**LAKE ROTOITI BOARD OF TRUSTEES MEETING**

**TUESDAY 9TH MaY 2017 @ 9.00am**

**Present**

Giles Panting, Rachel Allright (via IPhone link), Phil Crawford, Dominique McCrostie, Anna King, Nicky Crawford, Ian Thorneycroft

**Matters Arising:**

Front of School fencing – Wattie has been told that the Board has accepted the quote for the fencing job.

Action – GP to follow up

TSL Licence – Dominique passed the test with 100% (Well done Dominique!) Dominique has done some investigating and has discovered that she can apply for the licence in the name of the Board of Trustees and that as long as someone on the board has sat the exam, we will be able to hold our own licence in perpetuity. Board agreed that Dominique should apply in the school’s name.

Action – DMcC

Confirmation of minutes – Moved as accurate record DMcC, Seconded PC

**In Committee Meeting Minutes**

Minutes were circulated and discussed. Agreed as a true record of the meeting -moved DMcC, Seconded AK

Minutes were collected back in

**Principal’s Report**

Anna asked about the potential funding implications of the junior class teacher’s non-contact time being used up – Giles said that this would only be an issue if NC was appointed Acting-Principal and the person covering would be entitled to 2 days per term non-contact.

**Property**

School house – see discussion items

**Health and Safety**

Giles reported that this is underway. There was discussion about the need to include non-significant hazards as well as significant hazards, but also that there is a need to be reasonable in what is included (eg it was agree that using the kettle in the staffroom was not a hazard for the register). It was clarified that there is an expectation that certain procedural hazards be included (eg. the spraying of hazardous chemicals by the groundsman).

**Finance**

Tracy has updated the budget on the spreadsheet – financial statements to be covered at the next meeting.

AK asked about the relief teaching budget – GP assured the board that there will be no extra costs with the implending staff changes – these will all be met under our existing staffing agreements.

**Discussions**

**Principal Vacancy**

General discussion on the appointment process. Phil has spoken to NZSTA at length; documentation supplied. Maureen Kerr and Lois Christmas have been approached to be the consultant for the appointments process – Maureen is available, Lois has declined due to existing commitments.

Phil has reiterated that the timeline for the appointment of the fixed-term Principal are very tight.

The advertisement for the Acting Principal was discussed and posted in the Ed Gazette.

**Handover Documents**

Phil has given Giles a list of possible handover documents – Giles has agreed that this is a reasonable minimum expectation to ensure the smooth handover. Giles also reminded the Board that our MoE adviser will be there to guide the new Principal and that he (Giles) will be available by phone/email.

**School House Works**

A quote has been received for painting the schoolhouse – preparation, painting and materials (including wardrobes, pantry and kitchen cupboard facings) - $7052 + GST or $5800 for labour only.

Board agreed to accept the quote and to ask the painter to additionally paint the external windowsills which are in need of attention. PC to source the paint for the house via DOC.

Kirsten Dick has agreed to deep-clean the school house – this is underway.

Karen Diefenbach has agreed to service/clean the heat-pump.

Robbie Thomson has agreed to submit a new quote for the remaining insulation.

Anna is pursuing quotes for recarpeting the entire house and will organise the new curtains.

**Bus Camera and Driver Training**

This has been purchased and given to Alastair Nicholls for installation. Many thanks to Rachel and Dominique for researching and purchasing this.

Giles has pursued Masterdrive and is waiting for their response to our request.

Action – GP to follow up.

**Procedure Review**

To be covered at next meeting (paperwork already circulated)

**Website**

Website is current and up to date. The Parent Handbook needs to be updated.

Action – GP

**Water-Only Guidelines**

Giles shared the new guidelines from the NMDHB– all agreed that the school can become a signatory to these guidelines (ie that the school will actively encourage children to bring water only to school as a drink).

***The Board went ‘In Committee’ to discuss sensitive items.***

**Meeting closed at 12:30pm.**

**Next Meeting - TBA (as needed by appointments process)**