

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

**MINUTES OF BOT MEETING**

**Thursday 5th December 2019 4 - 6pm**

**1. Administration**

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

**In Attendance:** Jenny McClintock, Lois Pettigrew, Kate Hassall, Anna Webb, Kim Birchler, Rebecca Green

**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**

- Strategic Goals - The board and teachers came together to establish the strategic direction for our school by collating the information from the survey data. From there we can choose strategic goals for the coming years.
- All reports emailed sent out will be moved as read and approved, as no email to the contrary was received

### 3. Monitoring

#### Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

Jane Rogers - Results of 2018 School Audits

A Wells - Use of school grounds for organised picnics / BBQs

A Wells - Parent drivers - helpers

#### Correspondence Out

Letter to John Rivers and updated contract

#### Administration

- ◆ Opening roll – 130

#### Finance and Monthly Audit

- ❖ We had an interim audit on 2nd December 2019.
- ❖ CoL having a meeting in the New Year for Board members regarding collecting donations
- ❖ Draft budget sent to the Board for approval.
- ❖ **Moved that we apply to Pub Charity for Year 4-6 school camp at Woodend Beach 23-25th March 2020 \$5,942.61 (GST excl)**

Anne - Andrew / Carried

This screenshot shows the cash received and cash spent for November across all accounts.

**Bank Summary**  
North Loburn School  
From 1 November 2019 to 30 November 2019

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	21,319.47	0.00	1,247.75	20,071.72
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	8,005.39	540.00	0.00	8,545.39
Westpac Trust Account	76,944.93	16,743.25	49,629.33	44,058.85
<b>Total</b>	<b>131,287.11</b>	<b>17,283.25</b>	<b>50,877.08</b>	<b>97,693.28</b>

- Our monthly expenses for November were \$ (excluding wages) 21148.21
  - Our monthly banking for November was \$ 9830.42
- 90% of our total budget has been received

Bank	
North Loburn 5YA Account	17.32
Westpac Grants Account 01	20,071.72
Westpac Investments	25,000.00
Westpac Online Saver	8,545.39
Westpac Trust Account	44,058.85
<b>Total Bank</b>	<b>97,693.28</b>

## 4. Discussions

### Principal Report

Darryn presented his Principal's report via email (tabled).

Key Points:

- Hangi - an amazing day and evening going off well - special thanks given
- End Of Year Data presented

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

*Moved: Darryn*

*Seconded: Anne H*

Carried

## Curriculum - Staff Report

Anne Hughes presented her reports via email (tabled).

- Student voice Transitions - some Y3 and Y6 students were interviewed to gauge their feelings and thoughts on their change of classroom in 2020
- **Moved that the Y4-Y6 classes go to Woodend Camp 23-25th March 2020.**  
**Anne / Darryn - Carried**

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

Moved: Anne

Seconded: Tina

Carried

## Home & School

- Night at the Races was a huge success, thank you to the H&S committee

## Property Projects

- Swimming Pool - Ken has dismantled pump to get it checked
- Hall lockdown curtains - grant approved One Foundation

## Personnel

- Darryn requested attending the Combined NZPF / APPA conference in Melbourne 2020
- Anne Hughes appointed as our within school leader again for 2020

## **Health and Safety**

1. H&S - First Aid box to go in the pool area.
2. RAMS for trips and camps are being completed in detail.
3. Bus report - John Rivers will continue for 2020

## **Planning and Self Review**

- Education outside the classroom
- Sun protection

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

Budget (2020)

Parent driver's records

Next meeting **19th February 2020 7pm**  
**(Reminder: Wednesday night)**

Closed 6pm