

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING
Wednesday 16th September 2020
6.30pm

1. Administration

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

In Attendance: Jenny McClintock

Apologies: Duncan Mackintosh

Declaration of Interests: None

Confirmation of last month's Minutes

Matters Arising:

Follow up on the ICT review - Teachers are going to come up with how they want the ICT review to look like - 'Understand, promote and practice' - the draft will be given to the Board for us to do the review early 2021.

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

Moved: Paul Seconded: Anne Carried.

Signed:.....

2. Main Focus of Meeting

- **Board performance, communication and roles**

The Board talked about what's working well and how can we work better as a board. Board roles were discussed and who could be guest speakers at our meetings moving forward, that would support the Board. (Tabled)

3. Monitoring

Correspondence In

MOE - Education Gazette
NZ Teacher Mag
NZ Principal

Correspondence Out

Administration

- ◆ Opening roll – 127
- ◆ Out of zone enrolments - 3 inquiries and 2 completed forms received
- ◆ **Moved that the start and end dates for the 2021 school year be recorded as Wednesday February 3rd (start) and Thursday 16th December (end).**

Darryn / Andrew - Carried

Finance and Monthly Audit

- Grant application for Yr 7 & 8 camp to Dunedin - accommodation & transportation \$2,500 approved from CERT. Still awaiting two more grants for this camp.

Bank Summary
North Loburn School
From 1 August 2020 to 11 September 2020

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Anne Hughes Credit Card	(36.91)	36.91	16.99	(16.99)
Darryn Ward Credit Card	(847.35)	841.62	710.33	(716.06)
North Loburn 5YA Account	17.32	0.00	0.00	17.32
Westpac Grants Account 01	17,931.81	0.76	0.00	17,932.57
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	6,933.47	810.31	0.00	7,743.78
Westpac Trust Account	129,137.11	38,018.45	89,117.56	78,038.00
Total	178,135.45	39,708.05	89,844.88	127,998.62

(The difference between the Balance Sheet and Bank Summary is the Credit Card payments yet to be processed.)

- Our monthly expenses for August were \$49,278.17 (excluding wages but includes Bus Op. MOE Solar Project and Kauri/KAH Camp also included)
- Our monthly banking for August was \$ 32,336.66 (Includes OPs grant)

Balance sheet as at 11th September

Bank

9233 Westpac Trust Account	78,038.00
9234 Westpac 01 Account	17,932.57
9235 Westpac Investments	25,000.00
9236 Westpac Online Saver	7,743.78
North Loburn 5YA Account	17.32
Total Bank	128,731.67

4. Discussions

Principal Report

Darryn presented his Principal's report (tabled).

Key Points:

- School reports due out Week 10.
- Staffing for 2021 - 19th September MOE portal.
- CPPA - Canterbury Primary Principals Assoc two day conference in Hanmer Springs - 90 Principals from the Canterbury region - focus on well-being and what principals are doing to monitor this.
- TOD 2021 - 2 days (Term 1 and Term 3) - 2021 start/end dates in Administration.
- Issues around playground language - Darryn to ask parents to have a discussion with the children around this in next week's newsletter.

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Paul

Carried

Curriculum - Staff Report

Anne Hughes presented her reports (tabled).

Key Points:

- Family Well Being Survey - sent out to all parents in response to Covid 19. We wanted to be able to support families if needed whose family circumstances have changed during these unprecedented times. 14 families replied to the survey. Anne shared the responses with the Board. Salvation Army care packages were distributed, families were contacted and supported. Parents are aware that we are happy to help in any way now and in the future.
- Me and My School Survey - the survey is from our COL (Community of Learning). It was given to the students 2018 (Yr 6-8), 2019 (Yr 6-8) and 2020 (Yr 4-8). It is a global measure of student engagement and involves behavioural affective and cognitive aspects. The Board discussed our school results.

We will use 'Me and My School questions' in the Strategic Goals as a measure.

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Darryn

Carried

Home & School

Rachel reported on the following key points:

- Winter lunch Friday 25th September - Pies and popcorn
- Delaying the raffle until next term
- Friday 4th September - School Lunch and Disco - great food, songs, costumes, dancing, spot prizes and competitions

Moved that Rachel's Report be accepted.

Moved: Rachel

Seconded: Tina

Carried

Property Projects

- Solar Update - Sunergy Solar completed the installation of the panels week 8. Condensation issues were identified when the cabling went under the hall roof. The MOE has been contacted and they suggest we get a report on the roof. A builder has been approached to do this and will be reported to the board.
- SiP Property Project - Andrew and Darryn have completed the paperwork that needs to be sent into the MOE to get the projects started. Tina reported that Duncan said the insurance is on Matt until the building is on the ground.

Personnel

- **Moved that Mrs Jude Barwell be appointed to the roll of Learning Coach working 1:1 alongside a child in Rimu.**

Darryn / Anne - carried

Health and Safety

1. H&S - water damage in the library is not any worse and may have been caused by holiday water blasting.
 - Ken has cut a section of the window sill away from Rimu.
 - main concerns are rotten frames and previous reported areas.
2. Bus report - All vehicle inspections have been checked off.
 - Audit documents to the MOE for annual audit.

Planning and Self Review

- Learning Support – Board, Staff and parents
- Appointment Procedure – Board
- Child Protection Board and Staff

5. Items for the next meeting

- Look into courses New Zealand School Trustees Association (NZSTA)

Next meeting October 28th at 6.30pm

Closed 8.30pm