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| Board of Trustees minutes  24 October 2017 | |
| Present: Rachel Allright, Dominique McCrostie, Anna King, Mike Allen, Dean Logan, Graham Street |  |
| Apologies: n/a |  |
| 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 - rolled over to next year  By-Election – notices have been sent out  Professional standards – Arinui follow-up: positive report from NC, follow-up 2018 when Sue starts.  School Docs – ready to start using, Mike has started to review/compare our current policies. Board to start reviewing policies each month to update.  ERO report- confirmation from board chair that board is happy with the report. DMcC to do so. |  |
| Motion: That the previous minutes be accepted as true and correct (with alterations as above)  Moved: : DMcC Seconded: NC Carried: |  |
| **Reports** |  |
| Principal’s report: Received  Discussion:  Sign Language Continuation – an option for 2018, will cost approx. $3000, we will ask for an extension of one month to evaluate budget. To approach Kea for a donation.  Principal Conference at St Arnaud – 2 students from school to perform at the opening. Mike has opportunity to attend; professional development budget to provide his registration fee, a report on his learnings to be given to the board meeting.  2018 Term dates – presented and discussed.  Term 1: 1 Feb – 13 April 96 half days  Term 2: 30 Apr – 6 July 98 half days  Term 3 23 July – 28 Sept 98 half days  Term 4 15 Oct – 19 Dec 92 half days  Total 384 half days.  To publish.  Moved: MA Seconded: RA |  |
| Motion: That the Principal’s report be accepted.  Moved: DMcC Seconded: AK Carried: |  |
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| Finance report: received  Discussion: Areas that are over budget to date |  |
| Motion: That the Finance report be accepted.  Moved: DMcC Seconded: RA Carried: |  |
| Property report:  Pool  Aquaflow progress report presented by Graham; including dates/milestones. Report approved by DMcC and group.  School/Board to remove scrap metal.  Discussion around noise disturbance in after-school hours.  A mechanical pool vacuum cleaner could be a practical solution. To ask Aquaflow for a quote.  Discussion around a roster for opening/closing the pool daily (weekends, night, holiday volunteers), alternatively adopting a last out policy to pull cover up over pool, possibility of paying a coordinator to oversee pool management/caretaker, first teacher to use pool in morn to open it up.  Hiring key scheme; RA presented Wairau School Pool Key scheme as a guide for discussion  Key charges; a school family rate (make it affordable for our families eg $50 of which $20 is refunded at end of season), others (non-school family rate $80 of which $30 is refunded).  Our school pool policy needs to amended accordingly.  Make a plan to hold an opening event.  Pump shed – presented by Graham  Safety issues discussed. Graham and board viewed concerns. Plan to discuss options further (decommission current pump shed/tank or build a purpose built shed for the pump).  School house – Wattie Mortimer is happy to screw the roof down, change the fixings and be paid weekly (rather than a lump sum). Work to be done in January 2018. | MA  MA  DMcM |
| 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:** |  |
| Confidentiality rights of children – code of conduct for staff and board. Our school code of conduct needs to amended to include confidentiality rights of children.  2018 classroom sizes/teacher aides – needs to be assessed. A proposal will be presented to the board.  2017 Sailing – is it happening this year? Mike to contact Sailing NZ to discuss possibility.  Relievers – is there a set programme in the class left for the relievers? Verbal guidelines are given.  Continuity of class behaviour expectations between teachers and relievers discussed.  Prize giving – going ahead as usual.  Staff vacancies –  School Caretaker: Gary Dick has resigned. Jason Wetzell has offered to do this job temporarily until the position is advertised and filled permanently. Vacancy to be advertised in the community newsletter (1hr/week summer, 4hrs/week winter)  Junior class teacher: NC resignation has been received. Congratulations Nicky and all the best at your new position.  The board has decided to advertise this week for the Junior teacher position.  DM to ask Sue if she can be involved in the interview process.  RA and DM to draft up the advert package together. MA to post the advert on the gazette on Friday 27th Oct.  Closing date for applications – 13th Nov  School stream list:  Term dates 2018  Book character day & quiz night 2nd November  Ski race results (our team came 6th) | MA NC  MA |
| **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: |  |
| **Meeting closure:**  Time 6.15pm  Next meeting on\_\_\_\_28t Nov\_\_\_\_\_\_\_\_\_\_ at\_\_\_5pm\_\_\_\_\_\_  Further agenda items will be called the Friday prior to the next meeting. |  |