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| Board of Trustees minutes  19 September 2017 | |
| Present: Mike Allen, Anna King, Dominique McCrostie, Nicky Crawford |  |
| Apologies: Rachel Allright |  |
| Declaration of interest: |  |
| Motion: That the above items be accepted.  Moved: Seconded: Carried: |  |
| Agenda items: |  |
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| **Discussions and decisions:** | **Personnel** |
| Matters Arising:   * Wispy proposal- rolling over decision to term 4 * Board structure- MJ appointed as meeting secretary. * Ian Thornycroft’s resignation from the board has been received. * A by-election to fill two trustee positions will have to take place. Ingrid McConochie is happy to be the returning officer. 3rd November is the earliest date Ingrid can be available. SchoolStream and newsletter notification will go out to parent community. * School bus- beacon has been installed. The two students sitting in front of bus have been given instruction to use if driver is incapacitated. * Playgroup- spare classroom clean-up has started. Aim to start first week of Term 4. * Letter to staff- confirmation of Sue’s appointment has been sent. * Professional standards – Arinui (support for reflective practise) NC to action an online trial. |  |
| Motion: That the previous minutes be accepted as true and correct (with alterations as above)  Moved: : DMcC Seconded: MA Carried: |  |
| **Reports** |  |
| Principal’s report:   * MA presented information about ASTTLE; an online assessment tool available to schools. He has and will continue to use this to guide aspects of teaching, student learning, and progress reporting in the senior class. This is one of the tools used by the school to monitor learning. * Bank staffing currently at $4719 overuse. |  |
| Motion: That the Principal’s report be accepted.  Moved: AK Seconded: DMcC Carried: |  |
| Finance report:   * Professional Development (to date 2017) report was presented. Costs were analysed. * August 2017 budget was presented and reviewed/analysed. * Photocopier- an unusually high invoice of $300 has been received from Canon. Tracy contacted Canon and queried this. According to Canon the invoice is correct. The board will monitor the future photocopying invoices. * Decision to monitor: teacher travel, teacher clerical, consultant fees (an unexpected expense) * Pool running costs will need to be allowed for in next and subsequent year’s budget. |  |
| Motion: That the Finance report be accepted.  Moved: DMcC Seconded: MA Carried: |  |
| Property report:   * Blocked drain to be looked at when the spare classroom is renovated. * Tenanting of the school house:   A discussion around the rental fee took place. AK has explored rental prices in Tasman and local area. Market rent for the house has been determined as $250. Any employee renting the house will pay 75% of this market rate. A review of rental fee will take place annually. Property inspection will also take place annually.  There are a number of improvements/repairs are required.   * Swimming pool update: Solutions for noise reduction discussed. Quotes for acoustic panelling are being investigated. Other solutions also being investigated. Experts to make an assessment on noise levels when pump testing takes place before the board will commit to any solution. |  |
| Motion: That the Property report be accepted.  Moved: Seconded: Carried: |  |
| Health and Safety report: |  |
| Motion: That the Health and Safety report be accepted.  Moved: Seconded: Carried: |  |
| **General business:** |  |
| * ERO draft report - received.   Moved to accept the ERO report: AK Seconded: DMcC   * Policy Review – School Docs: Motion to adopt School Docs as our policy base.   Moved: DMcC Seconded: AK   * Staff contracts – to be reviewed and updated. Appraisals need to be carried out annually. MA presented updated documentation for staff contracts and appraisal that could be adopted. Motion for Mike to continue developing this documentation, meet with each staff member to review and sign contracts for the remaining of 2017. Moved: DMcM Seconded: AK   Staff pay rates also need to be reviewed as part of future budget discussions.   * Floor polisher – it has a damaged armature; motor repair quoted at approx. $1600. In light of the minimal use required from the polisher it was decided to explore purchase of second hand polishers. | MA  MA  DMcM |
| **Public excluded:**  Motion: That the public be excluded from the following part(s) of the proceedings of this meeting namely agenda item \_\_\_\_\_\_\_\_\_\_\_\_\_. 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: Seconded: Carried:  The meeting resumed in public at \_\_\_\_\_\_\_\_pm. |  |
| Agenda items for the next meeting:  Wispy proposal  Staff contracts  Swimming Pool: update, key hire fees  Preliminary 2018 budget |  |
| **Meeting closure:**  Time 5.25pm  Next meeting on: Tuesday 24th October at 3.15pm  Further agenda items will be called the Friday prior to the next meeting. |  |