

**LAKE ROTOITI BOARD OF TRUSTEES MEETING**  
**MONDAY 5<sup>TH</sup> September 2016**

**Present**

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

**Apologies**

Rachel Allright

**Matters Arising**

*Meeting Planner*

Giles has put forward an Annual BoT Workplan containing specific actions for the calendar year (to be added to Trustee Handbook).

*Website Update (policies and procedures)*

Giles has updated the website to state policies and procedures are available in staffroom.

*Trustees Code of Behaviour*

Has been circulated to all board members for acceptance and signing. A minor change was made to some of the wording in the document.

Anna King moves that minutes from last meeting are an accurate representation of previous meeting and Ian seconds (with clarification regarding police checks. It was confirmed again that police checks would go ahead after the community consultation and after it has been discussed with the parents).

**Reports**

**Principal's Report**

Online meeting with Janelle Riki-Waaka – a lot came out of it regarding how would you know that our school is a bi-cultural school and being culturally responsible. Distinguished from multi-cultural as in other cultures the history is well established whereas in NZ the Maori culture is not thriving. Aim to make it more prominent in schooling – eg symbols, local legends of the area, correct pronunciation of names etc. Overriding question how do we recognise the Maori culture? Lot more work to be done on this with where and how we want to go forward with it.

Phil – to talk to Kylie at Ngati Apa regarding design and sculptures/carving of Rakaihautu sculpture for the school grounds.

## **Monitoring**

### Finance

Dominique moves to accept the financials are correct for the months of July and August with no unexpected expenditure and everything tracking as expected. Seconded by Giles Panting.

### Health and Safety

Giles and Anna have done a walk around of school to identify H & S issues and picked up a few main issues around fencing, old play equipment, parking area and access to the road.

School has a hazard list which is updated when hazards are come across. Giles to generate in the future a Hazard Register outlining major hazards around the school.

### Property

Bolts have been fitted to the classroom doors so we can now be placed into lockdown.

School House – no further progress and none expected to occur until the school pool gets underway.

## **Any Other Business**

### **Swimming Pool Update**

We've had two further applications turned down based on the perception of 'leaving the school in a vulnerable position' as regards its working capital. No figure has been given as to what would be accepted. At this stage we are left at the point of sitting and waiting while we build up financial reserves.

Board are happy for Giles to speak to Fiona Holligsworth (Senior Financial Advisor) in Christchurch regarding the situation.

### **Classroom Renovation**

Plans have been circulated to the board to modernize the new senior classroom. If Board is happy with the plans, it will be put out to tender. Board approves the plan.

Action: Send out to tender

Giles: to query the position of heatpump (inside and out – low/high) and ensure the water fountain outside is retained (by the new deck). Query the current existing wooden bench, whether it could be retained or moved somewhere else. Query possibility of floor mounted (covered) powerpoints to enable charging while working without causing tripping hazards.

### **Community Learning Update**

Next stage is appointing five Across School Teachers, long term process but affords funds from the ministry and opportunities of professional development.

Predominant focus and targets is achievement led, identifying disparities and with an aim to get consistent teacher judgments across schools.

### **School Stream App**

System of the school to communicate with parents through technology (phones, computers etc). Particularly good with emergencies (snow closures) as well as sending notes homes, permission slips, newsletters, school calendar, events, password protected pages.

Cost to school is \$25 per month, app is free to download for parents.

Board is happy for Giles to go ahead and implement.

### **Sports Co-Ordinator Role**

Giles proposed offering Karen Diefenbach a few paid hours as recognition of how much work she does with the children in sports activities; the children have learned lots and we have seen huge improvements in skill levels since Karen has been working with the children. Cost would be covered by the excess of the bus money.

Board agrees that this is a good idea and to go ahead with this.

### **Board Members' Handbook**

Giles presented each member with a handbook.

Action for the Board: review and determine what else you would like to see in the handbook.

### **2017 Term Dates Approval**

Board approves the dates. Giles to publish.

### **School Camp Approval**

Ideally going to Living Springs in Chch, provide outdoor adventure activities, accommodation and catering.

Board is resolved and approve camp to be held at Living Springs in Christchurch in February 2017.

### **Community Consultation**

New date set for Friday 14 October, 5pm

**Meeting closed at 5:40pm**

**Next Meeting – 17 October, 3:15**