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| Board of Trustees minutes  15 August 2017 | |
| Present: Dominique McCrostie, Rachel Allright, Nicky Crawford, Mike Allen, Anna King, Ian Thorneycroft |  |
| Apologies: Nil |  |
| Declaration of interest: Nil |  |
| Motion: That the above items be accepted.  Moved: DMcC Seconded: MA Carried: Yes |  |
| Agenda items:  Principal Appointment  ERO: School Docs, Vulnerable children, Policy Review, Complaints policy  Professional Standards – evidence.  Playgroup  School House  Letter to staff  Staff contracts |  |
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| **Discussions and decisions:** | **Personnel** |
| Matters Arising: Wispy Proposal  Community meeting to discuss the proposal. Invite Sam to come and present to the board in Term 4 with a robust evidence based, concise proposal.  Matters Arising: Board Structure – New Member  We must have 5 elected members. Call put into NZSTA to clarify. Options are to Select or general election. Agreed to run an election. MA to phone NZSTA to clarify who can organise the election. Agreed to approach Ingrid to be Returning Officer.  Matters Arising: Board Structure - Secretary  Agreed it would be best to hire a Secretary to ensure all board members can engage in meetings. Propose that we approach Megan Jordan.  Matters Arising: Board Meetings  We are having very long meetings. Agreed that we put limits on speaking times.  Matters Arising : Signatory Change  Remove Phil Crawford add Dominique McCrostie as Chairperson on the Westpac Bank Accounts.  Moved: MA Seconded: NC Carried:Yes  Matters Arising: School Bus  It has been suggested we have an emergency beacon in the school bus. Previously agreed Phil Crawford would look into this. Anna is going to research prices and present to the board. Agreed it was a good idea to have one in the bus and can also be used for tramps etc Contacts will be the Principal and Board Chair.  Cameras have been checked and all looks ok. Sensitivity needs to be reduced. The card has been wiped. | IT  MA  DMcC  DMcC  AK |
| Motion: That the previous minutes be accepted as true and correct (with alterations as above)  Moved: AK Seconded: MA Carried: Yes  Motion: That the previous in committee meetings be accepted as true and correct (with alterations as above)  Moved:DMcC Seconded: AK Carried:Yes |  |
| **Reports** |  |
| Principal’s report: Drug, Alcohol and Smokefree Environment Procedure  Include E Cigarette  Include who is responsible for enforcing this Procedure | MA |
| Motion: That the Principal’s report be accepted.  Moved: MA Seconded: DMcC Carried:Yes |  |
| Finance report:  May/June/July  Discussed Finances  Query regarding PD budget – DMcC to ask Tracy  Photocopier – Huge bill received. Needs investigation. | DM and Tracy |
| Motion: That the Finance report be accepted.  Moved: DMcC Seconded: MA Carried:Yes |  |
| Property report:  Swimming Pool  Received a letter from Richard and Yvonne next door due to the concern that the noise level of the heat pump is going to be excessive and effect their business. Site meeting was called with G Street, Richard & Yvonne, Chair, Principal, Property. Agreed for 3pm however G Street arrived at 1:30pm. R & Y outlined their concerns to all.  Heat pump salesman will come with the heat pump and run the heat pump to show us how loud it will be. According to specs it will be 65 dBA. He has some ideas on how to mitigate the noise pollution. Various ideas have been discussed ie planting  As good neighbours we need to ensure that we are not creating extra noise.  G Street has not been performing his Property Manager role to the BOT satisfaction therefore School Support will be contacted. This is an urgent matter and requires immediate action as construction is underway. A document trail has been established.  Drain  It is a soak pit that overflows all the time. The main sump has filled up and the drum has possibly rotted resulting in the soak pit overflowing. The soak pit needs to be dug up. Investigate the possibly of moving the pipe to connect with current pipes. Suggestion is to shift the drinking fountain at the moment as further investigation is required of the soak pit.  Property Report:  Wattie has prepared a school house report stating what needs to be done immediately and in the future. Thank you Wattie for your work on this.  Immediate action required are replacing roof nails, preventing further damage of the roof and remediation of downpipes.  A plan needs to be put in place to upgrade the school house.  A special meeting needs to be called to discuss the school house plan, create a tenancy portfolio.  Trampoline:  Rusting away at the springs. Needs to be looked at. |  |
| Motion: That the Property report be accepted.  Moved: RA Seconded:AK Carried:Yes |  |
| Health and Safety report:  None |  |
| Motion: That the Health and Safety report be accepted.  Moved: Seconded: Carried: |  |
| **General business:** |  |
| ERO Visit  Debrief – findings discussed  School Docs Website  [www.schooldocs.co.nz](http://www.schooldocs.co.nz)  General discussion, each member to check the website and discuss next board meeting.  Professional Standards – Nicky  An ERO requirement that teachers/principals collect varying documents etc to support their appraisal process.  Arinui - Principal and Teacher appraisal tool.  Board members to go and research this for next meeting.  Playgroup – Open letter to the BOT received  Board agrees to let the playgroup use the old classroom. Guidelines need to be set. Letter to be written and then a meeting with MA and NC to discuss finer details. An attendance sheet will need to be set up to ensure we know who is on site.  Letter to Staff – Anna  Proposed letter to lift morale  Staff Contracts  These need to be reviewed and updated. | DMcC  DMcC  MA |
| **Public excluded:**  Motion: That the public be excluded from the following part(s) of the proceedings of this meeting namely agenda item Principal Appointment. Point 2 Personnel The grounds are that the matter is one of Personnel and the reason is to protect the privacy of the individual(s). This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public.  Moved: DMcC Seconded: DMcC Carried:Yes  The meeting resumed in public at 3:25pm. |  |
| Agenda items for the next meeting: |  |
| **Meeting closure:**  Time 5:22pm  Next meeting on\_\_\_19th September\_\_\_\_\_\_\_\_\_\_\_ at\_\_\_3:15pm\_\_\_\_\_\_  Further agenda items will be called the Friday prior to the next meeting. |  |