

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 17 May at 6.00 p.m.

PRESENT: Ann Cottle, Darryl Goldsack, Liz Roozendaal
Hannah McCarthy, Andrew Foote, Andrew Tautari, Mavis Glasgow.

(Visitors:
Debbie Lobb, Leanne Upfold)

1. APOLOGIES: Nil

2. MINUTES OF PREVIOUS MEETING

The Minutes of the last meeting held on 22 March 2017 were taken as read and signed as a true and correct record by Hannah McCarthy. With addition of Mavis to see what other school's do about recording complaints & concerns.

Matters Arising:

Nil

Moved: Hannah McCarthy

Seconded: Mavis Glasgow

3. CORRESPONDENCE

The correspondence was read to the meeting by Ann Cottle.

MATTERS ARISING

Closure documents from Torque IP have been received.

Moved: Ann Cottle

Seconded: Hannah McCarthy

PRINCIPAL'S REPORT

The Principal's report was tabled by Principal.

MATTERS ARISING:

Auditor has visited the school and we are awaiting any auditor adjustments for the final accounts for 2016.

Policy Reviews – for next meeting: Finance – Andrew, Ann, Mavis. Property – Darryl, Hannah, Andrew

Health & Safety – Due to the large number of these BOT members to email Mavis and identify which policies they would like to review prior to the next meeting so plenty of time is allowed for thorough review.

Moved: Mavis Glasgow

Seconded: Ann Cottle

5. FINANCIAL REPORT

Financial reports for May 2017 were tabled by Andrew Foote

Payments amounting to \$59532.39 were ratified.

Moved: Andrew Foote

Seconded: Darryl Goldsack

Matters Arising:

Andrew reported that budgets are on-track for this time of the year.

6. STAFF REPORT

The Staff Report was tabled by Ann Cottle.

Matters Arising:

Discussion took place on whether maths extension group had begun. This has just started by Ann since Mavis is in a classroom.

Moved: Ann Cottle

Seconded: Hannah McCarthy

7. HEALTH & SAFETY REPORT

The jobs in the Health & Safety book are up to date . Darryl to continue monitoring the Health & Safety Book and liaising with the caretaker. Mavis & Darryl to acknowledge our pleasure at the work William is doing.

8. GENERAL BUSINESS

P.A. Test Results – Mavis presented a curriculum report on PAT results from March tests undertaken by Yr 3 – 8. Questions from Board members were answered. Tests were in Listening, Reading Comprehension, Reading Vocabulary and Mathematics. Results were broken down into year groups, ethnic groups and gender groups.

Emergency Plans Offer – Mavis to ask Wade Harrison to the next BOT meeting. Check Time he would require and if necessary make a further meeting.

Programme Property services – Our painting contract comes to an end at the end of the year. Principal wanted to make Board aware that a decision will need to be made during Term 3. Darryl will look at another company as well.

Property General – The project manager from Watershed accepted our request to employ local architect Blankspace Architects to draw plans for the upgrade to Block 1 including the current toilet block in Rm 1 to be reconfigured as well as the toilet block between Rms 4 & 5. Possible start will be at the end of the year. Darryl and Mavis have met with him and plans are underway.

Phone System – Chorus has finally visited. Phone system is now operational. Apparently phone system on L200 not ultra-fast broadband but school does appear to have ultra-fast. New absentee email set up. Phones will be installed once training has been had by staff.

Sign – Darryl has been unable to proceed with anything yet.

WIFI

Upgrade has been completed. School contribution \$2563.44 has been paid.

App – sitting there. Some population still required. Working on sponsorship side at the Moment have made it clear that we do not want to compromise Ag Day sponsorship.

PTA Meeting report – PTA are going to donate funds for a further drinking fountain and a BBQ for the school. They are also going to donate funds for students to attend dance lessons – this will assist all families. Donations much appreciated by the Board and will be advertised and a letter written once received.

Staffing – Appointment committee – Senior management team and Hannah McCarthy will make up the selection committee for the 0.6 position advertised. Selection committee delegated the responsibility to make the appointment.

125th Donation – Gwen Francis to be contacted with the suggestion of her donation being used for a plaque for the tree planted for the 100th and a contribution towards a friendship seat for the playground. Letter of thanks has been sent from both the school and Board. Andrew Foote offered to do some research into a plaque – cost, etc.

Community Survey – School due for a community survey this year. Liz spoke on her course the previous night. Suggestion that we chunk focus areas. Board members to have the previous survey sent by Mavis over the next week. Identify the needs of the community and then design questions according to this. Exit interviews for students leaving was of interest. Need to engage & promote the survey.

BOARD SELF ASSESSMENT ANALYSIS FORM

Ann presented the results from the March meeting. Generally Board felt positive about the way the meeting was conducted and carried out.

IN COMMITTEE

Moved "That the Board move into committee to protect the privacy of individual at 7.40 p.m."


Moved: Hannah McCarthy

Seconded: Mavis Glasgow

The Board moved out of committee at 9.05p.m.

Meeting closed at 9.05 p.m.

NEXT MEETING: Wednesday 21 June 2017 at 6.00 pm in the School Board Room.



(Chairperson)