs

3.3 NZEI Paid Union Meetings Update

Change is imminent. Social development has had an impact on school life. The meetings have been held to discuss solutions to the growing concerns in recruiting and retaining teachers. Teaching and learning has been taking a back seat to the growing administration requirements and the struggle to get enough support for children with additional learning needs.

3.4 Board Self Review Outcome

JM completed the Board Self Review (attached). A brief discussion was had regarding results and how the Board can improve moving forward. There is still a need to have better understanding of some policies. There are links on MOE website for new Board members coming on to learn more about what is involved. The Board to look more closely at succession planning to make understanding clearer. ME to put together an Induction Pack to help in seeking

new trustees and to give them all the vital information. BY to review succession planning for the Board.

There are good online courses through the NZSTA website and Learning Management System (LMS) to help the Board improve their knowledge and understanding. Get and keep the Board actively engaged.

3.5 Principal Performance Review/Appraisal

Lisa Parish, Principal of Pukerau School, has indicated that she would be prepared to do CMcH Principal Appraisal in return that CMcH does her appraisal. Lisa will be putting this proposal to the Pukerau School Board at their next meeting. CMcH will keep us posted on when their board has met and what their decision is.

3.6 Board Chair Self Review

3.7 Chromebook Support Update

AH to keep the Board informed re chromebook support.

3.8 Meet&Greet/Lamb Comp

Preparations for the Lamb Competition and BOT Meet and Greet are all in hand and ready for a 4.30pm start on Friday 23 March at the Heriot Golf Club. There has been great support for this competition from the school families as well as the greater community. Looking at making it a biannual lamb/calf competition.

Last BOT newsletter was received well, JM preparing the next one, continuing to familiarise the school families with the Board members and what the Board does for our school.

3.9 Action Plan Update

ME has been updating all completed tasks.

4.0 BOT Casual Vacancy & Staff By Election

An advertisement for filling the current BOT Casual Vacancy by Selection Process, was advertised in The Blue Mountain Express on Wednesday 14 March 2018. Eligible voters have 28 days from this date to ask the BOT to hold a By Election to fill the vacancy.

A Staff Election will be called as soon as possible by PC, Returning Officer.

Motion

That Pauline Cormack be appointed Returning Officer for the Staff By Election

Moved CM
Seconded AH
CARRIED

IDENTIFY AGENDA ITEMS FOR NEXT MEETING

4.1 Legal Responsibilities Policy
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4.2 Schedule of Delegations

ADMINISTRATION

5.1 Correspondence

<p>Inwards</p>

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| <ol style="list-style-type: none"> 1. NZ Education Gazette, Volume 97 - 2,3,4 2. STA news January/February 3. Energy Options Report - aircomm (for School Support/MOE) 4. Principal Health & Wellbeing Survey - Burnout (Findings from the NZ School Leaders' Occupational Health and Wellbeing 2017 Survey) |
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<p>Outwards</p>

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| <ol style="list-style-type: none"> 1. 90' account term investments (x2) to Westpac - Linda Skinner (23 February 2018) 2. CRE BOT permission to Penny Proudfoot 3. 90' account term investment (30 days) to Westpac - Linda Skinner (12 March 2018) 4. |
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5.2 Action Plan

Meeting Closure

6.1 Comments on Meeting Procedures and Outcomes
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6.2 Preparation for Next Meeting

Meeting Closed at 6.50pm

2018 Meeting Dates

Thursday 24 May 2018

Signed..... *Arthornath* Date *24-5-18*

Chairperson