

Minutes of Board of Trustees Meeting 17 February 2016 at 7.10pm.

Present: Kevin Matthews, Sue Arrell, Kelvin Horsford, John Somerville, Sheree Blakeborough - recorder

Apologies: Jo Charteris

Karakia: Sue

Election of Chairperson: *Motion: that Kevin Matthews continue as Chairperson for 2016. Sue / all agreed*

Minutes: 17 December 2015: *Accepted as true and correct.*

Kevin / Sue

Matters arising from previous minutes:

- Discussion around general budget overruns. *Sue to discuss with staff*

Inwards Correspondence: *(tabled)*

- **Trillian Trust** approval letter
- **STA news** Nov/Dec Issue 259
- **NSTA 2016 Resource Annual booklet**
- **Education Gazette** January - Volume 95 Number 1
- **Juken** Letter of appreciation
- **Northland Regional Council** 12A Kitchener St new flood hazard affected zone
- **Worksafe NZ Schools Q&A**
- **Spark Business** Industry price changes
- **Darroch** Annual rent review
- **Northland District Health Board** new facilitator introductory letter
- **Robin Shepherd** Principals appraisals letter of services
- **FNDC** rate error made in calculation of school sewerage charges
- **MOE Operational Funding Instalment & Entitlement Notice (PMG)**
- **Tukutuku Kōrero** February – Volume 95 Number 2

Outwards Correspondence: *(tabled)*

- **Juken** Materials thank you letter for 2015
- **K.Kitchen** contract termination & thank you letter

Motion: Inwards correspondence accepted, outwards approved

Kevin / Kelvin

Financial Report (Kelvin)

1. **Dec** As at 31 December we have spent 103% of what was budgeted for the year
Actual funds as at 31 December 2015 are \$239,565
Budgeted Available funds as at 31 December 2015 are \$227,037
All variances expected and previously discussed

2. **Jan** As at 31 January we have spent 3% of what was budgeted for the year
Actual funds as at 31 January 2016 are \$365,657
Budgeted Available funds as at 31 January 2016 are \$346,948
Very little expenses scheduled in January other than monthly automated payments

3. Secretary fees

Motion: The Board agrees to pay the Admin Executive the extra hours worked during the school holidays for Novopay, new employment entries and other end of year requirements *Moved by Kelvin Seconded by Kevin Carried*

4. **Trillian Trust** approved for Library furniture to the value of \$3,575 which covers new tables & chairs.
30x chairs already arrived with 5x tables being made (on back order)
5. **Term deposit** missed specials during the school holidays as they weren't sending the updates to the main accounts address. *Sheree to follow up with bank re. best current rate options until next specials are due.*

Financial report accepted and accounts moved for payment

Kelvin / John

Principal's Report. (Sue) *(NAGs 1,2,2A,4,6) see report attached*

- **Roll** 208 students.
- **Attendance** 94.05%
- **Whanau Hui** 27th February 10am-1pm
- **Venue Hire** letter from Lieutenant Warren Whareaitu seeking Boards permission to use School facilities *The Board approves the initial dates requested and will be reviewed after this date for future requests.*
- **SAF** (Student Achievement Function) Have met with Rhona Leonard, our new job is to form a Change Team *particulars still to be discussed*

Principal's report accepted by Kevin and thanked Sue for her report.

Self Review:

NAG 1, 2, 2A: Final Analysis of Variance & Charter (*Sue spoke to these*)

Motion: *the Board moves and approves the final Analysis of Variance & Charter for submission to the Ministry of Education*
Moved by Kevin Seconded by John
Carried

NAG 4: Approve 2 employees to sign cheques

Motion: *the BoT gives permission for 2 employees to co-sign Imprest account cheques. The BoT moves and approves Kevin Matthews (Chairperson), Susan Arrell (Principal), Allanah Quinn (Deputy Principal) and Sheree Blakeborough (Admin Executive) as signatories.*
Moved by Kelvin Seconded by John
Carried

Old 5YA, Progress next 5YA

Arcline to remove heat pumps and add lifting carpets in its place with repairs to be carried out this year

NAG 6: Review Complaints Policy then send to parents

Motion: *the Board moves and approves the Complaints Policy subject to gender wording change to be made non gender specific.*
Moved by Kevin Seconded by Kelvin
Carried

NAG 7&8: Charter and Analysis of Variance to MOE by 1st March

Property

- 1. Health & Safety Committee** to hold a meeting and have a report assessment to BoT at next meeting

Meeting closed: **9.10 p.m.**

Next meeting: **16 March 2016**

Certified as True and Correct

Signed:

Dated:

**Kevin Matthews
BoT Chairperson
Kaitaia Intermediate School**