

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING
Thursday 20th June 2019 7:00pm

1. Administration

Present: Darren Ward, Paul Simpson, Sabrina Ilett, Anne Hughes, Mark Stephens, Anne Murphy, Tina Mackintosh, Duncan Mackintosh, Rachel Woodcock

In Attendance: Jenny McClintock

Apologies: Andrew Wells

Declaration of Interests: None

Confirmation of last month's Minutes

Matters Arising: none

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

Moved: Paul

Seconded: Anne H

Carried.

Signed:.....

2. Main Focus of Meeting

Board hand over and structure

Paul welcomed and congratulated the new Board members Rachel, Tina and Duncan. Sabrina commented on the high level of voters for our community.

Each past Board member gave them a description of what their portfolio involved and discussion was had around the roles and responsibilities of the Board. Training was highlighted as worthwhile PD for the new Board. Focus for next meeting will be board

structure going forward. Areas of value from the ERO report was the need to ensure when we implement something, did it do what it was supposed to? Roles and responsibilities will be assigned for transparency.

3. Monitoring

Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

Declaration of Parent Election & Staff Representative Results

Correspondence Out

Administration

- ◆ Opening roll – 127

Finance and Monthly Audit

This screenshot shows the cash received and cash spent for 11 May to 18 June across all accounts.

Bank Summary
North Loburn School
From 11 May 2019 to 18 June 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	28,935.24	25.34	2,125.00	26,835.58
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	10,746.98	810.60	6,119.31	5,438.27
Westpac Trust Account	39,837.28	22,848.77	39,020.31	23,665.74
Total	104,536.82	23,684.71	47,264.62	80,956.91

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

- Our monthly expenses for May were (excluding wages) \$14001.99
- Our monthly expenses for June (to date) were (excluding wages) \$5095.78
- Our monthly banking for May amounted to \$ 10,762
- Our monthly income for June to date is \$ 1132.20

As of end of May we had received 49% of the actual budget.

Balance Sheet
North Loburn School
As at 31 May 2019

	31 May 2019	31 May 2018
Assets		
Bank		
North Loburn 5YA Account	17.32	3,351.83
Westpac Grants Account 01	28,935.24	5,489.45
Westpac Investments	25,000.00	25,000.00
Westpac Online Saver	10,746.98	7,698.43
Westpac Trust Account	39,913.47	50,450.02
Total Bank	104,613.01	91,989.73

Balance Sheet
North Loburn School
As at 30 June 2019

	30 Jun 2019	30 Jun 2018
Assets		
Bank		
North Loburn 5YA Account	17.32	17.32
Westpac Grants Account 01	26,835.58	13,026.93
Westpac Investments	25,000.00	25,000.00
Westpac Online Saver	5,438.27	8,239.06
Westpac Trust Account	23,665.74	22,102.72
Total Bank	80,956.91	68,386.03

Please note that funds in the grant account are earmarked for projects this year (bike track -further work, Kapa Haka, production)

4. Discussions

Principal

Darryn presented his Principal's report (tabled).

Key points:

- Darryn explained the Dashboard report to the new Board.
- Whanau Hui - held Week 7 - feedback reported - hangi discussed - strategic planning goals for 2020
- Weaving digital technology into the curriculum - Darryn and Anne H attended PD - discussion was held around our school ICT for the new board
- ERO report will be up on line in 2 weeks - Paul and Darryn received the draft, shared with staff and the new Board - as yet not a public document. Darryn and Paul happy with the wording of the document and felt it stated what we had heard in the meeting with ERO.

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Tina

Carried

Curriculum - Staff Report

Anne Hughes reported on recent school events (tabled).

Key points:

- Arts focus for the term
- School production - Week 9 - Radio Giga
- Yr 4-8 mid year reports are currently being written
- Kapa Haka - practises continue with enthusiasm

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Rachel

Carried

Home & School

Anne Murphy reported on recent H & S events (tabled).

Key points:

- Fundraiser evening - Brackenfield Hunt Ball - this weekend
- Anne M spoke to the new Board about how the H & S work in partnership with the School and how the money is used within the School to support our children

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Anne

Carried

Property Projects

Bike Track - going well

Personnel

Moved that Craig Thompson be employed for 3 weeks to cover playground supervision alongside the duty teacher.

Darryn / Anne H - carried

Health and Safety

1. H&S check - lock down, earthquake and fire drill held this month
2. Bus report - *Need to explore a better way to contact parents when the bus service is not able to run*

Planning and Self Review

Emergency Planning and Procedure

Curriculum and Student Achievement Policy

Legislation

Moved that the first teacher only day for this year be scheduled for August 30th to allow staff training and PD.

Darryn / Duncan - carried

Other

- Col Stewardship committee meeting update
Anne M spoke to the new board about the Stewardship committee

5. Items for the next meeting

Structure of the board - roles and responsibilities

Vote for Board Chair

Hangi

Mid term data

Meeting closed 9.10pm

Next meeting Week 3 6th August (if a Tuesday night) 2019 7pm
To be confirmed via email