

**Heriot School**  
**Board of Trustees**

**Minutes of Meeting – Thursday 9 February 2017, 7.30pm**

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

**ADMINISTRATION**

<b>1.3 Declaration of Interests</b>	
Nothing to declare.	
<b>1.4 Nomination of Chairperson and Vice-Chair</b>	
The board has received the resignation of Chairperson Angela McHutchon and therefore seeks nomination for the role of Chairperson effective immediately.	
<b>Motion</b> That the board regretfully accepts the resignation of Angela McHutchon from the role of Chairperson, effective immediately.	Moved JM Seconded RH CARRIED
<b>Motion</b> That the board formally accepts the nomination of Andrew Herriott to the role of Chairperson, effective immediately.	Moved JM Seconded RH CARRIED
<b>Motion</b> That the board formally accepts the nomination of Judy Miller to the role of Vice-Chairperson, effective immediately.	Moved AH Seconded AK CARRIED
<b>1.5 Board Vacancy</b>	

After deciding to fill the board vacancy by selection, the position was offered to Melissa Ellison who has initially accepted the role. The vacancy will be advertised in the next possible newsletter and if less than ten percent of eligible voters on the school role object, Melissa will be officially appointed to the role. If ten percent or more object, within 28 days of the notice being advertised, a by-election will be held to fill the position. A Returning Officer will need to be appointed in case a by-election happens.	
<b>Motion</b> That the board moves that Pauline Cormack be appointed to the role of Returning Officer.	Moved JM Seconded AK CARRIED
<b>Motion</b> That the board moves that Angela McHutchon be removed as a signing authority and a Westpac Signatory, and be replaced by Judy Miller.	Moved AH Seconded RH CARRIED

## MONITORING

<b>2.1 Finance Report/Budget</b>	
The December 2016 Finance Report (attached) was taken as read.	
<b>Motion</b> That the board ratifies the December 2016 expenditure of \$40,000.93	Moved AH Seconded JM CARRIED
A brief discussion was held in response to some items of interest in the Finance Report, ie teachers salaries. The Ledger Report was presented in draft form. Accountants are to visit this Tuesday	
<b>2.2 Health &amp; Safety</b>	
Portfolio – It was agreed to hand over the Health & Safety Portfolio to BY.	
Incident Reporting – AH suggested we need to consider reporting smaller incidents into the log book (playground injuries etc). Might need to upgrade the log book, and possibly use a tally system for minor incidents so that data can be analysed and appropriate action be taken for risk management purposes. AH and CM to discuss.	
<b>2.3 Property</b>	
The Playground Report highlighted a few minor issues to be considered. We are considering whether the slide could be resurfaced rather than replaced. BY will talk to a local expert for advice; the plumber has fixed all the taps. He suggests a more regular plumbing check may save money in the long-term; BY has overseen the water tank cleaning. Toilet block ceilings have been cleaned and now need to be repainted.	

**2.4 Staff Report** will be presented once a term and the next one will be at the March meeting.

### **2.5 Principal's Report**

Strategic Assurance Report – Charter in draft.

School Evaluation Indicators – ERO have not asked for much pre-visit information, preferring to see things working on the ground. The Indicators (page 42) were sent to everyone in January by CM.

### **2.6 Principal's Performance Appraisal – Report**

A copy of the Report was provided to the board. It was a very comprehensive process, everyone involved was very committed to getting something out of it.

RH to ring around for information and quotes.

The board is very happy with the outcome of the performance reports.

JM was keen for the Board to plan their professional development through NZSTA training for the year. PC also suggested another good way to gain understanding is to attend other boards' meetings (eg. Tapanui School).

## **STRATEGIC DECISIONS & DISCUSSIONS**

### **3.1 Charter**

We have a March 1<sup>st</sup> deadline for this. Needs more collaboration – the board has worked hard on the draft and more discussion on our goals is required. We looked at November meeting minutes to remind ourselves of the discussion at that time.

CM reminded us that being student centred is the key – this should be central to the Charter goals. There was a brief discussion on the goal around “wellbeing” – ERO has focused on successful schools which have strong wellbeing programmes.

It is great timing for the ERO visit as the outcomes could help inform the process and the year's planning.

There was a brief discussion on the learning targets in the charter– these relate to the national standards.

Everyone is happy with the draft copy to move forward. It will remain as a draft until after ERO visit.

### **3.2 Policy Review**

Protected Disclosure – all new policy documents will now have the Heriot School Logo; the

date adopted/effective; and are to be signed.

**Motion**

That the board adopts the Protected Disclosures Policy as of 9th February 2017.

Moved JM  
Seconded AH  
CARRIED

Credit Card Policy – is still in draft form. PC suggests we amend the wording regarding board approval needed for purchases (as prior approval defeats purpose of the card). Suggestion to add a clause about bringing card expenditure details to the next scheduled meeting. PC to work on these amendments and will forward new draft to members and bring new policy document for consideration at next meeting.

**Motion**

That the board reviewed the Trustees' Code of Behaviour Policy as of 9th February 2017.

Moved JM  
Seconded AK  
CARRIED

Sensitive Expenditure Policy – a copy of this policy is to be taken home and considered for the next meeting.

Draft copies of policies given to all board members.

**AGENDA ITEMS FOR NEXT MEETING**


**ADMINISTRATION**

**5.1 Confirmation of Minutes**

Matters arising from minutes: Suggestions for minor corrections to minutes were accepted.

Minutes as circulated.

**Motion**

That the board formally confirms the Minutes of December 12th 2016 as circulated, with amendments.

Moved AH  
Seconded  
AK

**5.2 CORRESPONDENCE**

As circulated with the agenda.

Inwards

1. Tuketuku Korero NZ Education Gazette 2017 (Number 1)
2. A thank you letter was sent to Betty Steel for knitting
3. Contact Energy
4. Letter of resignation from Board Chairperson, Angela McHutchon

Outwards

Proposed letters of thanks from board to Angela McHutchon (JM); George Garrett's family (CM)

**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 this timesheet information coming to AH. AH to talk to AM about process.

**5.4 Meeting Dates & Times**

Next (extra) meeting of 2017 to be Thursday 16th February at 7.30am.

**Meeting Closure**

**6.1 Comments on Meeting Procedures and Outcomes**

**6.2 Preparation for next meeting**

**6.3 Action List** was not reviewed.

Meeting closed at 9.37pm

**2017 FUTURE MEETING DATES**

Thursday 16 February, 2017, 7.30am

Signed: *anaherith* ..... Dated: *17-2-17* .....

Chairperson