

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING

Wednesday 17th June 2020

6.30pm

1. Administration

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

In Attendance: Jenny McClintock, Miriam McCaleb

Apologies: None

Declaration of Interests: None

Confirmation of last month's Minutes

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

Moved: Paul

Seconded: Duncan

Carried.

Signed:.....

2. Main Focus of Meeting

- ICT review - Miriam McCaleb bestowed an inspirational talk about where technology is going in the future, pros and cons, and her own research around technology pre and post motherhood. Technology as a tool is a good thing - intentional, deliberate and mindful. Miriam is happy to come in and talk to the teachers about her research and if required will run a community workshop. An ICT policy will be implemented by the teachers.

3. Monitoring

Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

Waimakariri District Council - Rates on School Houses

MOE - School Transport attendance report

Waimakariri District Council - Water mains work outside the school

BDO - Financial Accounts 2019

Correspondence Out

Administration

- ◆ Opening roll – 118

Finance and Monthly Audit

- Annual Accounts for 2019 were sent to CES who send these with our Annual report to the MOE. These will be uploaded to our school website.
- Audit Report requirements; BOT to undertake regular review of cyclical maintenance and wages are above the recommended percentage from the MOE.
- Moved that we apply to CERT for \$3,957.83 (GST excl) for accommodation and transportation for our senior school (Totara) camp to Dunedin on behalf of North Loburn School.

Paul / Anne - Carried

This screenshot shows the cash received and cash spent for 21st May to 12th June across all accounts.

Bank Summary
North Loburn School
From 21 May 2020 to 12 June 2020

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
North Loburn SYA Account	17.32	0.00	0.00	17.32
Westpac Grants Account 01	20,746.84	0.82	0.00	20,747.66
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	5,582.69	405.24	0.00	5,987.93
Westpac Trust Account	57,081.90	4,307.25	21,699.46	39,689.69
Total	108,428.75	4,713.31	21,699.46	91,442.60

- Our monthly expenses for May were \$18171.42 (excluding wages)
- Our monthly banking for May was \$ 7743.78

Balance sheet as at 12th June

Bank

9233 Westpac Trust Account	39,689.69
9234 Westpac 01 Account	20,747.66
9235 Westpac Investments	25,000.00
9236 Westpac Online Saver	5,987.93
North Loburn SYA Account	17.32
Total Bank	91,442.60

4. Discussions

Principal Report

Darryn presented his Principal's report (tabled).

Key Points:

- Number Navigators - Training has been undertaken for the new Xero change over from CES.

- Leavers Survey - sent out to our 2019 Year 8 students giving feedback on high school preparation - information to be shared at the end of the term.
- Principal's appraisal - August meeting will involve a 360 review using goals as the main discussion points.
- GTT - after 7 years service it is with sadness that Cherry Burgess has resigned from her role within GTT.

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Andrew

Carried

Curriculum - Staff Report

Anne Hughes presented her reports (tabled).

Key Points:

- Term 1 camp cancelled due to Covid-19. BOT application approved for the Yr 4-6 Woodend Camp 10th-12th August 2020.
- Discussion around teacher reflection of the Covid-19 lockdown. Rob Clarke is supporting the development of our local curriculum. Time away from normal school learning has certainly been thought provoking and some teachers are already trialing some ideas in their classrooms which allow children to further develop their interests.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Tina

Carried

Home & School

Rachel reported on the following key points:

- H&S having a breakfast meeting on Friday
- Cross Country BBQ raised \$400
- Possible Trail Ride at the end of the year

Moved that Rachel's Report be accepted.

Moved: Rachel

Seconded: Paul

Carried

Property Projects

- School Investment Package - Duncan discussed the possibility of a community project for the foundations of the all weather courts. We want future proofing for future boards. A meeting with Marcus Jamieson was held to discuss the options for our investment package. Yvonne from school support is coming in to start the project management process and set up a meeting planned for 18th June.
- Solar Grant - the quote for this has been signed off and returned to Sunergy so that it can be submitted to the MOE.

Personnel

- Formally accept Cherry Burgess' resignation from her role as Kitchen Specialist for GTT. **Darryn / Andrew - Carried**
- Formally appoint Louisa Robinson to the role of GTT Kitchen Specialist starting from week 1 Term 3. **Darryn / Rachel - Carried**
- Learning Coaches pay increase - voting of the agreement this week

Health and Safety

1. H&S - a new Building WOF issued
- no new issues since last H&S check
2. Bus report - seating plans are in place due to an incident of bus upholstery damage
3. Level 1 - we will continue QR codes, but there is no further requirement to contract trace. Personal hygiene will remain a focus. Drink fountains are now open and parents are allowed back on school grounds.

Planning and Self Review

- **Documentation and Self-Review Policy** – Board
- **Employer Responsibility Policy** – Board and staff

5. Items for the next meeting

- School Investment Package

Next meeting **Week 3 Term 3 - 6.30pm**

Closed 9pm