

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING
Tuesday 15th May 2018 7:00pm

1. Administration

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

In Attendance: Jenny McClintock

Apologies: none

Declaration of Interests: none

Confirmation of last month's Minutes

Matters Arising: At our March meeting we moved 40 hours to Four Winds for Kapa Haka wages for \$4000, but we could only apply for 30 hours for \$3000 (GST incl) because Four Winds cannot backpay money already spent.

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

Moved: Sabrina

Seconded: Mark

Carried.

Signed:.....

2. Main Focus of Meeting

- ❖ Principal Appraisal - Darryn showed a document with goals, that were discussed. The board will look back on 2017 feedback and give comments to Sabrina. Sabrina and Darryn will meet and we will revisit as our Main Focus at the June meeting.

3. Monitoring

Correspondence In

MOE - Education Gazette
NZ Teacher Mag
NZ Principal
School Docs - Terms reviews
MOE letter about the Charter
Red Cross -reimbursement of pad costs

Correspondence Out

none

Administration

- ◆ Opening roll – 122

Finance and Monthly Audit

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

Bank Summary
North Loburn School
From 1 April 2018 to 30 April 2018

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
North Loburn 5YA Account	423.04	23,262.90	23,522.68	163.26
Westpac Grants Account 01	7,597.58	8.33	0.00	7,605.91
Westpac Investments	0.00	25,000.00	0.00	25,000.00
Westpac Online Saver	2,333.94	10,540.97	0.00	12,874.91
Westpac Trust Account	39,780.57	119,914.19	93,713.16	65,981.60
Total	50,135.13	178,726.39	117,235.84	111,625.68

- Our monthly expenses for April were \$22,266.93 (excluding wages but does include breakout space)
- Our monthly banking for April amounted to \$ 19,801.99 (This included MOE bus operations but excluded the OPs grant. This is now included as income in advance. We received \$64410.63

Balance Sheet
North Loburn School
As at 31 May 2018

	31 May 2018	31 May 2017
Assets		
Bank		
North Loburn 5YA Account	163.26	0.00
Westpac Grants Account 01	10,480.91	0.00
Westpac Investments	25,000.00	30,000.00
Westpac Online Saver	13,009.91	9,081.17
Westpac Trust Account	53,943.01	42,923.17
Total Bank	102,597.09	82,004.34
Current Assets		
Accounts Receivable	6,527.50	114.00
Prepayments	2,799.10	0.00
Stock on Hand	0.00	2,749.00
Sundry Debtors	30,911.66	0.00
Total Current Assets	40,238.26	2,863.00

- **Moved that we apply to Mainland Foundation for \$1,781.74 (GST excl) for accommodation for our senior school (Totara) camp on behalf of North Loburn School.**
Sabrina Ilett / Anne Hughes - Carried
- **Moved that we apply to Trust Aoraki Ltd for \$1,526.09 (GST excl) for transportation for our senior school (Totara) camp on behalf of North Loburn School.**
Sabrina Ilett / Anne Hughes - Carried

4. Discussions

Principal

Darryn presented his Principal's report (tabled).

Key points:

- Health and Sexuality Education survey - the board discussed 46 responses. Darryn will talk to the staff and once year groups are confirmed, feedback will be given to the community.
- Hui - Thursday 14th June.
- 2017 leavers survey - positive comments from responses. This survey will now be sent out to leavers at the end of Term 1.
- Paid Union Meeting - Thursday 21st June. Skeleton staff in the afternoon.
- **Moved that we purchase a new computer for the school office upto \$3,000.**
Darryn Ward / Mark Stephens - carried

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Anne H

Carried.

Curriculum - Staff Report

Anne Hughes reported on recent school events.

Key points:

- Term 1 Focus - Health & PE - Life Education caravan, Keeping ourselves safe, cross country and gym trips.
- Anne showed photos of today's REACH trip to Tiromoana Walkway.
- Student voice responses from KAH and Kauri were viewed. Answers from students are discussed/acknowledged in class and changes are made.
- Nathan Wallis - Holiday PD was well attended and all benefited from the two day sessions of the Treaty of Waitangi and brain development.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Sabrina

Carried

Home & School

Anne Murphy reported on recent H & S events.

Key points:

- Trail Ride - 27th May - all going to plan.
- Possible quizz night.
- Sabrina thanked the Home & School for their continued support.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Paul

Carried

Property Projects

1. Painting update - Programme Services have one area to complete. Once the flax has been removed outside Manuka they will return. Their work has been pleasing.
2. Pool - Due to the water level dropping below the crack, Ian Coombes suggested that we replace skimmers and pressure test the pipes. Funds will come from cyclical maintenance.
3. Hall Alarm - Darryn meeting with New City Security - plan is to link the hall alarm system and our new library alarm, into our existing security panels.

Personnel

None

Health and Safety

1. H&S check - Paul to give trail ride H & S report to the board.
2. Bus report - no incidents to report.

Planning and Self Review

5. Items for the next meeting

Principal Appraisal goals and objectives, feedback on Hall Alarm, Hui discussion, pool update, response of Open Day from staff, planning and self review term 2 documents.

Next meeting **19th June 2018** 7pm

Meeting closed 8.45 pm