

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING

Tuesday 12th September 2017 7:00pm

1. Administration

Present: Anne Hughes, Darryn Ward, Anne Murphy, Paul Simpson, Mark Stephens, Andrew Wells, Sabrina Ilett (Chair)

In Attendance: Jenny McClintock

Apologies: Miriam McCaleb

Declaration of Interests: None

Confirmation of last month's Minutes

Matters Arising:

- Three places at NE level for out of zone placements changed to five places
- Ratification of the appointment of Christine Baker and Kim Birchler in Kahikatea not Manuka.

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

Moved: Sabrina

Seconded: Anne H

Carried.

Signed:.....

2. Main Focus of Meeting

- **COL decisions (cohort entry)**

After discussion on what we wanted for our new entrants and “do we want to explore cohort entry”, it was decided that North Loburn School would remain as status quo and not change. The board want to offer the best start to school life, less disruptions and for

parents to decide on the age their child would start school. We know our neat little school works well as it is and for a small school to change, there would be no real benefit.

- **Update of break out space project**

Darryn has met with Brosnan Construction for a pre-visit health & safety check. The health & safety recommendations were clear and thorough. The break out space work will take place over the Xmas holiday period.

3. Monitoring

Correspondence In

MOE - Education Gazette
NZ Teacher Mag
NZ Principal

Correspondence Out

Administration

- ✦ Opening roll – 130

Finance and Monthly Audit

August finances to follow

- Due to the accounting system change over to Xero, reports will follow and be emailed
- Applied to Air Rescue Services for \$657.50 (GST excl) for the North Loburn School Fun Run - declined - insufficient funds
- Resolution for Rata Foundation - Solar Energy System

Moved that we apply to the Rata Foundation for \$28,500 (GST excl) for costs involved in a Solar Energy System on behalf of North Loburn School.

Darryn Ward / Mark Stephens - carried

- Resolution for CERT - Yr 7 / 8 camp to Kaikoura

Moved that we apply to CERT for \$4,580.17 (GST excl) for accommodation and activities for our senior school (Totara) camp on behalf of North Loburn School.

Sabrina Ilett / Anne Murphy - carried

4. Discussions

Principal

Darryn presented his Principal's report (tabled).

Key points:

1. Start Dates 2018 -
Moved that we start Monday 29th January 2018 (Teacher Only Day) and finish on Tuesday 18th December 2018.
Darryn Ward / Sabrina Ilett - carried
2. CoL launch - Community of Learning - 16th November - all teaching staff will be part of this day.
3. School Pool - an inspection has been carried out for earthquake damage and general observations of our pool. The pool appears sound with no major damage to the pool structure or reticulation. Darryn has a contact who is going

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Andrew

Carried.

to do some testing of the pipes to try and find the pool leak.

Curriculum - Staff Report

Anne Hughes reported on recent school events (tabled).

Key points:

1. Year 7 and 8 Technology - the board commended Lois Pettigrew for all her hard work and continued support during Technology this term. Projects such as the lichgate for the entrance to our school, banners with our school PRIDE values etc have been completed. Our school has been happy with the trial technology programme.
2. The Christchurch Kapa Haka festival in Week 4 was a huge success. The school Kapa Haka group will perform in a North Canterbury Kapa Haka festival during the last week of term 3.
3. The school is now in full swing perfecting the schoolwide production for Week 9.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: *Sabrina*

Carried

An extra night will be held this year and tickets are selling fast.

Home & School

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

Key points:

1. Fun Run - thanks were expressed for the hard work of the Fun Run committee and the volunteers on the day. After expenses are paid \$5,000 approx will be donated to the school. The money raised is an amazing result considering the uncertain season and the weather on the day.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: *Mark*

Carried

Property Projects

1. Solar proposal -final stage of gathering supporting documents
2. Building upgrade - see Principal's Report
3. Pool - see Principal's Report

Personnel

1. **Moved that we formally ratify the appointment of Christine Baker to the role of part time fixed term teacher (.8) in Kahikatea for Term 4.**

Darryn Ward / Anne Hughes - carried

2. Moved that we formally ratify the appointment of Kathryn Kay to the role of part time fixed term teacher (.2) in Kahikatea for Term 4.

Darryn Ward / Anne Murphy - carried

3. In committee discussion on contract

Moved meeting to go into committee 7.56 pm. Darryn Ward /Sabrina Ilett Carried.

***** PUBLIC EXCLUDED SESSION Motion: Moved Chairperson
That the public be excluded from the following proceedings of this meeting.**

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information & Meetings Act 1987 for the passing of this resolution is as follows:

General subject of matter to be considered: Contract discussion & Restraints policy review

Reason for passing this resolution in relation to each matter

Ground(s) under Section 48(1) for the passing of this resolution

Good reason to withhold exists under Section 7(2)(a) 48(1)(a)

This resolution is made in reliance on Sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6, Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

- *For reasons of legal and professional privilege and to protect the privacy of natural persons.*

Motion: Moved Chairperson

That the meeting resume in the public session at 8.31pm and confirm that the business discussed in the public excluded session remains confidential to the Board.

Darryn Ward / Anne Hughes - carried

Health and Safety

1. H&S check - Paul and Darryn completed. Three areas for remediation:

Concrete raised outside Rimu, Basketball backboard, slippery steps on deck area.

2. AED unit - Pads expire 28/2/2018 Battery expires 11/3/2020

3. Tyre swing has been closed down - a bearing is getting changed after a scheduled check

Planning and Self Review

Policies were discussed and approved:

- Students with special needs / learning support
- Appointment procedure
- Child Protection

5. Items for the next meeting

Gifts

Next meeting **31st October 2017 7pm**

Meeting closed 8.37pm