

LAKE ROTOITI BOARD OF TRUSTEES MEETING
THURSDAY 3RD NOVEMBER 2016

Present

Giles Panting, Phil Crawford, Dominique McCrostie, , Anna King, Ian Thorneycroft, Nicky Crawford, Rachel Allright

Apologies

N/A

Matters Arising

Ngati Apa – Phil had a conversation with Kylie, Ngati Apa cultural advisor about what we want to do around school in order to have a more bi-cultural aspect and whether there something they could help us with in order to reflect their culture here. Idea is to make the cultural aspect about the history and legends of the area. At this stage Kylie is going to take it to the Ngati Apa board to see what they think.

Handbook - AK suggested adding a role description for Trustees.

Action: Giles to draft an applicable role description for our board trustees.

Code of Conduct – this has been updated, all members signed 3 November 2016.

Sports Co-ordinator Role – Karen has been appointed as sports co-ordinator

Classroom renovation – water fountain can stay, but the seats have to go (can potentially keep wooden tops). Ministry doesn't like in floor power points, so can't have them.

Confirmation of Minutes – Confirmed by AK, Seconded by DM

Reports

Principal's Report

Expect to see some visitors in the next couple of years as Helen Taylor-Young (CoL Leader) was very impressed with how much play based learning is done here in the Junior Room, eg: role playing, post office etc. as it is very good for oral language development which leads into reading and writing.

Principal conference was focused around future learning and being culturally responsive.

Procedure reviews – student achievement procedure, create an overview about what we are trying to achieve, what a LRS student looks like and what we aim for and how we go about doing it. **Action for 2017 Strategic Planning.**

Gifted and Talented Procedure – Difficult procedure for a small school as children are exposed to higher levels during class as a matter of course without the need to withdraw a child. Propose to review fully in 3 years time as its not outdated as yet but will likely be then.

Action: Nicky and Giles to update Student Assessment and Evaluation Procedure before next board meeting

Staffing – ministry had cut Giles' Leadership and Management time by one day per week after the last roll review. A Staffing Roll review has been submitted and staffing allocation restored to two and a half days per week.

Monitoring

Finance

Relief Teacher has moved above budget with still more expected costs to come in during the remainder of the year. Relief teacher costs are also incurred when the classrooms are split with some children going on activities and others remaining behind. Budget is below operations grant and this is the first year some relief teacher costs not being covered by the principal leadership and management time.

DM puts September finances forward that they are all correct. RA seconds.

Health and Safety

Giles noted we need more bark on the playground equipment. **Action for next 2017.**

Property

School house roof is leaking, quick patch repairs done but still leaking. Worst case scenario is that the roof needs to be repaired, but Robbie is to come back and give a more thorough assessment.

Action: Carry out a rent review on school house with the view of whether rent is aligned with market and other school houses. Giles to find rental agreement for school house

Any Other Business

Board Members Roles with parental concerns

Just a reminder that if approached by a parent with concerns they are to be directed towards Nicky or Giles in the first place, and if that doesn't resolve anything then refer them to complaints procedures.

Swimming Pool Update

Giles had conversations with Fiona Hollingsworth. She's given a figure that we can spend on 75% of our working capital.

Action: Dominique, Giles and Tracy to sit down and go through the Financial Statements to make sure they are giving an accurate representation.

Classroom Renovation

Went out to Tender, 4 companies invited to tender. 2 quotes from non-local companies. Budget was approx. \$60k. Quotes came in at \$119K and \$113K.

Options – Come up with \$53K to cover shortfall; ask to retender without the deck – no building consent required; take off lights and heatpumps; wait until 2018 after pool project.

Action: go back to Graham to go back to True Bits for a more itemised quote and see what we can do with what we have.

Community Learning Update

Going to Shortlist for 'across school roles' this weekend and have a teacher only day at the beginning of next term. The Board agreed a change to the 2017 start date to 2/2/17 so that staff can attend the training on the 1st Feb.

Bus Route/Bus Run

Ministry funds the bus for exactly the kilometres we do. Ministry will not extend the bus route so we can get no extra funding to extend the route so any costs would have to come out of school funds. Board has discussed and concluded that unfortunately there is no easy answer but it is just not feasible at this time to change the bus run without receiving additional funding.

Action: Giles to draft response to parents who have requested including child on bus run stating boards position and forward a letter to Ministry supporting an increase in travel allowance.

School support has currently completed reviews of all bus runs and are now defining them by GPS coordinates. Also concluded that for families that are definitely out of the school zone the bus run cannot be extended to include them.

Board Training

Some training opportunities coming up for board members.

Draft Budget 2017

Draft budget presented to the board to review.

Strategic Planning

Giles requests that board brings any ideas to the next meeting about what to include in strategic planning.

Confidential Item – *in committee*

Meeting closed at 9:40pm

Next Meeting – Thursday 1 December 2016, 3pm