

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

**MINUTES OF BOT MEETING**

**Tuesday 4th September 2018 7:00pm**

**1. Administration**

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

**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**

**❖ Out of zone enrolments**

**Moved that North Loburn School BoT offer 5 Out of Zone students at  
NE level for 2019.** Darryn Ward / Andrew Wells - Carried

Advertisement will go in paper in September 2018.

### 3. Monitoring

#### Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

Office of the auditor general -school audit arrangements

#### Correspondence Out

None

#### Administration

◆ Opening roll – 130

### Finance and Monthly Audit

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

<b>Bank Summary</b>				
North Loburn School				
From 1 August 2018 to 31 August 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	16,694.08	25,900.00	0.00	42,594.08
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	8,779.81	675.00	1,351.48	8,103.33
Westpac Trust Account	56,629.50	22,640.03	38,490.46	40,779.07
<b>Total</b>	<b>107,120.71</b>	<b>49,215.03</b>	<b>39,841.94</b>	<b>116,493.80</b>

This report includes transfers between bank accounts. The dashboard 'Total cash in and out' graph excludes bank transfers.

- Our monthly expenses for August were \$13755.84 (excluding wages)
- Our monthly banking for August amounted to \$31,340.50 (this included special needs income and community grants)
- The Southern Trust- \$7,900 approved for 6 apple mac air laptops
- Trust Aoraki Ltd - grant declined - Totara camp transportation

## Current accounts as of 31st August

<b>Bank</b>	
North Loburn SYA Account	17.32
Westpac Grants Account 01	42,594.08
Westpac Investments	25,000.00
Westpac Online Saver	8,103.33
Westpac Trust Account	40,779.07
<b>Total Bank</b>	<b>116,493.80</b>

## 4. Discussions

### Principal

Darryn presented his Principal's report (tabled).

Key Points:

- Mid year data report discussed - curriculum level data for year 4-8.
- Open Day - positive feedback from those that attended.
- Teacher Only Day - a successful day of planning

**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:

- Year 2-6 swimming lessons are going well at Dudley pool. Yr 7-8 classes will be included in 2019.
- Speech writing major focus for pupils this term.
- Kapa Haka festival Thursday 6th September.
- Bee study for term 3 has been a buzzing good time.

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

*Moved: Anne*

*Seconded: Sabrina*

*Carried*

## Home & School

Anne Murphy reported on recent H & S events.

Key points:

- Sub committee formed for Xmas Dinner fundraiser 1st December.
- Fight fit going well.
- Motorhome rally using the school grounds in November. H & S are going to have a BBQ and cake stall as a fundraiser

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

Moved: Anne

Seconded: Anne H

Carried

## Property Projects

1. Pool - Ken working on skimmer area, before skimmers go in.  
- Pool cover to be sent away for repair.

## Personnel

Moved that an advert for a fixed term position starting from 29th January 2019 and finishing on the 18th December 2019 be placed online and in the next available gazette.

**Darryn Ward / Andrew Wells - carried**

Moved that Paul S (BoT), Darryn W and Anna W (staff) be appointed as the appointments committee for the fixed term junior school position for 2019.

**Darryn Ward / Sabrina Ilett - carried**

## Health and Safety

1. H&S check - tyre swing has been checked
2. Bus report -

## **Planning and Self Review**

- Complaints
- Behaviour Management

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

Next meeting **30th October 7pm**

Closed 8.17pm