

LAKE ROTOITI BOARD OF TRUSTEES MEETING

Monday 4TH July 2016

Present

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

Apologies

None

Matters Arising

Health and safety

Rollover again until next meeting – Giles and Anna committed to have something for next meeting

Pump out of pool

Rolling over to next meeting – Phil

Staff rep on board

Need to have one, Phil to follow up with Ingrid to hold an election.

The minutes of the last meeting were proposed as accurate by Anna King and seconded by Giles Panting.

Principals Report

As attached (previously circulated).

Very positive feedback for 'Archibald's War' received from members of the community. Children have reported that they enjoyed performing at the Theatre Royal and that it was a really positive experience (given the choice they would rather use the Theatre Royal than the Suter in the future).

Bus Driver – School funded half of P Class licence for Matt Sillars as we needed a relief driver

School House – Agreed work has almost been completed, just some debris removal to happen. House outside has also been washed and vegetation around the house cleared/cut back.

NZEI – need to bear in mind and consider the implications of 'bilk' funding for the staffing of a small school

Community of Learning Funding – Board agrees to put funds received into Relief Teaching in budget.

School Bus Run – Giles proposed a nominal fee towards petrol for Family driving extra kms as a goodwill gesture until the end of the year as we aren't meeting our contractual obligation to collect them from their bus stop. Giles to discuss with Bus Driver about extending bus slightly further down towards Wairau valley to incorporate a driveway that is already on the funded bus route and therefore meet the contractual obligations.

Giles presented the National Standards mid year reporting to the board. General discussion on the achievement of children who are like to be Below Standard at the end of 2016 and the support programmes that are in place to accelerate their learning.

Finance

DMcC had met with GP to go through the financial statements for May 2016 and June 2016 and Dominique moved that the Financial Statements for those months be accepted as accurate by the Board, Rachel seconded.

Item to monitor is Relief Teaching, but this should be offset by funding received from Community of Learning. School house repairs and maintenance costs have exceeded the budget due to improvements eg insulation and plant clearing. Furniture and equipment grant has been released to us (2/3 of entire amount); this will be used towards new furniture for the renovated senior class.

Swimming pool finances – Giles has received a bill for just under \$17,000 for the time incurred by Aquaflow and moved that we pay this. This amount will be deducted from the final bill for the pool. Board unanimously agreed to pay.

Health and Safety

Picked up that there is a drain cover missing from outside old classroom. Giles to sort.

Property

5 year property plan has been approved by the Ministry. We can now go ahead with plans to begin to convert the old junior class into a modern learning environment.

Any Other Business

Police Checks

After community consultation and it's been discussed with parents we should go ahead and police check those who have access to children, especially for situations where there is an opportunity to be alone with a child.

BOT Meeting planner

Phil floated idea of having a board planner of items to cover in board meetings of things to review etc. Board agrees that it's a good idea as it creates more structure and reminds us of specific obligations we need to achieve – being proactive not reactive.

Action – Giles to draft up a planner

Policies and procedures – website

Suggestion to add policies and procedures to the internet for everyone to have easier access to it. Varies between school regarding what is available online. Policies are available currently in the staff room for anyone to view.

Action – Giles to update website board page to specify that policies are available for all to view.

Trustees code of behaviour

School has a code of behaviour, suggestion that each board member should sign a copy.

Action – Giles to provide a signable copy for next meeting, board members to read and sign

Governance Folder

Suggestion to create a resource folder containing items such as a contact list, code of conduct, meeting process, charter etc.

Action – Giles to begin the process of creating a folder

Communication with Parents

Need a board decision on whether teachers can't start a closed Facebook group to communicate with parents. Parents of children in the Junior Class had already been asked by Nicky for their views – of those that responded, most were in favour, one family were against and one was ambivalent. Discussions round the table covered variety of issues, security, ease of communication, some parents not on Facebook, teacher approval for comments. The main benefit of a closed Facebook group seems to be that it is ongoing, quick, allows for very quick publication of comments on what the children have been learning and allows for parents to respond. Overall response is that it is a positive move and board gives approval for pages to be set up.

Meeting closed at 5.00pm.

Next Meeting – Monday 29th August, 3.00pm