

**Heriot School
Board of Trustees
Minutes of Meeting - Thursday 30 November 2017 - 7pm**

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

ADMINISTRATION

1.3 Declaration of Interests	
None	
1.4 Confirmation of Minutes	
An error was noted in the wording regarding the tabling of the Finance Report, this was rectified.	
Motion That the Board formally confirms the minutes of Thursday 26 October 2017 as circulated.	Moved JM Seconded ME
The Board would like to take the opportunity to welcome Melissa Ellison, who has been elected as a Parent Representative, to The Board of Trustees commencing 1 December 2017.	

MONITORING

2.1 Finance Report

The October 2017 Finance Report (attached) was presented and taken as read.

Motion

That the Board ratifies the October 2017 expenditure of \$12375.24

Moved AH
Seconded ME

The term investment #0015 maturing on 1 December 2017 is to be deposited into the '90' account until further notice.

2.2 Health and Safety

BY absent

2.3 Property

Room 2 Classroom Upgrade. The aim is for this to begin during the holidays, if not, then at the beginning of term 1. We will need to be prepared not to use rooms 1 & 2. The carpet is to be lifted from room 1 and relaid in room 3. New carpet to be purchased for room 1.

Motion

That the Board accepts that there will be a cost to put new carpet in room 1. To be finally approved when total costs are finalised.

Moved JM
Seconded ME

The boiler has now stopped working. Davies Heat n Cool have been to assess the problem. We are now awaiting a written report on the options available to us to either fix/repair or replace. Waiting for hear from the MOE mid next week. The boiler has been isolated for the foreseeable future.

After a brief discussion the board decided it was in the best interests of the school to reappoint John Langveld as the 10ypp consultant.

Motion

That the Board approves the reappointment of

Moved AH
Seconded JM

John Langveld from School Support Invercargill as the 10YPP Consultant.	
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With the redevelopment of rooms 1 & 2, it has been realised there will be a decrease in storage space. After a brief discussion it was thought that by using some existing cupboard doors and shelving available to us, along with some new construction, extra space can be achieved.

Motion	
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That the Board approves the construction of alternative storage/shelving as it has become necessary due to the remodelling for the Room 2 Classroom Upgrade.	
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Moved RH Seconded AH

2.4 Principals Report

The Board gratefully acknowledges all the work that Al McRay has been doing around the school grounds. Most recently the massive clean up of the damaged trees after the snow fall on November 8 2017.

The Board will hold a BBQ at the conclusion of the End of Year Celebration, Wednesday 13 December 5pm. RH to begin organising food/drinks, DR to arrange use of HRFC's BBQ. Board members to cook and serve, this creates a great opportunity to mingle/chat with and introduce themselves to the families of the school.

Looking at some of the EOY data has highlighted a need and desire to identify early on students with a learning need and trying to find a strategy to step in at an early stage to prevent them continuing on at a below level. Start early to raise achievement across the board.

Some of the EOY data has been a little disappointing, maths still being of concern. Constant changes can and do affect outcomes for students. Change of staff, part time staff and relievers contribute to a lack of cohesion. This is the position we are in and this has been challenging. It is vital that we have clear structures in place and that we all are using the

same systems as each other. This highlights the importance of collaboration to assist in keeping things running smoothly and consistently in the classrooms with all teaching staff.

The number of tasks to be completed for end of year, as well as a number of set-up and planning tasks, has made it necessary for CMcH to take a number of release days in recent weeks to enable him to effectively manage all of these administration and management tasks. It is a challenge to find a balance and having the knowledge to lead everybody for benefit of all students. The board acknowledges that there is value in making it possible for CMcH to have more classroom release time to enable him to continue to achieve all that is needed.

STRATEGIC DECISIONS & DISCUSSIONS

3.1 Charter Review

Stewardship - This has been moved to December meeting.

3.3 Policy Review

After reviewing the Schedule of Delegations the Board has decided to adopt two changes.

Motion

That the Board adopts the Schedule of Delegations with the agreed two changes

- 1. Delegations Retained by the Board**
 - b. Commitment of operating expenditure for any invoice in excess of \$2000.00;*
 - e. The transfer of money between any Board cheque and term deposit account in excess of \$10000.00 and for a period longer than 3 months;*
- 2. Board Delegations to the Principal**
 - c. Approval of any orders for goods and services up to the value of \$2000.00 and provided such an order will not exceed the Board approved budget*

Moved ME
Seconded AH

allocation for the expenditure item involved;	
3.4 BOT Professional Development	
<p>AH and JM recently attended an Effective Financial Governance Pt2 course that they felt was beneficial in giving greater understanding of the role of the BOT regarding finance.</p> <p>There is to be another meeting held at Waikoikoi Monday 4 December 2017, 5-7pm.</p>	

Identifying Agenda Items for Next Meeting

4.1 Presentation of DRAFT Budget
Moved to December meeting agenda
4.2 Review Triennial Plan & Update for 2018
Moved to December meeting agenda
4.3 Board and Chair Self Review
JM to email form out for everyone to fill out and return to her. The information will be collated and ready for next meeting.
4.4 Meeting Dates for 2018
Moved to December meeting agenda

ADMINISTRATION

5.1 Correspondence
<p>Inwards</p> <p>1. Education Gazette/Tukutuku Korero - Numbers 18,19</p>

- 2. NZSTA News 2017 October, November & December
 - 3. Van Asch staff transfer agreement (in and out)
 - 4. MOE emergency closure letter
 - 5. Permission to cross Tapanui TEZ - Lacey Sargent
 - 6. Southern Property MOE approval for new breakout space and classroom
- Outwards
- 1. MOE snow closure 08/11/17

MEETING CLOSURE

- 6.1 Comments on Meeting Procedures and Outcomes**
- 6.2 Preparation for Next Meeting**

Meeting Closed at 9.25pm

2017 Meeting Dates

Tuesday 12 December 2017, 5pm

Signed.....*W. Herring*..... Dated *22-2-18*.....

Chairperson