

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING

Tuesday 4th December 2018 7:00pm

1. Administration

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

In Attendance: Jenny McClintock

Apologies: Mark Stephens

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: Sabrina

Seconded: Anne H

Carried.

Signed:.....

2. Main Focus of Meeting

● **Cell phone policy**

The board had a lengthy discussion around a cell phone policy for our school. Darryn showed the board a possible draft policy and wording was amended where needed. The board were in agreeance that cell phones are not welcome at North Loburn School; but if written permission is given to the principal for after school use, phones must be in school bags until 3pm. Darryn will put out the Cell phone policy to families in the next school newsletter and on the school website.

3. Monitoring

Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

NZEI - Primary Principals' Collective Agreement - Strike Notice, Primary Teachers' Collective Agreement - Strike Notice

School Docs - Policies & Procedures

School Docs - EOTC, drones, and well-being

NZSTA - 2019 School Trustee Triennial Elections

Jenny McClintock - leave application for 2019

Ken Terry - NZ Police - End of Year Crime Prevention Advice

Correspondence Out

Administration

- ◆ Opening roll – 130
- ◆ Discussion re: board elections for 2019 - Sabrina Ilett is stepping down as BOT Chair but will continue until elections for continuity.

Finance and Monthly Audit

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

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

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	35,056.68	250.00	8,161.58	27,145.10
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	9,320.49	540.00	0.00	9,860.49
Westpac Trust Account	77,954.70	21,504.11	48,019.58	51,439.23
Total	147,349.19	22,294.11	56,181.16	113,462.14

- Our monthly expenses for November were \$ 19685.74 (excluding wages)
- Our monthly banking for November amounted to \$ 10,269.69 (this included \$ 6215 MoE special needs income)

As of the end of October 112% if the actual budget was received

Current accounts as of

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- **Budget**

Andrew and Darryn have been working on the 2019 budget.

Anne M (on behalf of the board) thanked Andrew and Darryn for all their hard work with the 2018 finances.

Learning Coach wages - Items on the budget eg. sports coaches, sports equipment, junior reading books, etc will try and use H&S funds, so we can free this money up for the LC Wages.

ICT - The ICT donation in its current form is not enough to sustain the programme therefore parents need to pay their donation or it is BYOD. Note to go to parents.

Moved that the 2019 budget is accepted as a draft.

Andrew Wells / Sabrina Ilett - Carried

4. Discussions

Principal

Darryn presented his Principal's report (tabled).

Key points:

- Sexuality Road programme - 2019 parent night - run by Family Planning to go through the programme Y0-Y8 Q&A evening.
- School Reports and 2019 class lists - Week 8 newsletter.
- Y8 Dunedin camp was a huge success.
- Possible Hangi for Term 1 2019 - The board are happy to help out and Darryn will liaise with Tanya Connelly about Hangis we have held in the past.
- *Moved that we formalise the complaints policy, which will supersede the school docs complaints policy. (Darryn to link the complaints policy onto our website).*

Darryn Ward / Anne M - 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:

- Kauri and Kahikatea Camp for March 2019 to Living Springs was accepted.
- Athletics have been very successful. Tri schools was cancelled due to wet weather and 5 students competed in the Canterbury event.
- Yr 7&8 camp to Dunedin - although the weather was a challenge, great time was had by all - well done to Lois and the parent helpers.
- Reporting - Kauri and Kahikatea Collaborative Reflection 2018 and end of year curriculum data progress against the curriculum levels.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Paul

Carried

Home & School

Anne Murphy reporting on recent H & S events.

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Key points:

- \$861 raised from the motorhome weekend.
- Movie night - Friday 7th December
- Accountant to change.
- Robyn Norriss is standing down from H&S after many years of dedication.
- 'A night under the stars' evening raised \$6,000-\$7,000. A great night was had by all. The board thanked the H&S for all their dedicated work.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Andrew

Carried

Property Projects

- School Pool - to be open for use end of Term 4.

Personnel

Classroom release time contract

Moved that we formally ratify the appointment of Tanya Connelly to the position of .2 teacher on a fixed term contract from 29th January 2019 to 17 December 2019, to cover CRT.

Darryn Ward / Anne Hughes - Carried

Application for leave

Moved that we formally ratify Jenny McClintock's application for 28 days leave Term 2 2019.

Carried

Darryn Ward / Anne Murphy -

Moved that we formally ratify Anne Hughes' application for 3 weeks leave from 27th June to 1st August 2019.

Carried

Darryn Ward / Anne Murphy -

Moved that we formally ratify Darryn Ward's application for 2 days Term ? 2019.

Darryn Ward / Anne Murphy - Carried

Health and Safety

1. H&S check - Last meeting
2. Bus report - Darryn is meeting with John and Carol to discuss and finalise the 2019 contract.

Planning and Self Review

*** Review Term 4 Policies**

Harassment

Religious Instruction

Improving Educational Outcomes for Maori Students

Other

- Col Stewardship committee meeting update

Anne M reported on her new position with the Col Stewardship committee.

Assurance reporting from the leader and then the committee goes back to the BOTs.

Communicating back to the BoTs about strategic aims and the functionality of the initiatives.

5. Items for the next meeting

*** Annual vote to elect a BOT Chairperson**

*** 2019 School Trustee Triennial Elections**

At your board's first meeting in 2019 NZSTA recommend the following is confirmed in your minutes:

1. Set the election date
2. Appointment of the returning officer.

The appointment letter should state:

- the date of the election
 - the number of parent representative positions to be filled
 - whether the returning officer is running both the parent and staff elections
 - returning officer payment (if waiting until Ministry of Education election funding is announced, the letter could state that payment will be finalised once election funding has been announced)
 - if the board is opting into staggered (mid-term) elections this needs to be stated to enable the correct elections forms to be used.
- The recommended election date is Friday 7 June 2019.

- **Number of parent representative positions to be filled**
- It is important the returning officer is advised of the correct number of parent representative positions to be filled.

Next meeting **12th February 2019 7pm**

Meeting closed 9.10pm

