

Heriot School
Board of Trustees
Minutes of Meeting - Thursday 26 October 2017 - 7pm

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

ADMINISTRATION

Declaration of Interests	None
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MONITORING

2.1 Finance Report	
The September 2017 Finance Report (attached) was presented and taken as read.	
Motion That the Board ratifies the September 2017 expenditure of \$13425.13	Moved BY Seconded RH
There will be a Budget Meeting date and time organised when PC has all relevant information gathered and finalised details.	
Solutions and Services are preparing our Annual Accounts. When they	

are finalised the auditor will need a signed copy of the Statement of Responsibility to be able to sign off the Annual Accounts. Solutions and Services suggest that the Board be prepared for this by authorising the Board Chair and the Principal to sign the Accounts on behalf of the Board so that is ready at the time for the Auditor.

Motion 1 That the Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2017 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.	Moved JM Seconded ME
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Solutions and Services would also like the Board to allow them to include a budgeted Statement of Financial Position and Cash Flow report derived from the Board's approved operating budget.

Motion 2 That the Board approves the inclusion of a budget for the 2017 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2017 operating and capital purchases budgets.	Moved JM Seconded AH
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2.2 Health and Safety

2.3 Property

CMcH has spoken to Ian Alexander about the swimming pool, and it is all ready to go as soon as water temperature rises a little. It is currently 17 degrees. At this stage opening date for the swimming pool will be around the first or second week of November 2017.

After a brief discussion it was decided that the key price would remain the same at \$50.00

Motion

That the board has agreed that the charge for Pool Keys will remain at \$50.00 ea for the 2017-2018 season.

Moved AH
Seconded ME

2.4 Principal's Report

CMcH and Aimee Keenan recently visited Clutha Valley School, whilst there they were able to investigate Chrome Books and assess the usability of these devices at Heriot School. To look at possibly phasing them into Heriot next year, as our laptops are perhaps not being utilised as best as they could be. It was a worthwhile visit as they were able to see how Clutha used these devices in the classroom and within the modern learning environment.

It would be advantageous for the Board to visit a similar school and view this in a modern learning environment in action for themselves. This would also be beneficial in enabling the Board to help answer early questions that may arise regarding the open classrooms and modern learning environment.

CMcH will make enquiries to facilitate a visit to one of these schools.

Priority Learners. Joleen Harding (JH) is coming in one day a week to cover while our priority learners have extra learning sessions. Joleen is covering all teachers over the three classrooms so the teachers can give extra tuition to small groups of these priority learners.

John Langeveld has been a little slow with communication regarding the Room 2 Upgrade, however Anna McFaul has chased this up with him and we have now heard that action is indeed underway.

The Board will need to start looking at what they want to include in the next 10 year Property Plan. Eg; open learning, modern learning environment. BMC are trialling some new platforms as is Tapanui Primary using play based learning. Life and Technology is moving forward constantly and it is a natural progression for society to move forward with it. As a teaching responsibility we need to continue to move forward as well and provide the best we can for our students.

Due to there being leftover proceeds from the sale of the school flats we can now begin to look at other areas around the school that we can improve or update using some of these funds, eg. the sports/storage shed.

The Y6 Leavers Presentations/End of Year Celebration will be held on Wednesday 13 December, starting at 5pm at the Heriot Community Centre, concluding with a BBQ and non alcoholic beverages provided by the Board. Folks welcome to BYOB if desired.

Motion That the Principal's Report dated Thursday 26 October 2017 be received and accepted by the Board.	Moved RH Seconded ME
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STRATEGIC DECISIONS & DISCUSSIONS

3.1 Charter Review

Strategic Direction 2018. Based on the Evaluation Indicators of ERO, it is thought that it would be sensible to concentrate on 2 or 3 of the ideas under each heading and work with those. Eg, Stewardship. This is totally what the Board is here to do, to responsibly guide, plan and manage. The Board members are to read over the Evaluation and then get together for a discussion regarding Stewardship and the Charter. CMcH will put the framework of the document together, then along with the Board members sit down and provide a list of thoughts, ideas and opinions (collectively or individually) that can be used to build the Charter. A date for this gathering to be confirmed, possibly Thurs 16 Nov or Thurs 23 Nov.

3.2 Review Community Consultation

Community Consultation. The need to be clear and transparent is

paramount. Being so, parents/caregivers and interested parties of the school community are aware of these ideas and we hope will want to contribute and be involved. This is a way that sees them help design the plan. This could be a way to interact with the families and to use this method going forward every year.

Get the community's understanding of what we're doing. Send out visual, short and concise information to get people's attention.

It is important to provide information regarding how the Board spends money. Should we include an approximate budget in the Charter, to help parents understand where it needs to be spent or what the Board would like to spend it on?

It is essential to communicate this information at the beginning of the year, telling the school community of the Boards Strategic Goals and Aims. We need to place emphasis on identifying the important Goals and Aims we're working on and communicate this often with families.

Modern Learning. It is going to be necessary to educate parents and students alike into this new environment.

3.3 Permission - Sports Extravaganza Bus Trip

Requesting permission for the Years 1 - 4 to travel by bus to and from Balclutha for the Sports Extravaganza on Thursday 9 November 2017

Motion	Moved ME Seconded AH
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That the Board grants permission for the Years 1-4 to travel to Balclutha by bus for the Sports Extravaganza on Thursday 9 November 2017.	Moved ME Seconded AH
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3.4 Policy Review

DRAFT Schedule of Delegations to be reviewed at next meeting.
The Legal Responsibilities Policy was discussed and reviewed, no change to this policy.

<p>Motion That the Board reviewed the Legal Responsibilities Policy.</p>	<p>Moved JM Seconded BY</p>
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3.5 Travel Permissions for 2017-2018

Requesting permission for travel for **Year 5&6 Camp in Dunedin November 2017, Years 5&6 Science Road Show trip to Gore 2017, Years 5&6 Leadership Day at Camp Columba in 2018, Years 5&6 Bannockburn Camp Trip 2018.**

<p>Motion That the Board grants permission for Years 5&6 to travel to Camp Columba for a Leadership Day on 19 February 2018.</p>	<p>Moved ME Seconded AH</p>
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<p>Motion That the Board grants permission for Years 5&6 to travel to Dunedin for a camp from 6 to 8 November 2017.</p>	<p>Moved ME Seconded AH</p>
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<p>Motion That the Board grants permission for Years 5&6 to travel to the Science Road Show in Gore on 21 November 2017.</p>	<p>Moved ME Seconded AH</p>
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<p>Motion That the Board grants permission for Years 5&6 to travel to Bannockburn for a camp from 30 October to 2 November 2018</p>	<p>Moved ME Seconded AH</p>
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IDENTIFYING AGENDA ITEMS FOR NEXT MEETING

4.1
4.2
4.3
4.4

ADMINISTRATION

5.1 Confirmation of Minutes

An error was noted regarding motions on the Policy reviews, this was amended forthwith.

Motion That the Board formally confirms the minutes of Tuesday 19 September 2017 as circulated	Moved AH Seconded ME
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5.2 Correspondence

The Board has received a letter from Craig Heaps (Heaps Landscaping) regarding accusations from Sandra Gorham to Mr Heaps himself regarding wilfully damaging some property whilst landscaping around the school house, which he believes are ludicrous.

The Board has read the letter and acknowledged concerns from both parties concerned.

Inwards

1. Education Gazette/Tukutuku Korero - Numbers 17,18
2. NZSTA News September & October 2017
3. Surplus Property Disposal (MOE) 14/09/17
4. Tender Summary Schedule - School Support 26/09/17
5. Tender Result and Recommendation - School Support 26/09/17
6. OIA and School Boards of Trustees - Ombudsmen 25/09/17

7. Religion in NZ Schools - Human Rights Commission 8. Education (Physical Restraint) Rules 2017 - section 139AD 21/08/17 9. Life Education Trust - Chairperson: Margaret Box 10. Outwards 1.	
Motion That the Correspondence as listed in the Agenda under 5.2 Correspondence be received.	Moved AH Seconded ME
5.3 Action Plan ME has signed off all completed tasks and added new items yet to be completed.	

MEETING CLOSURE

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

Meeting Closed at 9.00pm

2017 Meeting Dates

Thursday 16 November 2017, 7pm

Thursday 7 December 2017, 7pm

Signed.....*W. Hearn*..... Dated *30-11-17*.....

Chairperson