

Minutes of Board of Trustees Meeting 13 April 2016 at 7.00pm.

Present: Kevin Matthews, Sue Arrell, Kelvin Horsford, John Somerville, Sheree Blakeborough – recorder, Jo Charteris

Apologies: Nil

Karakia: Jo

Minutes: 16 March 2016: *Accepted as true and correct.*

Sue / John

Matters arising from previous minutes: Nil

Additional Business:

- Electrical Certification - *moved to property matters*
- BoT Elections – *moved to general business*
- Life Education Trust, damaged grill plate - *moved to property matters*

Inwards Correspondence: *(tabled)*

- **Education Gazette** March Volume 95 Number 5
- **Kaitia Tractors** Thank you letter
- **DS Agri Welding** cover plates quote
- **ERO** Wellbeing for success: A resource for schools & Effective practice handbooks
- **MOE** Operational Funding Instalment Notice 1 April – 30 June
- **Far North Reap** Governance and Management Training for BoT *(Sue e-mailed 4/4)*
- **MOE** 5YA furniture and equipment grant process update
- **Education Services** Financial Statements ended December 2015
- **NZSTA** Health & Safety at Work Act 2015 booklet
- **ASB** Term deposit certificate
- **CES** School Asset Register Management
- **No 64 Squadron** Thank you letter for the use of school facilities

Outwards Correspondence: *(tabled)*

- Crombie Lockwood Claim for receivers lost *(Barbara Peters, R.Rudolph)*

Motion: *Inwards correspondence accepted, outwards approved*

Kevin / John

Financial Report (Kelvin)

As at 31 March we have spent 20% of what was budgeted for the year

Actual funds as at 31 March 2016 are \$110,858

Budgeted Available funds as at 31 March 2016 are \$83,049

Motion: That a grant application to Southern Trust for \$12,200 for 40x Chromebooks be submitted

Moved by Kevin Seconded

by Kelvin

Carried

Motion: That a grant application to Trillian trust for \$2,952.18 for Van and Trailer Hire to attend the AIMS Games in Tauranga be submitted
Moved by Kevin Seconded by Kelvin

Carried

The Board wishes to thank Rob and his team of volunteers for their efforts to date in organising the students and fundraising for the AIMS Games. This incredible life opportunity made available to our students only through this commitment and increased workload we really appreciate it.

Financial report accepted and accounts moved for payment

Kelvin / John

Principal's Report. (Sue) *see report attached*

- **Roll** 209 students.
- **Attendance** 90.97%
The attendance this month has been impacted on by a lot of illness and some parents taking extra time for a holiday after Easter
- **New Food Safety Law** Sheree to look into quotes for our own sterilizer for the Staffroom and becoming certified in the future
- **SAF** (Student Achievement Function) Rhona has arranged for our staff to have a professional development day on the 29th April which is the last Friday of the school holidays. The facilitator is from Cognition- Alan Powell and the PD is around Teaching as Inquiry
- **Health & Safety & Vulnerable Children's Policies** *see handouts, deferred to next meeting for approval*
- **Progress & Achievement** reading comparison information handed out *see handout*

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

Self Review:

NAG 1,2,2A: Curriculum Review – P.E. (Rob) *see handout*

NAG 4: Accept Financial Statements & Approve Audited accounts
only draft received to date Kelvin to preview

NAG 6: Tabled electronic roll
Review Policies deferred to next meeting for approval

Property

1. **Health & Safety Committee** John – *see handout attached*
Kevin thanked John for his report

Motion: The Board approves the purchase of a new Husqvarna lawn mower valued at \$649 from Kaitaia Tractors Ltd
Moved by Kevin Seconded by Kelvin

Carried

Motion: The Board approves the quote from DS Agricultural Contracting & Welding Limited for the supply and fit of 13 ali cover plates at \$1,250.50+GST Moved by Kevin Seconded by Sue

Carried

Meeting closed: **9.15 p.m.**

Next meeting: **18 May 2016**