

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

**MINUTES OF BOT MEETING**  
**Tuesday 19th February 2019 7:00pm**

**1. Administration**

**Present:** Sabrina Ilett, Darryn Ward, Anne Hughes, Mark Stephens, Andrew Wells, Anne Murphy (late)

**In Attendance:** Jenny McClintock

**Apologies:** Paul Simpson

**Declaration of Interests:** None

**Confirmation of last month's Minutes**

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

*Moved: Sabrina*

*Seconded: Mark*

*Carried.*

*Signed:.....*

**Matters Arising:**

**2. Main Focus of Meeting**

- Annual vote to elect a BOT Chairperson

Deferred until next meeting due to absence of two key board members.

- 2019 School Trustee Triennial Elections -

- ❖ Election date - June 7th 2019
- ❖ Staff Representative - Anne Hughes
- ❖ Appointment of the returning officer - at a later date
- ❖ Number of parent representative positions to be filled - 3

### 3. Monitoring

#### Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

BDO ChCh Ltd - Interim Management Letter

Resignation letters from Vicki Chronican and Rachel Walters

#### Correspondence Out

#### Administration

- ◆ Opening roll – 127
- ◆ Discussion re: board elections for 2019 - see main meeting focus

#### Finance and Monthly Audit

*This screenshot shows the cash received and cash spent for January to February across all accounts.*

**Bank Summary**  
North Loburn School  
From 1 January 2019 to 28 February 2019

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
North Loburn 5YA Account	17.32	0.00	0.00	17.32
Westpac Grants Account 01	23,512.22	5,304.77	441.00	28,375.99
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	10,402.14	945.91	0.00	11,348.05
Westpac Trust Account	6,020.12	98,353.18	41,760.56	62,612.74
<b>Total</b>	<b>64,951.80</b>	<b>104,603.86</b>	<b>42,201.56</b>	<b>127,354.10</b>

- Our monthly expenses for January / February todate were (excluding wages) \$9646.70
- Our monthly banking for January / February todate amounted to \$76408.42 (this included Ops grant and Bus operation)

\$5,000 was received from Pub Charity for Yr4-Yr6 Living Springs Camp.

\$2280 received from MoE for Heat, Light and Water funding - 1 off cost

\$3117.35 received as a GST refund

Andrew Wells to sign monthly SUE reports on behalf of the Board, with Diane and Darryn. Monthly credit card statements to be signed by Andrew Wells.

Andrew and Darryn to check the fixed asset register - recommended to be checked every three year.

**As of end of December we had received 129% of the actual budget**

## Current accounts

<b>Bank</b>	
North Loburn SYA Account	17.32
Westpac Grants Account 01	28,375.99
Westpac Investments	25,000.00
Westpac Online Saver	11,348.05
Westpac Trust Account	62,612.74
<b>Total Bank</b>	<b>127,354.10</b>

## 4. Discussions

### Principal

Darryn presented his Principal's report (tabled).

#### Key Points:

- 40 people came to the Meet the teacher evening - Tim Heidman presented the behaviour plan and how our school will implement this programme.
- Darryn showed the Board the end of year Target data in relation to the 2018 targets. Targets are being discussed for 2019.
- New school reporting format 2019.
- Draft charter for 2019 is underway.
- Principal's Appraisal 2019 - Maureen Kerr

**Moved that the Principal's report be accepted.**

*Moved: Darryn*

*Seconded: Andrew*

*Carried.*

## Curriculum - Staff Report

Anne Hughes reported on recent school events.

Key points:

- Kim Birchler (Rimu) is settling in well
- Y4-8 Summit Challenge climb to Mt Richardson was a great success
- PAT testing - most of Yr 4-8 students - Maths, Reading and Spelling
- Yr 4-6 Living Springs Camp - Week 9 - RAMS forms to be emailed to Board
- Kapa Haka Yr 4-8 with Juniors joining in for some sessions
- Yr 7 / 8 REACH trip Wainui - coasteering
- Swimming - whole school swimming sports

**Moved that Anne's Report be accepted.**

Moved: Anne

Seconded: Sabrina

Carried

## Home & School

Anne Murphy's report to be deferred until next meeting as there has yet been no H&S meeting this year.

## Property Projects

- ❖ Installation of three Heat Pumps - MOE funding
- ❖ Pool - a fabulous season for our community - all going well
- ❖ Tyre Swing - Ken has moved the tyre swing to the next bay and tyres have been used to act as pads
- ❖ School House - Ken to check ceiling and underfloor insulation - requirement by 1 July 2019.

## Personnel

- ❖ Vicki Chronican has resigned from her role as school cleaner.

Moved that CREST Cleaning be appointed as the contract cleaners for North Loburn School.

**Darryn / Mark - Carried**

- ❖ Rachel Walters has resigned from her role as GTT Garden specialist.  
Moved that Maxine Bennett be appointed to the role of GTT Garden specialist  
from Term 1 2019. **Darryn / Andrew - Carried**

## **Health and Safety**

1. H&S check - to be completed
2. Bus report - bus students have undergone training on 11th Feb - 7 bus monitors appointed. New upholstery on the seats in the bus.

## **Planning and Self Review**

- \* Term 1 Policies - School swimming pool
  - Alcohol/Drugs and other harmful substances
  - Legislation and Administration Policy

## **Other**

- Col Stewardship committee meeting update - meeting 7th March 2019
- Darryn to provide a Compliance register for the Board.

## **5. Items for the next meeting**

- \* Annual vote to elect a BOT Chairperson
- \* Appoint returning officer
- \* Term 1 policies
- \* Driver's license update
- \* School house insulation

Next meeting **19th March 2019** **7pm**

Meeting closed 9.15 pm