

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING
Wednesday 28th October 2020
6.30pm

1. Administration

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

In Attendance: Jenny McClintock

Apologies: Paul Simson

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: Darryn Seconded: Duncan Carried.

Signed:.....

2. Main Focus of Meeting

- **Review of our Zone** as requested by the MOE.

Moved that the board believes that the current enrolment scheme should be retained without amendment. **Darryn / Andrew - carried**

3. Monitoring

Correspondence In

MOE - Education Gazette
NZ Teacher Mag
NZ Principal
School Docs - Policies & Procedures
IRD - Third party access

Correspondence Out

Administration

- ✦ Opening roll – 125
- ✦ Zone review - see Main Focus of Meeting.

Finance and Monthly Audit

- Extra funds received for ORRS as part of the Covid response from the Government.
- Approved GTT Wages \$1,000 E B Millton Charitable Trust Committee
- Approved GTT equipment and garden compost/pea straw \$493.90 Rangiora-Ashley Community Board
- Approved grant for Yr 7 & 8 Camp - transportation/accommodation One Foundation \$3,957.83

- Jenny wrote to CERT who approved \$2,500 for accommodation & transportation, but because One Foundation gave us the full amount (and we didn't want to return the money) Jenny asked if they would approve the \$1,029.13 that was declined by Air Rescue and Community Services for the Yr 7 & 8 camp educational activities and they will honour that, but we need to return the remaining funds. Jenny is awaiting to hear from CERT (11 November) if they will allow us to use the remaining funds for four Chrome books for KAH & Kauri.
- NLS nominated for the March 2021 funding round for our Garden To Table programme (Mainpower community funding).

The Board acknowledged all the work Jenny has done on the grants

Bank Summary
North Loburn School
From 14 September 2020 to 23 October 2020

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Anne Hughes Credit Card	(16.99)	16.99	103.56	(103.56)
Darryn Ward Credit Card	(716.06)	757.13	279.37	(238.30)
North Loburn 5YA Account	17.32	0.00	0.00	17.32
Westpac Grants Account 01	17,932.57	0.74	0.00	17,933.31
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	7,743.78	810.32	0.00	8,554.10
Westpac Trust Account	66,494.76	121,795.03	78,893.93	109,395.86
Total	116,455.38	123,380.21	79,276.86	160,558.73

- Our monthly expenses for September were \$23847.70 (excluding wages but includes Bus Operation and MOE Solar Project).
- Our monthly banking for September was \$ 4923.05
- We also received \$26599.50 for the school pool project on the 23rd Sept

Balance sheet as at 23rd October

Bank

9233 Westpac Trust Account	109,395.86
9234 Westpac 01 Account	17,933.31
9235 Westpac Investments	25,000.00
9236 Westpac Online Saver	8,554.10
North Loburn 5YA Account	17.32
Total Bank	160,900.59

4. Discussions

Principal Report

Darryn presented his Principal's report (tabled).

Key Points:

- ICT - The staff have come up with their beliefs around ICT using the themes of Understand, Practise and Promote.(tabled). They will continue to look at what this would look like for the children.
- Strategic Plan Review - Term 4 2020 (tabled) of our strategic goals for this year.
- Principal's Appraisal - the final report will be shared with the board once it has been signed off by the Chair.

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Tina

Carried

Curriculum - Staff Report

Anne Hughes presented her reports (tabled).

Key Points:

- ❖ Anne presented the End of Term 3 Curriculum levels report - OTJ (Overall Teacher Judgement). Discussion was had around the year levels (with considerations for Covid -19 and its effects) and next steps for staff

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: *Duncan*

Carried

Home & School

Rachel reported on the following key points:

- Spring raffle to be drawn on Friday - money for 2 new Starline ovens for the hall.
- Sausage sizzle - election and athletics days
- Possible Movie night or family picnic ahead
- Next meeting to discuss Trail ride

Moved that Rachel's Report be accepted.

Moved: Rachel

Seconded: *Andrew*

Carried

Property Projects

- Solar Update - near completion.
- SiP Property Project - paperwork approved for the pool with the start date looking to be the 26th October. Andrew was thanked for his work with this.
- SEPE - documentation was sent to MOE ready for the 5YA and 10YPP reviews.

Personnel

- Staffing for 2021

5 teachers for 2021 - both Mrs Birchler and Mrs Connelly who were in fixed term positions will finish their current role at the end of this year. Decision has been made to have a NE / Yr 1 room and a Y2 / Y3 room.

Health and Safety

1. H&S - earthquake drill, fire alarms to be linked together.
2. School Transportation- MOE audit - School Transportation on the Agenda
 - designated seating to continue with some flexibility.
 - New requirements added to Darryn's bus report.

Planning and Self Review

- Privacy – Board and Staff
- Salary Units / Management Allowances – board members and staff
- Classroom Release Time / Timetable – board members and staff

5. Items for the next meeting

- Look into courses New Zealand School Trustees Association (NZSTA)
- Appraisal names for discussion
- Drinks/nibbles
- Signing staff cards the prizegiving
- Finalise 14th Dec

Next meeting December 9th at 6.30pm

Closed 8.25pm