

Heriot School

Board of Trustees

Minutes of Meeting – Thursday 24th November 2016, 7.30pm

PRESENT	Angela McHutchon (AM), Colin McHutchon (CM), Rebecca Hazlett (RH), Judy Miller (JM), Andrew Herriott (AH), Blair Young (BY), Aimee Keenan (AK) In attendance: Pauline Cormack, Melissa Ellison
WELCOME	Angela McHutchon
APOLOGIES	None
CONFIRMATION OF AGENDA:	Moved AH/Seconded BY

ADMINISTRATION

1.3 Declaration of Interests

Nothing to declare.

1.4 Confirmation of Minutes

Matters arising from minutes: AM sought guidance from NZSTA on best practice for managing minutes. Draft minutes will be sent to Chair, Principal and Pauline within 7 days of the meeting for approval/amendments after which minutes will be sent to all board members for perusal. Any further changes to be brought to the meeting for discussion.

Minutes as circulated.

Motion

That the board formally confirms the Minutes of 20 October 2016 as circulated, with amendments.

Moved AM
CARRIED

MONITORING FINANCE REPORT

2.1 Finance Report

The October 2016 Finance Report (attached) was taken as read.

<p>Motion That the board ratifies the October 2016 expenditure of \$14,144.46</p>	<p>Moved JM Seconded RH CARRIED</p>
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Term deposit 0013 was closed on 22 November 2016. \$81,183.56 was deposited to the 90 account. Any reinvesting will be reassessed at budget time.

The application for the Principal's credit card has been submitted to Westpac.

<p>Motion That the board authorises the board Chairperson and Principal to sign the Statement of Responsibility for the 2016 Annual Accounts on the board's behalf when confirmation is received that the audit has been completed.</p>	<p>Moved AK Seconded AH CARRIED</p>
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<p>Motion That the board approves the inclusion of a budget for the 2016 Statement of Financial Position and a budgeted Cash Flow which are derived from the board's 2016 operating and capital purchases budgets.</p>	<p>Moved AM CARRIED</p>
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Internal Financial Audit

The quarterly check of bank account transactions was completed on 22 November 2016 by the board chair and all invoices checked were found to be satisfactory and paid to the correct accounts.

2.2 Health & Safety

Andrew has completed the Health & Safety Audit. He has handed out a summary of what is in place and plans for going forward.

A brief discussion was held about the school's incident log (this could be simplified); pool Hazchem safety (protective gear to be worn); and school camp (a lot of material to read).

2.3 Playground Check

Trevor Gardner, an independent contractor, recently checked the playground equipment. He recommended that the slide and the ropes on the climbing frame be replaced. He will write a report but overall was happy with what he saw. If we wish to install a new playground there are new rules which will need to be followed.

The question was raised as to what finance code to charge the playground check to. A new finance code is to be set up.

2.5 PRINCIPAL'S REPORT

Taken as read (attached).

Points raised from the report included: the possibility of having lockers for the senior students has been put on hold next year; and there was a general discussion regarding the staff finishing at 12pm on the last day of school (13 December this year). The Board agreed that this should become accepted practice over time.

Motion

That the Principal's Report dated 24 November 2016 be received and accepted by the Board.

Moved JM
Seconded AK
CARRIED

2.6 Student Achievement Report

An overall pleasing result with Reading at 90%; Writing at 83% and Maths at 76%. The figures included those students who receive extra learning support so the data must be seen to reflect this. Priority learners have plans in place to ensure they make learning progress.

The Chair asked the board members to consider what we need to take from the report to use in our strategic planning and she congratulated the teachers on doing well this year. A benefit of being a small school is that we know our priority learners well and can identify anyone who needs help.

The Chair thanked Colin for getting this report to the meeting prior to the December meeting.

Motion

That the board accepts the 2016 End of Year Student Achievement Data Report.

Moved AK
Seconded RH
CARRIED

2.7 Strategic Assurance Report

John Langveld (School Support) will not be coming until next year. The storage issue has been remedied, Room 3 is functional. The Heriot signage is not up yet.

Motion

That the board accepts the Strategic Plan Assurance Report No 7, Term 4 2016.

Moved AH
Seconded BY
CARRIED

2.8 Hautu

Rebecca has been working through a booklet entitled "Summary of our Education for Maori Reports" and has concluded that small schools can benefit from combining resources, working together. The Community of Learning is likely to be beneficial to us in this way. Involving the community is vital. She emailed members the document to read.

STRATEGIC DECISIONS & DISCUSSIONS

3.1 EOTC Overnight Excursion

The EOTC overnight excursion checklist has been confirmed. 17 children will attend Bannockburn camp with 5 parents and Tara Kinaston.

3.2 Staffing 2017

Motion

That at 8.40pm the public be excluded from the following part of the proceedings of this meeting namely Agenda item 3.2 **Staffing 2017**. The reason for excluding the public is to protect the privacy of individuals concerned. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. A vote was taken to approve that Pauline and Melissa remain in attendance for the duration. Melissa to take In-Committee Minutes.

Moved AK
Seconded RH
CARRIED

The meeting resumed in public at 9.20pm.

Motion

The board agrees to provide funds to employ a third teacher for the morning curriculum up to a maximum of \$24,000 per annum.

All in favour
CARRIED
unanimously

The board accepted that first and foremost they are accountable for student achievement, and due to the wide range of ages and learning abilities within the classrooms this decision made In-Committee was the best scenario to achieve this goal for 2017.

The Chairperson asked that Board members indicate their willingness to stay beyond 9.30pm. All in favour.

3.3 Strategic Goals

The Chair read out the 3 strategic goals as they stand. A discussion followed.

Communication - is part of what we do and we have systems in place to ensure that we are effective;

The physical environment was related to the upgrade of the buildings which will be achieved by end 2017.

It was thought that Student Achievement must be represented in any revamp of the goals.

"Engagement" and "Community" are also important considerations.

We identified the quote "Promote well-being, achievement, and progress of all students and prepare them for living in the world they encounter as adults."

It was decided that AM and CM would work together on identifying a number of goals (3 seems achievable) and bring them back to the meeting. They will use the strategic "brainstorm" document.

Other thoughts: Maori/Te Reo; Curriculum Day; 3rd teacher; giving back to community; fostering engagement.

3.4 Principal Performance Appraisal 2017

Lisa Parrish will present the final 2016 Principal's Appraisal Report early next year and we also need to plan ahead for the 2017 one. It was decided to put aside \$2k in the budget for this. Possibilities include Paul Ellis (approx. \$2000 plus gst) or Barbara Hore (\$1700).

AGENDA ITEMS FOR NEXT MEETING

4.1 Staff PLD Report

4.2 Board Self-Assessment

4.3 Budget

4.4 Meeting Dates & Times

ADMINISTRATION

5.1 CORRESPONDENCE

As circulated with the agenda.

Inwards

1. Tukutuku Korero NZ Education Gazette (Number 19)
2. Timetable for moving to the Food Act 2014
3. Medical Certificate Colin

Outwards

1. Memorandum of Agreement for advancing funds Frost damage LPG califont 10/10/16
2. Confirmation of Solutions and Services as financial service provider
3. In committee letter
4. Term Deposit Maturity Advice request Westpac
5. The Westpac credit card application has been sent away.
6. A thankyou letter was written to Mrs Betty Steel for the knitting she did for the welcome to new babies packs and a \$100 voucher was included.

Motion

That the Correspondence as listed in the Agenda under 5.1 Correspondence be received.

Moved AM
CARRIED

It was agreed to purchase a farewell gift to the value of \$100 and flowers for Pip to be presented at the prizegiving.

Staff gifts are also to be purchased, Pauline to organise.

5.2 Next Meeting Thurs 8th Dec 6pm

Meeting Closure

6.1 Comments on Meeting Procedures and Outcomes

6.2 Preparation for next meeting

6.3 Action List was reviewed prior to meeting by the Chair and will be forwarded to members this weekend.

Motion

That at 10.15pm the public be excluded from the following part of the proceedings of this meeting namely to approve and accept In-Committee Minutes for 20 October 2016. The reason for excluding the public is to protect the privacy of individuals concerned. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public.

Moved JM
Seconded RH
CARRIED

The meeting resumed in public at 10.20pm.

Meeting closed at 10.20pm

2016 FUTURE MEETING DATES

Thursday 8 December 6.00pm

Signed: *William Rath* Dated: *12-12-16*

Chairperson