

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

**MINUTES OF BOT MEETING**  
**Wednesday 19th February 2020**  
**7pm**

**1. Administration**

**Present:** Darryn Ward, Paul Simpson, Anne Hughes, Rachel Woodcock, Andrew Wells (late), Tina Mackintosh (late), Duncan Mackintosh (late)

**In Attendance:** Jenny McClintock

**Apologies:** None

**Declaration of Interests:** None

**Confirmation of last month's Minutes**

**Moved that these minutes are a true and accurate record of the meeting.**

*Moved: Paul*

*Seconded: Andrew*

*Carried.*

*Signed:.....*

**2. Main Focus of Meeting**

- Annual vote to elect a BOT chairperson was discussed to run June to June.
- At the end of 2019 the community, parents and staff were given the opportunity to have input into the **Strategic Plan**. Three strategic goals were chosen of which Anne and Darryn discussed the key objectives with the Board and

amendments were made. How we measure these goals was widely discussed also.

- The three **goals** are **Community, Well-being and PRIDE values**. Systems and plans have been put in place to promote these goals.
- Darryn will add the annual plan on update.

### 3. Monitoring

#### Correspondence In

MOE - Education Gazette  
NZ Teacher Mag  
NZ Principal

#### Correspondence Out

None

#### Administration

- ◆ Opening roll – 117
- ◆ Teacher Only Days 2020 - 31st January, 13th March, August 14th and 2nd November.
- ◆ Parent Interviews -  
**Moved that North Loburn School be closed early for parent interviews on Wednesday May 6th.**

Darryn / Paul - Carried

#### Finance and Monthly Audit

- ◆ **Moved that we apply to The Southern Trust for \$9,440.00 (GST excl) for x7 Apple MacBook Air laptops on behalf of North Loburn School.**

Anne / Andrew - Carried

This screenshot shows the cash received and cash spent for December to Jan 31st across all accounts.

**Bank Summary**  
North Loburn School  
From 1 December 2019 to 31 January 2020

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
North Loburn 5YA Account	17.32	0.00	0.00	17.32
Westpac Grants Account 01	20,079.90	2,326.08	10,339.00	12,066.98
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	8,545.72	1,215.79	0.00	9,761.51
Westpac Trust Account	44,595.85	104,621.12	77,982.93	71,234.04
<b>Total</b>	<b>98,238.79</b>	<b>108,162.99</b>	<b>88,321.93</b>	<b>118,079.85</b>

This report includes transfers between bank accounts. The dashboard 'Total cash in and out' graph excludes bank transfers.

- Our monthly expenses for December were \$25,849.03 (excluding wages and bus operation)
- Our monthly banking for December was \$ 8012.81
- Our monthly expenses for January were \$6672.16 (excluding wages and bus operation)
- Our monthly banking for January was \$72,237.67 (includes Ops and Bus)

<b>Bank</b>	
North Loburn 5YA Account	17.32
Westpac Grants Account 01	12,066.98
Westpac Investments	25,000.00
Westpac Online Saver	10,031.51
Westpac Trust Account	57,606.63
<b>Total Bank</b>	<b>104,722.44</b>

## 4. Discussions

### Principal Report

Darryn presented his Principal's report (tabled).

Key Points:

- Digital technologies curriculum - 3 staff attending a day course over the holidays
- Student targets for 2020
- School reporting format update - Term 1 and Term 3
- 2020 Charter - due 1st March - strategic goals and targets for 2020

**Moved that the Principal's report be accepted.**

*Moved: Darryn*

*Seconded: Andrew*

**Carried**

## **Curriculum - Staff Report**

Anne Hughes presented her reports (tabled).

Key Points:

- Strategic Plan (see Main Focus notes)

**Moved that Anne's Report be accepted.**

Moved: Anne

Seconded: Paul

Carried

## **Home & School**

Rachel reported on the following key points:

- H & S have had their first meeting for 2020
- Easter raffle
- T-towel fundraiser - T-towels still available
- Mid winter event possible
- Catering at the flower show - to be advised

## **Property Projects**

- Swing - Ken to brace the centre pole
- Swimming pool - acknowledgement of Alan Ambury and Lindsay Yorke's support over the school holidays. The pool has had a very busy season due to fabulous weather.

## **Personnel**

- Teacher registration fees, currently paid every 3 years by NZEI however this is no longer covered. The Board are happy to contribute some of the cost, but they would like to see what the COL is going to do and then make a decision.
- Pay increase, Living Wage, for Learning Coaches from 25th March 2020.
- Moved that Jenny Burgess be funded 1 extra hour per week to attend technology at Rangiora Borough to support Harry K.

**Moved Darryn / Tina - carried**

## **Health and Safety**

1. H&S - Ken to brace the centre swing pole.
  - Ken to paint concrete areas around the school with raised lips.
  - Pooled water when it rains, around Rimu, to be looked into before Winter
2. Bus report - bus going well for the start of 2020

## **Planning and Self Review**

- Recognition of Cultural Diversity
- Staff Leave
- Separated Parents, Day-to-day care & Guardianship

## **5. Items for the next meeting**

- School Investment Package
- Principal's Appraisal 2020

Next meeting **Week 9 1st April 2020 at 7pm**

Closed 9.15pm