

**Heriot School**  
**Board of Trustees**  
**Minutes of Meeting Thursday 24 May 2018 - 7pm**

<b>PRESENT</b>	Andrew Herriott (AH), Colin McHutchon (CMcH), Blair Young (BY), Judy Miller (JM), Melissa Ellison (ME) In Attendance: Teressa Young (TY)
<b>APOLOGIES</b>	Debra Roulston (DR), Pauline Cormack (PC)
<b>WELCOME</b>	Andrew Herriott

### ADMINISTRATION

<b>1.3 Declaration of Interest</b>	
None	
<b>1.4 Confirmation of Minutes</b>	
<b>Motion</b> That the Board formally accepts the minutes of Thursday 22 March 2018 as circulated.	Moved JM Seconded ME CARRIED

### MONITORING

<b>2.1 Finance Report</b>
PC absent. Separate budget meeting to be scheduled.
<b>2.2 Property Report</b>
<ul style="list-style-type: none"> <li>• R2 Upgrade Report</li> </ul> <p>The bulk of the work is now complete and there are only a few last minute things yet to be finished. Senior students have moved in, taken ownership and are enjoying the new space.</p> <p>John Langveld visited today and looked over all the work so far. It was suggested that there may be funds remaining that could be put to use for some other things eg; extra lighting.</p>

- Boiler Update

Final decision still to be made on replacement. It does appear as though it will be a wood pellet burner.

- 10YPP

John Langveld and Anna McFaul to visit Monday 11 June 2018. A short discussion was had in preparation of meeting with JL and AMcF regarding looking at and discussing future options available to the Board for priority projects that need doing or ones that can be done, and knowing what the Board wants and considers priorities for the School in the 5YPP and 10YPP.

Eg; shipping container for outside storage, the possible development of room 4, split classroom - storage/work space, carpet in room 3 - modernise room.

Replacement boiler will not be installed for this winter. Electric heating has been put into classrooms for now. The school can claim back, from the Ministry, extra electricity costs that will occur.

- Furniture Request

Brent Atkins from (Southern Area Manager) Class Furniture has supplied a proposal for furniture solutions for the current requirements in the new work spaces, taking into consideration how/where the students like to sit/work. There could be an approximate cost of around \$2k. This might be something that the PTA would contribute to. TY will put this to the PTA at their upcoming meeting.

The Board will host an Open Afternoon for the school community to come along and see the new work space and to celebrate together with the staff, students and families at a whole school assembly.

- Health and Safety Audit

The Audit will be in the format of a list. AH and BY to check/complete this list ready for presentation at the next meeting.

### **2.3 Principals Report**

The Principals Report (attached) was presented by Colin McHutchon and taken as read.

The roll is currently 54 students (approximately 41 families).

The new Progress Report is designed around the NZ Curriculum, showing individuals progress as opposed to comparisons.

Property Maintenance: AH and BY will go through this list and check what can be remedied easily and what will need further investigation toward remedy.

<p><b>Motion</b> That the Principals Report dated Thursday 24 May 2018 be received and accepted by the Board.</p>	<p>Moved AH Seconded BY CARRIED</p>
<p><b>2.4 Strategic Assurance Report</b></p>	
<p>Overall there has been very good acceptance of the situation so far this year. Through all the pressures that have occurred by outside circumstances, out of the schools control, the staff and students have remained resilient. The start of Term 3 will bring a more settled routine back to the school.</p>	
<p><b>2.5 CoL Update/web Site</b></p>	
<p>There will be two principal supporting roles for the CoL leader. One will be in an administrative role and the second will be as a mentor role working collaboratively with the teachers across the five schools in the CoL.</p>	

**STRATEGIC DECISIONS & DISCUSSIONS**

<p><b>3 .1 Policy Review</b></p>
<ul style="list-style-type: none"> <li>● Meeting Process Policy</li> <li>● Meeting Procedure Policy</li> <li>● Responsibilities of the Principal Policy</li> <li>● Disciplinary Process in relation to the Principal Policy</li> <li>● Legal Responsibilities Policy</li> <li>● Schedule of Delegations</li> </ul> <p>The Board had a brief discussion around these policies. JM to check with NZSTA regarding whether credit cards are covered in the Schedule of Delegations. The Board accepts these policies.</p>

<p><b>Motion</b> That the Board has reviewed and accepts the Meeting Process Policy.</p>	<p>Moved JM Seconded ME CARRIED</p>
<p><b>Motion</b> That the Board has reviewed and accepts the Meeting Procedure Policy.</p>	<p>Moved JM Seconded ME CARRIED</p>
<p><b>Motion</b> That the Board has reviewed and accepts the Responsibilities of the Principal Policy.</p>	<p>Moved JM Seconded ME CARRIED</p>
<p><b>Motion</b> That the Board has reviewed and accepts the Disciplinary Process in relation to the Principal Policy.</p>	<p>Moved JM Seconded ME CARRIED</p>
<p><b>Motion</b> That the Board has reviewed and accepts the Legal Responsibilities Policy.</p>	<p>Moved JM Seconded ME CARRIED</p>
<p><b>Motion</b> That the Board has reviewed and accepts the Schedule of Delegations.</p>	<p>Moved JM Seconded ME CARRIED</p>
<p><b>3.2 Triennial Plan</b></p>	
<p>After a discussion all have agreed on the 2018 Triennial Plan.</p>	
<p><b>3.3 NZEI Paid Union Meetings</b></p>	
<p>NZEI are having the next paid Union Meeting on 21 June 2018.</p>	
<p><b>Motion</b> That the Board accepts the NZEI Paid Union Meeting on Thursday 21 June 2018</p>	<p>Moved ME Seconded JM</p>

**3.4 Principal Performance Review**

This is to be rescheduled

**3.5 Chromebook Update**

Introducing the Chromebooks has been delayed until 2019. The Board will plan the visit to Clydevale for later in the year when there is more information available about funding for the chromebooks.

**3.6 Aimee Keenan Maternity Leave**

The Board has received a letter from Aimee Keenan formally requesting Maternity Leave.

**Motion**

That the Board formally accepts request for Maternity Leave from Aimee Keenan

Moved JM  
Seconded ME  
CARRIED

**IDENTIFYING AGENDA ITEMS FOR NEXT MEETING**

**4.1** Student Achievement Data

**4.2** Legal Responsibilities Audit

**4.3** Induction Pack - Progress Report

**ADMINISTRATION****5.1 Correspondence****Inwards**

1. Maternity Leave request - Aimee Keenan
2. NZSTA, advice regarding an OIA request
3. TEZ permission from Tapanui School - Charley McHutchon 23.05.18
4. School Community Officer Introduction - 04.04.18
5. Tutukutuku Korero - Vol 97 - #5,6,7,8
6. Acknowledgement of Receipt of School Planning and Reporting Documents - 24.04.18
7. Contract Instruction - School Report - Carpet Layer 16.04.18

8. Balance for banking staffing allowance 2017 - 17.04.18 9. Southfuels (Fuels for Schools) 01.05.18 10. NZEI Paid Union Meetings Notification - 27.04.18  Outwards 1. Card sent to Sarah Davies and family (29 March 2018)
<b>5.2 Action Plan</b>

**MEETING CLOSURE**

<b>6.1 Comments on Meeting Procedures and Outcomes</b>
<b>6.2 Preparation for Next Meeting</b>

**Meeting Closed 9.05pm**

**2018 Meeting Dates**

**Thursday 21 June 2018 - 7pm**

Signed..... *A. Merritt* ..... Date..... *21-6-18*

Chairperson