

**Heriot School**  
**Board of Trustees**  
**Minutes of Meeting – Wednesday 29<sup>th</sup> June 2016, 7.00pm**

<b>PRESENT</b>	Mr Lloyd Brensell (LB), Mr Colin McHutchon (CMcH), Mrs Rebecca Hazlett (RH), Mrs Angela McHutchon (AM), Mrs Carol Millar (CM), Ms Judy Miller (JM), Mr Andrew Herriott (AH), Mr Blair Young (BY), Ms Aimee Keenan (AK) In attendance: Mrs Pauline Cormack
<b>WELCOME</b>	Mr Lloyd Brensell
<b>APOLOGIES</b>	Melissa Ellison, Katie Stevenson Moved LB/Seconded AM
<b>CONFIRMATION OF AGENDA:</b>	Moved LB/Seconded RH

**WELCOME TO INCOMING BOARD MEMBERS**

<b>Discussion</b>
<ul style="list-style-type: none"> <li>➤ Our newly elected members, Mr Andrew Herriott, Mr Blair Young and Ms Judy Miller were welcomed to the Board.</li> </ul>

**APPOINTMENT OF BOARD CHAIRPERSON**

<b>Motion</b> That Mrs Angela McHutchon be elected as Board Chairperson	Moved RH Seconded CM CARRIED
That Mr Andrew Herriott be elected as Board Vice-Chairperson.	Moved AM Seconded RH CARRIED

**ADMINISTRATION**

<ul style="list-style-type: none"> <li>➤ <b>1.4 Chairperson election/ Portfolios</b> <ul style="list-style-type: none"> <li>• <b>Property and Health &amp; Safety</b> – Blair Young and Andrew Herriott</li> <li>• <b>Hautu</b> – Rebecca Hazlett</li> </ul> </li> </ul>
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- **Finance** – All BOT members would continue to manage this portfolio
- **Policies** – Judy Miller
- **EEO** – Rebecca Hazlett
- **Insurance/Legal** – Angela McHutchon

#### Motion

That the Board approves the Portfolios as agreed above.

Moved RH  
Seconded AK  
CARRIED

- **1.5 BOT Code of Behaviour** – Required to be signed by all BOT members. 'Becoming a new BOT member' (attached) summarised by Mr McHutchon.  
Mr Brensell stressed the importance of asking questions to gain a better understanding.

### STRATEGIC DECISIONS

- **2.1 Induction Discussion** – It was agreed to meet next Wednesday 6<sup>th</sup> July at 3.30pm to induct new Board members and co-ordinate attendance at upcoming STA training.
- **2.2 Time of Meetings** – Discussion on timing of meetings going forward. Will trial late afternoon meeting on Thursday 18<sup>th</sup> August at 4.30pm – 6.30pm with dinner provided by Angela McHutchon.
- **2.3 BOT Communication** – All members completed preference for communication.

### FINANCE REPORT

#### Discussion

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

#### Motions

That the Board ratifies the May 2016 expenditure of \$15,065.60.

Moved RH  
Seconded AK  
CARRIED

- **Closing Ledger Balances** – discussion on two codes that have been overrun.  
Code 36590 – Heriot hoppers – small budget that always had in past. This is not running this year but there was a morning tea provided for Heriot Playgroup when they

visited that was coded to this.

Code 50510 – General Boiler Expenses – this had also been overspent due to maintenance required after Annual Check completed.

- **Audit report** available for reading.
- **Principal conference** – Expenses (mileage, accommodation, food) whilst at this conference were to be reimbursed. However, there were some receipts missing for a shuttle and meals. It was also discussed the possibility of having a credit card for Principals use to cover this in future.

#### **Motion**

That the Board approve the reimbursement to Mr McHutchon, where there are no receipts, to the value of \$15 for breakfasts, \$15 for lunch and \$30 for dinner and \$40 for shuttle whilst on Principal's conference.

Moved AM  
Seconded JM  
CARRIED

### **PRINCIPAL'S REPORT**

#### **Discussion**

- Taken as read (attached).
- Mrs Hazlett supported undertaking NZSTA Governance Internal Evaluation tool
- Blair Young to sort the cuttings at the school frontage.
- Mr McHutchon advised how our U Grading change (due to the decrease in the school's role) would have further implications. The Principals Collective Agreement was being negotiated prior to the last meeting – there is significant difference between a U1 and U2 Grade salary. In the Principals Collective they give 2 years' grace for the principal to decide if they would like to stay in that school or go somewhere else. That is what the negotiation was trying to avoid. This was raised as something for the BOT to bear in mind.
- **'Assessment Data – June 2016'** and **'Comparing Data 2013-2016'** (attached) - Mr McHutchon spoke to the reports. It is National Standards data that has to be reported to the Ministry.

Discussion on some of the trends in the data. It was noted that in 2015 Y3 children – in writing 5 below and then as Y4 (2016) only one below.

Drop in maths could be accounted to differences in teacher judgement and therefore how it was recorded between years. It was noted that reporting on National Standards comes down to teacher knowledge on where students need to be.

Mrs Hazlett noted the comment on SMS (Student Management System) – Edge – extra PD required for staff.

Queries around the 'Raising Achievement Plan' explained by Mr McHutchon that ERO change their strategic direction year on year. One of the things they are doing in schools is asking schools to identify Priority Learners and work on improving the students that need improving the most (Raising Achievement Plan 2016). Mr McHutchon thought that it might be worthwhile initiating this.

- **Strategic Plan Assurance Report #4** – Discussion on BOT communication and how it has been perceived in parent community from new BOT member's perspective.

Mr McHutchon noted that we have to establish what the community want and reflect that in what happens at school. Improve communication and transparency in order to try and improve outcomes for learners.

It was suggested that to the website, photos of Board members be added and a 'chairperson chat' on a more frequent basis.

It was agreed to set up a communication/advertising portfolio to improve communications from the BOT and around important events to market Heriot School.

- **MLE** – will include discussion on this for new BOT members in the induction process.

**Motion**

That the Principal's Report dated Wednesday 29<sup>th</sup> June 2016 be received and accepted by the Board.

Moved JM  
Seconded CM  
CARRIED

**Motion**

That the Board approve a Communication Portfolio to be administered by Judy Miller.

Moved AM  
Seconded AH  
CARRIED

**PROPERTY REPORT**

**Discussion**

- No Property report.

**HEALTH & SAFETY**

**Discussion**

- No report.

## PRINCIPAL'S APPRAISAL

### Discussion

- Mr McHutchon advised that Lisa Parish came last week and worked intensively with Aimee, Tara and himself. The Principal and staff are currently working through information they have back from her. She is coming back to do the principal's teaching component and then also in term 3 for a less intensive process.

## STRATEGIC DISCUSSIONS

### Discussion

- **4.1 Community of Learning:** As in the Principals Report. Meeting again on 29 July – hoping to get word on whether accepted in August 2016.
- **4.2 Block 2 Rationalisation (R5):** The Board conveyed their thanks to Heriot Earthmoving for undertaking this job with little disruption to the school. Mrs Cormack to check with John Langeveld if payment needs to be made before the 30<sup>th</sup> June 2016.
- **4.3 Drainage:** There has been an issue in regards to the drainage and Heriot Earthmoving contacted to repair this. Blair Young agreed to update school property plans with changes made to drains.

## AGENDA ITEMS FOR NEXT MEETING

- 5.1 Well-being and Bullying Review
- 5.2 BOT Code of Conduct Procedure Review
- 5.3 Curriculum Report - Reading

## ADMINISTRATION

- Mr McHutchon advised that there are 2 new families coming out of our transport entitlement zone in Crookston that are going to Tapanui Primary School.

## CONFIRMATION OF MINUTES

<b>Discussion</b>	
➤ Minutes as circulated.	
<b>Motions</b> That the Board formally confirms the Minutes of Thursday 19 <sup>th</sup> May 2016 as circulated.	Moved AM Seconded RH CARRIED

## CORRESPONDENCE

<b>Discussion</b>	
➤ As circulated with the agenda.	
<b>Motion</b> That the Correspondence as listed in the Agenda under '6.2 Correspondence' be received.	Moved AH Seconded AM CARRIED

## THANKS TO OUTGOING BOARD MEMBERS

<b>Discussion</b>	
➤ Mr Brensell, Mrs Carol Millar and Mrs Katie Stevenson were thanked for their service to the Board and for the support and experience they had provided.	
➤ It was agreed to organise a dinner with staff and BOT to recognise those Board members departing and welcome incoming Board members.	

## ACTIONS FROM LAST MEETING

<b>Discussion</b>	
➤ Action Plan was not reviewed.	

**Meeting closed at 9.00 pm**

