

**Heriot School
Board of Trustees
Minutes of Meeting - Thursday 23 August 2018 - 7pm**

PRESENT	Andrew Herriott (AH), Colin McHutchon (CM), Blair Young (BY), Melissa Ellison (ME), Judy Miller (JM), Debra Roulston (DR), Lachie Brensell (LB) In Attendance: Pauline Cormack (PC)
APOLOGIES	Teressa Young
WELCOME	Andrew Herriott

ADMINISTRATION

1.3 Declaration of Interests	
Colin McHutchon's mother, Gloria McHutchon, completed one day of relief teaching on 30 July 2018.	
1.4 Confirmation of Minutes	
Motion That the Board formally confirms the Minutes of Thursday 3 July 2018 as circulated	Moved JM Seconded BY

MONITORING

2.1 Finance
PC presented the Finance Report for June 2018. A brief discussion took place about the Management Summary Report as this is a new format generated from the recent upgrade to Xero. We will look to have a Budget Meeting mid-Sept. Need to set date. The changes to our new 5YA, minuted at the last BOT meeting, have been sent to John Langeveld. He will forward to the Ministry. He was unsure if they would accept the deferred exterior painting. AH tabled Internal Audit of Payments Report for August. Everything satisfactory.

<p>Motion That the Board ratifies the June 2018 expenditure of \$16,059.52</p>	<p>Moved BY Seconded JM</p>
<p>Motion The Board approved School Support Ltd as Project Management and Design Services for 5YA projects at Heriot School..</p>	<p>Moved CM Seconded ME</p>
<p>2.2 Principals Report</p>	
<p>Two new students have arrived in recent weeks with one more to start before the end of the year. No progress in negotiations about Primary Teachers and Principal's Collective Agreement at this point. Reading is the focus of our centrally funded professional learning proposal. Jane Stuart is one "across schools teacher" for the COL. There is another position yet to be filled. 13 Sept is the date for the Clutha Valley School visit regarding the use of digital technology in the classroom. Need to prepare questions. Brief discussion was held on the Maths Curriculum Report. Professional Development for Board: do we attend upcoming Invercargill meeting? It was decided we should meet for LMS prior to a meeting sometime soon. DR volunteered to do a stock take of the Maths resources if required .</p>	
<p>Motion That the Principal's Report dated 23 August 2018 be received and accepted by the Board.</p>	<p>Moved ME Seconded DR</p>
<p>Staff Report</p>	
<p>LB presented his Staff Report. The behaviour structure, based on positive reinforcement, has been very successful. Student Led Conferences are on Wed 29 August from 2pm. Celebration of Learning on recent Maori topic (Turangawaewae) scheduled for Week 9. Discussion was had around Friday afternoon golf next term.</p>	

<p>2.3 Property Report</p>
<p>Boiler - wood pellet burner confirmed as replacement. Need to follow up Anna McFaul about whether it will service the pool. Brief discussion on the newly announced 'Accelerate Modernization Scheme'. A brief discussion had about future classroom upgrade.</p>
<p>2.4 Health & Safety</p>
<p>Health and Safety Audit is almost complete. Plan to have another Playground inspection completed by Trevor Gardiner in November. AH suggested students contribute ideas for possible playground upgrade. The PTA has agreed to takeover community grants applications. A working bee is planned for 21 September after school. To coincide with Whole School Assembly.</p>

STRATEGIC DECISIONS & DISCUSSIONS

<p>3.1 Policy Review</p>	
<p>Motion The Board reviewed and accepted the Reporting to the Board Policy on 23 August 2018.</p>	<p>Moved DR Seconded AH</p>
<p> </p>	
<p>Motion The Board reviewed and accepted the Equal Employment Opportunities Procedure on 23 August 2018 and appoints Judy Miller as the EEO Officer as of this date.</p>	<p>Moved ME Seconded DR</p>
<p> </p>	
<p>Motion The Board reviewed and accepted the BOT Code of Conduct Procedure on 23 August 2018.</p>	<p>Moved ME Seconded DR</p>
<p> </p>	

3.2 Results from Chair Review
AH thanked everyone for their responses to this survey. The results will assist him moving forward and were helpful.
3.3 Principal Review/Appraisal
Teacher Appraisals: staff changes have meant the appraisal period will start now and run through until the same time in 2019.
3.4 Action Plan Update
ME to add some items from this meeting and others as per suggestions.
3.5 Newsletter Topics
Ideas: golf, meet & greet, wellbeing
3.6 Clutha Valley Visit
13 Sept, 9.30am

IDENTIFYING AGENDA ITEMS FOR NEXT MEETING

4.1
4.2
4.3

ADMINISTRATION

5.1 Correspondence
<p>Inwards</p> <ol style="list-style-type: none"> 1. Office of the Auditor General - School Audit arrangements 2018-2020 Financial years 2. Tukutuku Korero - Volume 97 - #12,13,14 3. Permission from Tapanui for Grace Pyper to travel out of TEZ 4. Practical completion inspection - classroom remodel- school support 5. Response Form - In & Out (Project management & design services for 5YA projects.) 6. MOE (spreadsheet tabs) returns.industrial. 2018

- 7. NZEI - Notice of Strike -Primary Teachers - Paul Goulter (Rep of Employee’s Union.)
 - 8. NZEI - Notice of Strike - Principal - Paul Goulter (Rep of Employee’s Union.)
 - 9. STA News - July 2018
 - 10. School Audit Arrangements for the 2018-2020 Financial years
- Outwards
- 1. Permission to Tapanui BOT for Nurdan Erdem to travel from Tapanui School TEZ
 - 2. Request permission from Tapanui for Grace Pyper to travel out of TEZ
 - 3. Permission for Oliver McCall to travel out of our TEZ to attend Tapanui School (1-2 years after the fact)
 - 4. NZEI Strike Action - School Closed on Wednesday 15 August 2018 - Andrew Herriott to *community*
 - 5. NZEI Strike Action - MOE - Andrew Herriott informing MOE of our actions

MEETING CLOSURE

- 6.1 Comments on Meeting Procedures & Outcomes
- 6.2 Next Meeting Date

Meeting Closed 9.08pm

2018 Meeting Dates

Thursday 13 September, 7pm, 2018

Signed.......... Date 13-9-18.....

Chairperson