

**Heriot School
Board of Trustees
Minutes of Meeting - Monday 22 May 2017 - 5.30pm**

PRESENT	Andrew Herriott (AH), Melissa Ellison (ME), Aimee Keenan (AK), Colin McHutchon (CMcH), Rebecca Hazlett (RH), Judy Miller (JM), In Attendance: Pauline Cormack, Teresa Young
WELCOME	Andrew Herriott
APOLOGIES	None
CONFIRMATION OF AGENDA	Moved ME / Seconded JM

ADMINISTRATION

1.3 Declaration of Interest
Jye Cormack was employed to paint interior wall of library.

MONITORING

2.1 Finance Report	
The March and April 2017 Finance Reports were both presented.	
The March 2017 Finance Report (attached) was taken as read.	
Motion That the Board ratifies the March 2017 expenditure of \$16713.71	Moved ME Seconded RH CARRIED
The April 2017 Finance Report (attached) was taken as read.	
Motion That the Board ratifies the April 2017 expenditure of \$9632.29	Moved ME Seconded RH CARRIED

A question was raised regarding the sale of the school flats. As yet CMcH has not heard anything other than the tenders close this week.	
After reviewing the Draft Accounts and property plan, it is not realistic or affordable to manage the interior painting of Block 1 and the interior of the pool in 2017.	
Motion That the Board moves the deferring of the current provision of the Cyclical Maintenance Calculation. \$46943.00 inc to 2018	Moved JM Seconded BY CARRIED
It was suggested that we re-invest some funds as not much interest is being earned presently.	
Motion The Board moves that we invest \$40k for a three month term at the best available rate.	Moved RH Seconded AH
2.2 Health and Safety	
There was a playground accident on Monday 22 May, all incident procedures were followed correctly.	
There is a working bee to be held on Friday 9 June, start time of 1.30pm.	
2.3 Property	
Pool update - AH to ask Terry Brand to provide a quote.	
2.4 Staff Report	
The Staff Report (attached) was presented by Aimee Keenan and taken as read.	
Motion That the Staff Report dated May 2017 be received and accepted by the Board.	Moved AK Seconded RH CARRIED
2.5 Principals Report	
The Principals Report (attached) was presented by Colin McHutchon and taken as read.	
A brief discussion was held about student behaviour on the Moe Flat bus. Possible options to help rectify the continuing problem were discussed, including meeting with	

all parties involved - Ritchies, driver, families, Blue Mountain College and Heriot School. As it is an emotional issue, the Board will put forward suggestions to CMcH to aid in building a strategy plan.

<p>Motion That the Principals Report dated May 2017 be received and accepted by the Board.</p>	<p>Moved JM Seconded ME CARRIED</p>
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STRATEGIC DECISIONS & DISCUSSIONS

<p>3.1 Hautu</p>	
<p>The Board would like to approach Lena Roulston about the possibility of utilising her expertise going forward. RH presented a report leading on from a discussion she had with Tapanui School about how they conduct consultations with their Maori Community. (as attached)</p>	
<p>3.2 Triennial Plan - Confirm</p>	
<p>After a general discussion the Board moved to confirm the Triennial Plan</p>	
<p>Motion That the Board moves to confirm the Triennial Plan.</p>	<p>Moved JM Seconded ME CARRIED</p>
<p>3.3 Policy Review</p>	
<p>No policies this month.</p>	
<p>3.4 CoL Meeting Report</p>	
<p>Antony Criglington has been offered the lead role of the CoL.</p>	
<p>3.5 PTA Meeting Report</p>	
<p>AH attended the last meeting, the Auction Day was the main topic. He has prepared an advert to be placed in the Ensign, Blue Mountain Express and the Teviot Bulletin.</p>	
<p>A question was raised if it is necessary to continue to fundraise for the BOT funded teacher if it may not be required shortly. It was suggested that any funds raised over and above what is immediately necessary can be put aside for future requirements, therefore not having to burden the local community at that time.</p>	

ADMINISTRATION

5.1 Confirmation of Minutes

A brief discussion was held on incident reporting, AH and BY to discuss how often incidents should be reported.

Minutes circulated.

Motion	
That the Board formally confirms the Minutes of March 27 2017 as circulated.	Moved ME Seconded AH CARRIED

5.2 Correspondence

Inwards

1. Davis Heat and Cool, re boiler. RH had initial discussions re annual check to co-ordinate a more economical procedure. BY to continue process.

Outwards

2. Thank you letters regarding the Lamb Competition - Email/post

Motion	
That the correspondence as listed in the Agenda under '5.2' Correspondence be received.	Moved BY Seconded JM CARRIED

5.3 BOT Timesheets

AH - in the process of creating access via google docs.

5.4 Meeting Dates

Next meeting Monday 12 June, 7pm. Further dates to be confirmed.

5.5 Identify BOT STA Training

The NZSTA website offers helpful online training modules to help Board members get up to speed on policies and procedures.

5.6 Action Plan

Action Plan was not reviewed. AH, ME and TY to work together.

Meeting Closure

6.1 Comments on Meeting Procedures and Outcomes

6.2 Preparation for next meeting

Meeting closed at 7.42 pm

2017 MEETING DATES

Monday 12 June 2017, 7pm

Signed: *W. Herminth* Dated: *19-6-17*

Chairperson