BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 15 August 2018 at 6.00 p.m.

PRESENT: Hannah McCarthy, Darryl Goldsack, Lisa Robertson, Andrew Tautari,

Liz Roozendaal, Dave Honiss, Mavis Glasgow

APOLOGIES: Glenis Mills (Meeting Secretary)

1. BOARD MOTIONS:

Moved: Legislative Policies discussed in June were approved.

Moved: Hannah McCarthy Seconded: Andrew Tautari

2. MONITORING:

a. Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

Local Kahui Ako changes are taking place. Governance group is working on new plan. Mavis will update Board once this is finalized. Across School positions finish in September. Our within school positions finish in January and once numbers are finalized for the Kahui Ako these positions will be readvertised.

Moved: Mavis Glasgow Seconded: Hannah McCarthy

b. Staff Report

The Staff Report was tabled by Lisa Robertson.

Lisa also presented the Dance & Drama Curriculum report compiled by Liz O'Brien. Mavis has booked the Dance group we had in 2017 to conduct lessons again for all children in 2019.

Matters Arising:

We Farewelled Barbara Hotson who has been a valuable teacher aide in the school for 16 years.

Moved: Lisa Robertson Seconded: Mavis Glasgow

c. Health & Safety Report

The Health & Safety Report was tabled by Darryl Goldsack

Matters Arising:

The Health & Safety book was up to date.

Moved: Darryl Goldsack Seconded: Mavis Glasgow

d. Financial Report

Mavis presented the financial report. Payments amounting to \$205625.00 were ratified. These included \$165913.35 to Mainline Construction for the building and two accounts to Watershed for consultancy for \$5146.88

Matters Arising:

Nil

Moved: Darryl Goldsack Seconded: Dave Honiss

4. GENERAL BUSINESS

FINANCIAL PORTFOLIO

A discussion took place on what was involved in the financial portfolio. Andrew Tautari has offered to take over this role in the interim.

"That Andrew Tautari be delegated the financial portfolio for the Board"

Moved: Mavis Glasgow Seconded: Hannah McCarthy

PROPERTY UPDATE

Work has finally been completed on our Block 1 & Block 5 toilets and classes have moved in. These were blessed by our local Kaumatua Miki Graham. Some defects are still to be completed. The initial contracting firm has been put into liquidation while a further company that was subcontracted by them is undergoing investigation by Worksafe. We thank Mainline for taking over the job and getting it completed. Companies that have assisted us in getting this job finished to be sent a thank card.

BOT NEWSLETTER for Term 3

Discussion on a term BOT newsletter took place. One will be sent out at the beginning of September. Dave and Liz to work on this together. Items to include: Building update/Ag Day Hannah has sent past copies as a reference to Dave.

POOL USE

Liz had prepared a summary of information gathered on the use of the pool by the community out of school hours. Board members had the opportunity to express their views on whether to open the pool to community use during the summer months. There was no consensus reached and the Board voted to continue the status quo. The Board discussed the possibility of holding more Board BBQ/Swim evenings.

Liz to make a new folder in the Board Google folder on School Grounds and Building use and place this information in it for future reference.

STAFF CLIMATE SURVEY

The Staff Climate Survey went out on the 6th August to staff. Staff have been asked to complete this by Monday 20th August. Hannah has encouraged staff to complete this so that they have a voice to the Board. The Board, (minus principal and staff rep) will meet on Monday 27 August at 7.30 p.m. to analyse and prepare a report back to the Staff. Feedback to the full Board by the 31st and report back to staff on the 10th September at 3.30p.m.

BALLOT

The Board discussed the estimated numbers for 2019 and decided to hold a ballot for siblings and a small number of students. This to be advertised to the local community as per Ministry of Education guidelines

"That a ballot for 2019 be held for siblings and a small number of students."

Moved: Mavis Glasgow Seconded: Lisa Robertson

MEETING ACTION PLAN

5. ADMINISTRATION

Confirmation of Minutes from Previous meeting

The Minutes of the last meeting held on 20 June 2018 were taken as read and signed as a true and correct record by Hannah McCarthy.

Matters Arising: Nil

Moved: Hannah McCarthy Seconded: Darryl Goldsack

• Correspondence

The correspondence was read to the meeting by Andrew Tautari.

Matters Arising:

Jolly Duncan & Wells proposal has arrived and has been accepted as our auditor for the next three years.

A letter of resignation was received from Genevieve Layzell. Mavis to reply thanking her for her service to the school during 2017.

Moved: Andrew Tautari Seconded: Mavis Glasgow

6. MEETING CLOSURE

- **Evaluation** Members to complete evaluations, return to Andrew T for analysis.
- Preparation for next meeting –
- Meeting closed at 8.05 p.m.

NEXT MEETING: Thursday 13 September 2018 at 6.00 pm in the School Boardroor
Signed: Chairperson