

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 13 September 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)

Liz opened with a karakia

1. BOARD MOTIONS: Nil

2. MONITORING:

a. Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

- Continual issues are arising with traffic, parking, unsafe driving at the end of the school day. Neighbours are complaining about the parking over their driveways. Andrew Tautari has offered to be present at 3 p.m. to discuss parking issues with parents when he is available. Another snippet will be placed in newsletter.
- List of subcontractors still to be received from Mainline for thank you letters/cards to go out.
- There will be a community meeting next Tuesday to discuss Church removal. Liz is going and will represent the school.
- Principal discussed some possible enrolment issues Board needed to be aware of.
- Bombay/Pukekohe East schools have asked to use our Swimming Pool for their swimming sports – Board happy for schools to use this.
- Yr 6 Parent Presentation given at the meeting by Principal and teacher to be placed on the BOT Google site.

Moved: Mavis Glasgow

Seconded: Hannah McCarthy

b. Staff Report

The Staff Report was tabled by Lisa Robertson.

Lisa also presented the Art Curriculum report.

Moved: Lisa Robertson

Seconded: Mavis Glasgow

c. Health & Safety Report

The Health & Safety Report was tabled by Darryl Goldsack. Health & Safety book was up to date.

Asbestos register – Watershed are going to give us a quote on completing this register. We have requested a quote to complete the Cyclical Maintenance report from Watershed Darryl is working on completing any modifications necessary for the Health and Safety procedures for Ag Day. Those pertaining to specific stalls will be placed on each stall to ensure adults on these know these procedures.

Matters Arising: Nil

Moved: Darryl Goldsack

Seconded: Mavis Glasgow

d. Financial Report

Mavis presented the financial report. Payments amounting to \$209552.29 were ratified.

Matters Arising:

Mavis still to check with Andrew Foote where the Zero accounting system with the accountant is as the accounts are being sent but at this stage not paid. Andrew T has begun finance role.

Moved: Mavis Glasgow

Seconded: Dave Honiss

4. GENERAL BUSINESS

Dates for 2019 Year

Board approved the following dates for 2019

Term 1: Wednesday 30 January – Friday 12 April

Waitangi Day – 6 February Easter & Anzac Day
in the holidays

Term 2: Monday 29 April – Friday 5 July

Queen's Birthday – observed 3 June

Term 3: Monday 22 July – Friday 27 September

Ag Day – 28 September

Term 4: Monday 14 October – Friday 13 December

Labour Day – 28 October

Term 1 – 104 ½ days Term 2 – 98 ½ days Term 3 – 100 ½ days Term 4 – 88 ½ days

Total – 390 ½ days

The Board discussed a date for a Day in Lieu of Ag Day 2018 and decided on Friday 19th October. This to be advertised in the next school newsletter.

Report back from 6 Monthly Fulton Hogan meeting

Principal reported back (as per Resource Consent) on the Fulton Hogan meeting she attended on 21 August. BOT members asked if anyone would like to attend this. Next meeting Tuesday 26 February.

Staff Climate Survey

Meeting with staff went well. Thanks to Hannah for presenting and Darryl and Andrew for the attendance support. One teacher thanked BOT for the opportunity to voice views. Hannah met with DPs informally and they are to meet with Principal to review the Action Plan in response to results and BOT presentation Great to see the growth and progress. Hannah thanked BOT for their involvement.

Board Role

Lisa suggested – An Action Plan to ensure all BOT members are: on the same page, following the same processes and that the focus on what BOT is spending time and energy on is agreed and in line with the Charter and Strategic plan. Lisa to put a template of a suggested action plan into the general BOT folder for further discussion once the Charter & Strategic Plan for 2019 is designed. Roles/responsibilities to be accurately identified in the plan & Charter/Strategic Plan.

Bible in Schools Survey

The three yearly review of Bible in Schools programme, as communicated to the school community in 2015 is due. Principal presented draft letter to the Board. This was discussed in regards to a further comment being added on other religions but it was decided not to complicate the survey further. Same guidelines as in 2015 will be applied: If less than 60% of families respond to the survey the status quo will apply. If less than 40% votes are in favour of keeping the programme it will be terminated. If more than 60% of votes are in favour of keeping the programme then it will be continued and consultation will take place again in 3 years time. If the vote falls into the range of between 40% and 60% then it is not a clear mandate and the programme will continue with the community being consulted again in 1 years time.

Survey to go out at the beginning of Term 4 and to be returned by 26 October 2018.

Moved: Lisa Robertson

Seconded: Darryl Goldsack

Staffing

Principal presented the 2019 Provisional Staffing Entitlement. FTTEs have reduced from 2018.

BOT discussed the vacant permanent position and it was decided to advertise this for inclusion in the next Gazette. Closing date for applications is 8 October 3 p.m.

Moved: Hannah McCarthy

Seconded: Liz Roozendaal

Staff/Community Feedback on School Structure

Principal presented a power-point presentation on findings from the recent staff/community review of the 2018 school structure. This included some student voice. 10 community responses were received. Presentation to be put onto the BOT Google Drive.

MEETING ACTION PLAN

5. ADMINISTRATION

- **Action Plan** – Hannah read the list from the action plan. Ballot advertised, Liz to upload pool research/discussion, School logo on hold, Leasing/purchasing IT – not an issue at present.
- **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 15 August 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: Insurance – Darryl/Mavis to discuss with Insurer addition of canopy and whether there is a need to include electronic sign

Anonymous letter tabled. No response possible.

Property Programme Quote of \$8960 for 7 Yr Contract. Work to take place at the end of the year. Darryl recommends that we accept this contract.

Moved: Darryl Goldsack

Seconded: Andrew Tautari

6. MEETING CLOSURE

- **Evaluation** – Members to complete evaluations, return to Andrew T for analysis.
- **Preparation for next meeting** – Up date completed and to be completed actions in BOT Action plan.

Moved into Committee at 9.35 p.m. to discuss Board processes.

Moved out of Committee at 10 p.m.

Meeting Closed: 10.05 p.m. Andrew closed with a karakia

NEXT MEETING: Wednesday 17 October 2018 at 6.00 pm in the School Boardroom

Signed: Chairperson