

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING
Tuesday 13th February 2018 7:00pm

1. Administration

Present: Sabrina Ilett, Darryn Ward, Anne Hughes, Anne Murphy,
Paul Simpson, Mark Stephens

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: Sabrina

Seconded: Anne H

Carried.

Signed:.....

2. Main Focus of Meeting

- Sabrina welcomed back everyone after the holiday break.
- Annual vote to elect a BOT Chairperson:

Moved that Sabrina Ilett be duly elected Chairperson for 2018

Moved: Anne H

Seconded: Darryn

Carried.

- **School Charter:**

Darryn talked the Board through the School Charter. The board thanked Darryn for all his hard work getting the Charter to where it was. The board worked methodically through the wording. Measures column to be added.

Darryn to work on the final wording and send the Charter to the Board to view before it goes to the MOE on March 1st.

3. Monitoring

Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

School Docs - Advisory actions from 2017 and required updates

Pub Charity - Grant \$5,000 for Year 5 & 6 camp March 2018

ERO - letter of notification

Lois Pettigrew - leave application

Kathryn Kaye -leave application

Letter of resignation - Tanya Huffadine

Correspondence Out

Administration

◆ Opening roll – 118

Finance and Monthly Audit

- Our monthly expenses for December were \$ 41,516.75 (excluding wages)
- Our monthly banking for December amounted to \$ 12,233.86
- Our monthly expenses for January were \$14,580.83 (excluding wages)
- Our monthly banking for January amounted to \$32,423.91 (Includes Ops grant and bus operations)

Balance Sheet
North Loburn School
As at 28 February 2018

| | 28 Feb 2018 | 28 Feb 2017 |
|-----------------------------|-------------------|------------------|
| Assets | | |
| Bank | | |
| North Loburn 5YA Account | 98,286.38 | 0.00 |
| Westpac Grants Account 01 | 7,583.59 | 0.00 |
| Westpac Investments | 30,000.00 | 30,000.00 |
| Westpac Online Saver | 13,948.82 | 0.00 |
| Westpac Trust Account | 43,729.19 | 50,976.87 |
| Total Bank | 193,547.98 | 80,976.87 |
| Current Assets | | |
| Accounts Receivable | 64,362.50 | 0.00 |
| Prepayments | 1,446.19 | 0.00 |
| Stock on Hand | 2,749.00 | 2,749.00 |
| Total Current Assets | 68,557.69 | 2,749.00 |
| Fixed Assets | | |

4. Discussions

Principal

Darryn presented his Principal's report (tabled).

Key Points:

- CoL update - Anne Hughes has again been appointed the CoL within school leader for 2018.
- Teacher Aides will now be known as Learning Coaches.
- Targets for 2018 (NZ Curriculum) are being gathered and will be sent to the MOE 1st March.
- Darryn showed us the draft of the GTT sponsorship brochure.

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Anne M

Carried.

Curriculum - Staff Report

Anne Hughes reported on recent school events.

Key points:

- Meet the Teacher evening was reasonably well attended with class programmes being explained. With Kahikatea and Kauri working as a collaborative space, the evening was beneficial for parents to see the physical change of the classes.
- North Loburn School has many activities for Term 1.
- Y4-Y6 camp at Staveley during week 8.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Paul

Carried

Home & School

Anne Murphy reported on recent H & S events.

Key points:

- The formal dinner has been put off.
- Flower Show BBQ a possibility.
- Darryn spoke of the 'wish list' from the staff and Anne will take this back to the next H & S meeting.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Sabrina

Carried

Property Projects

1. Building project update - Breakout space work between Kahikatea and Kauri was completed over the holidays. Some minor work to be completed, but overall a very pleasing result.
2. Pool - with hot weather over our Summer break, the school pool was enjoyed by the community. There is a leak in the internal heating pipe in the shed. The pool can be used but not heated. Darryn awaiting a response from Ian Coombes regarding the leak.
3. New tyre swing - the tyre swing has been completely remodeled.

Personnel

Appointment of new Learning Coach

Moved that we formally ratify the appointment of Jenny Burgess to the position of Learning Coach on a fixed term contract until the end of Term 4 2018.

Darryn Ward / Anne Hughes - Carried

Application for leave

Moved that we formally ratify Lois Pettigrew's application for 2 days leave on the 5th and 6th April.

Darryn Ward / Sabrina Ilett - Carried

Moved that we formally ratify Kathryn Kay's application for 3 weeks leave at the start of Term 2 and all of Term 4.

Darryn Ward / Anne Hughes - Carried

Health and Safety

1. H&S check - Paul completed over the school holidays.
2. Bus report - the bus contract has been renewed, a five star rating was reported and full bus runs are being monitored. Carol will meet with Darryn to see if the bus routes can be changed to support the influx of bus users.

Planning and Self Review

Term 1 - Home Learning

- Financial Control and Expenditure

5. Items for the next meeting

- Assurance report for this Term's review
- Principal Appraisal

Next meeting: 27th March 2018 7pm (note change of date - week 9)

Meeting closed 8:35pm