

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING
Tuesday 27th March 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:

Declaration of Interests: School bus for S. Ilett and A. Murphy

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: Darryn

Carried.

Signed:.....

2. Main Focus of Meeting

Stewardship - For Puketeraki CoL

After a thorough discussion around the Puketeraki Community of Learning Stewardship Committee Formation it was moved that all were in favour of the Stewardship Committee Formation.

Anne Murphy will put her name forward as the representative for our cluster. A process will then take place to vote for who will represent the LCC cluster on the Stewardship committee.

Sabrina Ilett / Mark Stephens Carried

3. Monitoring

Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

School Docs - Terms reviews

MOE -letter of acknowledgement of school closure - weather related

IRD - change of GST

Correspondence Out

Administration

- ◆ Opening roll – 121

Finance and Monthly Audit

- Our monthly expenses for February were \$ 13769 (excluding wages but does include Banked staffing recovery)
- Our monthly banking for February amounted to \$ 28,822.44 (Includes community grant and Ops grant)
- The Term deposit was reinvested with \$25,000.
- GST Returns changed from 6 monthly to 2 monthly

Assets

| Bank | | |
|-----------------------------|------------------|------------------|
| North Loburn SYA Account | 422.23 | 0.00 |
| Westpac Grants Account 01 | 7,590.04 | 0.00 |
| Westpac Investments | 0.00 | 30,000.00 |
| Westpac Online Saver | 2,198.78 | 0.00 |
| Westpac Trust Account | 47,285.78 | 53,580.63 |
| Total Bank | 57,496.83 | 83,580.63 |
| Current Assets | | |
| Accounts Receivable | 21,780.05 | 14.00 |
| Prepayments | 2,799.10 | 0.00 |
| Stock on Hand | 0.00 | 2,749.00 |
| Sundry Debtors | 30,911.66 | 0.00 |
| Total Current Assets | 55,490.81 | 2,763.00 |

- **Moved that we apply to Four Winds Foundation for \$4,000.00 for 2018 Kapa Haka wages on behalf of North Loburn School.**

Darryn Ward / Anne Murphy - Carried

- **Moved that we apply to CERT for \$9351.64 (GST excl) for costs involved in upgrading our data projectors and purchasing new ICT teaching hardware**
Darryn Ward / Anne Murphy - Carried

4. Discussions

Principal

Darryn presented his Principal's report (tabled).

Key Points:

- A leavers survey will be sent out to past pupils as a way of measuring against our strategic goals.
- Nathan Wallis Workshop 18th April for parents and 1st week of the holidays for teachers and support staff.
- GTT sponsorship brochures are ready to go out to potential sponsors.

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Sabrina

Carried.

Curriculum - Staff Report

Anne Hughes reported on recent school events.

Key points:

- Y4-Y6 Staveley camp was very successful.
- All pupils have been involved in swimming sports, with juniors at school and Y4-8 at Dudley Pool. After Tri School sports, Rakahuri Zone and Canterbury sports, one pupil attended the Canterbury swimming sports.
- Flower show was yet another fabulous community gathering.
- Y4-8 parent/child interviews are now taking place.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Darryn

Carried

Home & School

Anne Murphy reported on recent H & S events.

Key points:

- 2018 fundraising will go towards a bike track out the back paddock for the school and wider community.
- H & S have sent out a parent survey - to be discussed at the next H & S meeting.
- Two big fundraisers this year, a North Loburn quiz night to be held in the Hall with Darryn as MC, music, prizes etc more of a night out with a twist, we are looking at the 2nd or 3rd term for this event and thinking of an auction of some description, the second fundraiser being the fun run, the trail ride is postponed at this stage.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: *Darryn*

Carried

Property Projects

1. Building upgrade - now completed.
2. Pool - Leak may come from a hair-line fracture in the skimmer. The pool will be run below the level, siliconed up and filled again to check if this is the cause, then it will be fixed in a full capacity.
3. School painted over the term holidays and the hall water blasted.
4. Bike track - see H & S Report.

Personnel - nothing to report

Health and Safety

1. H&S check - new strips and signs installed on steps and in classrooms
 - two fire alarm activations - cobwebs were the issue
 - Darryn to write to the MoE for an asbestos management plan as the building project revealed asbestos and acm

- pupils have made their own guidelines around the use of the swings

2. Bus report - John Rivers - 1 year extension to contract

- Darryn to write to the MoE on behalf of the BoT to ask if our current extensions can be funded due to safety issues.

Darryn Ward / Andrew Wells - Carried

Planning and Self Review

Term 1 - Home Learning

- Financial Control and Expenditure

5. Items for the next meeting

❖ Principal Appraisal

Next meeting **15th May 2018 7pm**

Meeting closed 8.36 pm