

**Heriot School  
Board of Trustees  
Draft - Minutes of Meeting Tuesday 3 July 2018 7pm**

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

### ADMINISTRATION

<b>1.3 Declaration of Interests</b>	
None	
<b>1.4 Confirmation of Minutes</b>	
In section 2.2 of minutes from meeting 3, Thursday 24 May 2018 it was said that the Health & Safety Audit would be ready for presentation at this meeting, but has now been carried over for presentation at the next scheduled meeting, 16 August 2018.	
<b>Motion</b> That the Board formally confirms the minutes of Thursday 24 May 2018 as circulated.	Moved ME Seconded AH
Amendments to be made to minutes of Budget Meeting, Friday 1 June 2018, by ME. Confirmation of these minutes yet to be confirmed. The Board will in future motion all credit card accounts.	

### MONITORING

<b>2.1 Finance</b>
There is no finance report to be presented at this meeting, as this was presented at Budget Meeting of Friday 1 June 2018. We are currently transitioning to the new Xero Finance Package as at 1/07/2018. Zero Transactions on May Credit Card account - No report presented.

The Board has agreed to continue to employ the services of Crowe Howarth South as its auditors for 2018-2020

**Motion**

That the Board will continue using the current auditors Crowe Howarth South.

Moved AH

Seconded ME

- 10YPP - Painting of Interior/Exterior of school.  
The exterior of the building is due for repainting in 2019. Due to the school exterior painting being in good condition, the Board decided to defer the exterior painting until 2021. In the interim, the Board will undertake continued maintenance by employing the services of professionals to come in and wash down the exterior of the building.

**Motion**

That the Board are deferring the painting of the school exterior until 2021.

Moved BY

Seconded ME

- Rooms 1 & 2  
Due to the recent upgrade of these rooms, painting them will not be necessary until 2028.

**Motion**

That the Board are deferring the painting of Rooms 1 & 2 until 2028 as MOE 5YA money was used in 2018 to complete an upgrade of these rooms.

Moved AH

Seconded ME

- Rooms 3,4 & Library  
Proceeds from the sale of the School Flats will be eventually used towards the modernisation of these areas.

**Motion**

That the Board defers the painting of Rooms 3, 4 & the Library until 2022.

Moved AH

Seconded ME

- Pool  
No change to the existing timetable for the pool and changing rooms.

PC to investigate an appropriate contractor to come in and complete a washdown and inspection of buildings/spouting and have this recorded.

List any maintenance issues re, roof, rust on roof and tree in close proximity to boiler.

**2.2 Principals Report**

CM presented Principals Report (attached)

A brief discussion was had regarding the Mid Year Data and how we can better help the students who really need it and don't seem to have improved.

The new breakout workspace is proving to be a successful and flexible multi function work area. The junior and middle classes will move into Rooms 1 and 2 respectively in term 3. The seniors will move into Room 3. The main reason for this move is because the junior and middle classes have more scope to work collaboratively.

There was a brief discussion regarding the Staying Happy Report and bullying. There have been specific isolated incidents which have been dealt with and consequences have been worked through as a result of these incidents. The staff work hard to convey our school values and have the students working through skills and strategies to work out what actual bullying is and how to deal with situations. At this late stage of the term the students are showing normal signs of tiredness and can be a bit scratchy.

It has been a mixed first half of the year and with the beginning of Term 3 it is hoped that moving forward things will more be unified and consistent. With the frustrations of staff happenings during the first two terms, all the staff have continued to be incredibly flexible and wonderful throughout the entire time.

<p><b>Motion</b> That the Principals Report dated Tuesday 26 June 2018 be received and accepted by the Board.</p>	<p>Moved JM Seconded AH</p>
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Ritchies Buses have informed CM that the "Early Bus" (Mr Alexander taking bus into Tapanui in the afternoons to BMC to begin actual run) is not actually an official route and that as of today Tuesday 3 July 2018 that everyone is ineligible to use this service, unless the parents/caregivers provide a written request stating exact dates for the term and paying \$2 per trip.

The Staff Report was presented by Lockie Brensell. (attached)

<p><b>Motion</b> That the Staff Report dated July 2018 be received and accepted by the Board.</p>	<p>Moved JM Seconded ME</p>
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<b>2.3 Property Report</b>
<p>BY to complete a maintenance list of "To Do's" to add to the Action Plan for completion.</p> <p>The PTA will be asked if they would take over responsibilities for requests of any future Community Grants.</p> <p>The Board will continue to investigate the possibility of Chromebooks and their place within Heriot School. The need to understand how they would work in our environment and moving forward is important. The Board can then pass on all vital and relevant information to parents.</p>
<b>2.4 Health &amp; Safety</b>
This report has been moved to next meeting.

**STRATEGIC DECISIONS & DISCUSSIONS**

<b>3.1 Policy Review</b>	
Concerns Policy has been reviewed by the Board and there are no changes.	
<p><b>Motion</b> That the Board has reviewed and accepts the Concerns Policy and will send it out at the beginning of Term 3.</p>	<p>Moved AH Seconded ME</p>
<b>3.2 Board Chair Self Review</b>	
Hard copy attached. JM will create in Google Forms and get BOT members to complete before the next meeting.	
<b>3.3 Principals Appraisal</b>	
This is still to be completed due to ever changing circumstances getting in the way of best laid plans.	
<b>3.4 Action Plan</b>	
The Action Plan has been updated and ME will continue to check completed tasks off the list.	
<b>3.5 Newsletter Topics</b>	
JM to prepare next newsletter with the Chair, BY to be introduced this time. Some	

suggestion topics include; the flexibility of the new breakout space and room 2, NZEI meeting outcomes, feedback on school reports, reiterate the Boards complete backing of staff.

**IDENTIFYING AGENDA ITEMS FOR NEXT MEETING**


**ADMINISTRATION**

<b>5.1 Correspondence</b>
Inwards 1. Office of the Auditor general - Auditor arrangements for 2018-2020 Financial Years
Outwards.

**MEETING CLOSURE**

<b>6.1 Comments on Meeting Procedures &amp; Outcomes</b>
<b>6.2 Next Meeting Date</b>

**Meeting Closed 9.05pm**

**2018 Meeting Dates**

**Thursday 16 August 7pm**

Signed..... *ARthernutt* ..... Date..... *16 - 8 - 18* .....

Chairperson