

Heriot School

Board of Trustees

Minutes of Meeting – Monday 27 March 2017, 7.00 pm

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

ADMINISTRATION

1.3 Declaration of Interests	
Nothing to declare.	
1.4 Board Vacancy	
No replies were received from the board vacancy advertisement. The board can proceed with nominations for the position.	
The board Chair called for nominations to fill the position of Casual Board Vacancy. Melissa Ellison nominated.	Moved AH Seconded RH
Motion The board accepts the appointment of Melissa Ellison to the role of BOT Parent Representative as of 27 March 2017.	Moved AH Accepted unanimously
The board Chair nominated Teresa Young to take up the position of BOT Minute Secretary. Teresa will attend the next meeting in May 2017.	
Motion The board accepts the nomination of Teresa Young to the role of BOT Minute Secretary as of 27 March 2017.	Moved AH Seconded AK

MONITORING

2.1 Finance Report

The January and February 2017 Finance Reports were both presented.

The January 2017 Finance Report (attached) was taken as read.

Motion

That the board ratifies the January 2017 expenditure of \$11,686.58

Moved JM
Seconded AK
CARRIED

A brief discussion was held in response to items of interest in the Finance Report. The IRD was incorrectly overpaid for YE 31/12/2016 due to an incorrect default setting on the MUSAC Accounts package. This has since been rectified and refunded.

The February 2017 Finance Report (attached) was taken as read.

Motion

That the board ratifies the February 2017 expenditure of \$19,723.56

Moved JM
Seconded BY
CARRIED

A brief discussion was held in response to items of interest in the February Finance Report. During a recent power outage we lost the server's UPS mini tower and had to purchase a new one for \$465.75 (Incl) This will result in a budget overrun for code 36604 'Computers Misc'.

Budget – when the Confirmed Operations Grant Notice is received Pauline will call a Budget Meeting to discuss and approve the finalised 2017 budget.

Income/Expense Summary – a brief discussion was held regarding 2017 fundraising targets. This year the BOT needs to raise an extra \$14k on top of their usual \$10k and are hoping the PTA will contribute \$20k, an extra \$10k on top of their annual \$10k donation. The extra money is required to pay for this year's BOT Funded Teacher. Andrew is prepared to work closely with the PTA to help this happen.

The Draft 2016 Annual Statements have been received – taking into account the deliberate use of reserve funds for Reading Recovery, the deficit was expected. An actual overrun of \$5950 on top of this was acceptable under the circumstances.

Credit Card Payments Report – PC presented the February 2017 Credit Card Payments Report totalling \$188.19.

PC will present a Credit Card Payments Report to the board on a monthly basis, detailing all payments made by credit card the previous month. On approximately the 10th of each month, a direct credit from our '00' account to the credit card account will reimburse the total cost of all payments made during the prior month. PC will then present the report

itemising each of these payments separately.
The BOT may need to adjust the policy wording to reflect this.

Defer 2016 Painting to 2017 – the board will defer the exterior painting until 2017.

Motion

The board defers the 2016 exterior painting, site fences, courts to the value of \$2500 as set out in the 10 year Cyclical Maintenance Calculation, until 2017.

Moved JM
Seconded RH
CARRIED

A brief discussion was held on the topic of support staff salaries being broken into Admin, Learning and Property groups on the ledger accounts, for example, the Property section includes the cleaner and caretaker wages.

2.2 Health & Safety

Incident Reporting – the reporting is going well. We expect to be able to see trends arising (i.e. slippery wood on wet/frosty mornings).

2.3 Property

Playground Report – nothing to report to date.

Plans to paint ceilings in toilet block are underway.

Pool Filtration Unit – The pool is officially closed for the season, as the filtration unit needs to be fixed. This will cost approx. \$3500 (no quotes received yet). AH to discuss with Murray Young, Heriot Earthmoving, as issues may have arisen from the demolition of Room 5. If so, they may cover the repair cost. CM to discuss this issue with John Langveld.

Motion

That the board proceed with purchasing a new filtration unit for the swimming pool.

Moved AH
CARRIED

Boiler – Recent boiler issues saw 2 visits from Davies Heat n Cool (Dunedin). The alarm temperature was reset and the electrician also visited to check the heating was working. We discussed whether using a local firm would be more cost efficient, especially if we could coincide with annual checks.

New Playground – Lindsay Harliwich recently visited Colin with an offer to donate a new playground. Discussions ongoing at this stage.

New sticks – RH to contact Stuarts Timber about donating new 2x2 construction sticks for the playground.

2.4 Staff Report

The Staff Report was presented by Aimee Keenan. As attached.

RTLB was explained as funding for extra teacher aide hours. Student Led Conferences have had mixed feedback about their format. As the school has an 'open door' policy for parents to discuss concerns, it was decided to persevere with the current format as it is early days. Board members felt the Staff Report in its current format was worthwhile and relevant.

A brief discussion about assemblies was held. Informal, weekly ones will continue. There will be opportunities for more formal assemblies throughout the year.

Motion

That the Staff Report dated March 2017 be received and accepted by the Board.

Moved AK
Seconded JM
CARRIED

2.5 Principal's Report

Questions arising: Classroom upgrade plans are still awaiting engineer visit. CM will talk to John Langveld tomorrow about this and other matters.

Strategic Assurance Report – have kept the same format as previous year. The goal of well-being will be worked through as a teaching team. Happy kids=happy families.

School Evaluation Indicators – briefly discussed.

Analysis of Variance – this is the difference between our set targets and our outcomes for literacy & numeracy. This data is sent to the Ministry once per year due 1 March. Colin has this information available to us in November so we can utilise it for evaluation and planning purposes.

National Standards Report – this data is available to the public and schools can be compared.

CRE 2017 – Christian Religious Education; optional half hour per week on a Tuesday afternoon. Externally taught, focus is mainly on values. General consensus to continue for 2017.

Principal's Appraisal – RH has talked to 2 potential appraisers and after discussions preferred Trish Boyle from Chapple & Associates. Cost will be \$2000 + gst. This is over

budget.	
Motion That the Principal's Report dated 27 March 2017 be received and accepted by the Board.	Moved JM Seconded AK CARRIED
Motion That the board appoint Trish Boyle from Chapple & Associates as the Principal's Appraiser for 2017.	Moved BY Seconded JM CARRIED

STRATEGIC DECISIONS & DISCUSSIONS

3.1 Charter	
The wording of the Charter should be amended to read "make more than one year's progress".	
3.2 Policy Review	
The following policies were discussed and reviewed: Chairperson's Role Policy; The Relationship Between Chairperson and Principal Policy; Principal's Professional Expenses Policy; Curriculum Delivery Policy; and the Sensitive Expenditure Policy.	
Motion That the board reviewed the following policies: Chairperson's Role Policy; The Relationship Between Chairperson and Principal Policy; Principal's Professional Expenses Policy; Curriculum Delivery Policy.	Moved JM Seconded RH CARRIED
Motion That the board adopts the Sensitive Expenditure Policy as at 27 March 2017.	Moved BY Seconded AK CARRIED
3.3 ERO Report	
The initial report from the ERO team has been received and Colin is happy that it reads very well. The Board's commitment to excellence was noted as was the teaching team's	

willingness to strive for excellence. The "further developments" section was as expected. Colin suggested the board should be proud of the outcome/report, with limited experience we are all moving towards the best possible outcomes for our kids. A special pat on the back for the teaching staff and Colin.

3.4 CoL Meeting Report

Not much to report on the Community of Learning meeting attended by Colin and Andrew. Still waiting for leadership to be finalised.

3.5 PTA Meeting Report

Andrew attended the recent PTA meeting, with only 5 attendees including Colin and Andrew. The Chair needs support in getting more parents involved. Andrew raised the idea of an Auction Day fundraiser which was well received.

3.6 Meet-Greet/Lamb Competition Summary

The recent meet and greet was a very successful evening and has received great feedback. Approx. \$6000 was raised. Thank you to all those who helped.

AGENDA ITEMS FOR NEXT MEETING

4.1 Strategic Assurance Report

ADMINISTRATION

5.1 Confirmation of Minutes

Minutes as circulated.

Motion

That the board formally confirms the Minutes of 16 February 2017 as circulated, with amendments.

Moved JM
Seconded
AH
CARRIED

5.2 CORRESPONDENCE

As circulated with the agenda.

Inwards

1. Draft Financial Statements for the Year Ended 31 December 2016.

Motion

That the Correspondence as listed in the Agenda under 5.2 Correspondence be received.

Moved AH
CARRIED

5.3 BOT Timesheet

Need to keep record of hours and forward to Andrew. Suggestions of either a Google Document or and printed hand-out to be filled in at meetings.

5.4 Meeting Dates

Next meeting to be Monday 22nd May 2017 at 5.30pm. Annual meeting plan to be discussed.

5.5 Action Plan was briefly reviewed. Melissa to update it and will share with group.

Meeting Closure

6.1 Comments on Meeting Procedures and Outcomes

6.2 Preparation for next meeting

Meeting closed at 9.00 pm

2017 FUTURE MEETING DATES

Monday, 22 May, 2017, 5.30pm

Signed: *AMerritt* Dated: *26-5-17*
Chairperson