

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 26 June 2019 at 6.00 p.m.

PRESENT: Lisa Robertson, Darryl Goldsack, Dave Honiss, Mavis Glasgow, Sarah Herring, Andrew Maunder, Brandon Foster.

1. APOLOGIES: Nil

2. ELECTION OF NEW CHAIRPERSON

Mavis Glasgow called for nominations for Chairperson.

Dave Honiss nominated Darryl Goldsack. Seconded Sarah Herring

Darryl was elected unopposed. Due to the conflict of Darryl's wife being a teacher in our school Dave Honiss is to handle any personnel issues.

Darryl took the Chair.

3. BOARD MOTIONS: Nil

4. AGENDA FORMAT

Discussion on changing the format of the meeting to having the Board Minutes and Correspondence first took place.

All were in favour of this change.

5. ADMINISTRATION

• **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 14 May 2019 were taken as read and signed as a true and correct record by Darryl Goldsack.

Matters Arising:

- Two separate couples are interested in running Kelly Club Afterschool Care. A discussion took place regarding their suitability. Mavis to ask Kelly Club to pursue their applications.
- PTA has still not provided password for their Facebook page to Mavis and Dave. Dave to contact Philippa Wensor for logins.

Moved: Darryl Goldsack

Seconded: Lisa Robertson

• **Correspondence**

The correspondence was read to the meeting by Mavis Glasgow.

Matters Arising:

Paerata School invitation for BOT Training 6 July from 10am to 12 noon. Please let Mavis know if you would like to attend.

Moved: Mavis Glasgow

Seconded: Dave Honiss

6. MONITORING:

a. Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

A new teacher aide has been appointed starting 24 June 2019 to support extra additional needs students who have arrived. This is a fixed term position.

Moved: Mavis Glasgow

Seconded: Brandon Foster

b. Staff Report

The Staff Report was tabled by Lisa Robertson

Matters Arising:

Nil

Moved: Lisa Robertson

Seconded: Dave Honiss

c. Health & Safety Report

The Health & Safety Report was tabled by Darryl Goldsack. All jobs were up to date.

Matters Arising:

Nil

Moved: Darryl Goldsack

Seconded: Andrew Maunder

d. Financial Report

Payments amounting to \$45573.83 were ratified and approved.

Matters Arising:

Nil

Moved: Mavis Glasgow

Seconded: Darryl Goldsack

The 2018 Annual Report was tabled. This has been posted on the school website. The 2018 Management Letter from the 2018 audit from the auditor was tabled. A discussion took place regarding both documents.

7. GENERAL BUSINESS

MEETING DATES

It was agreed to continue with Wednesday nights. Dates for the rest of the year as follows:

24 July

14 August

25 September

23 October

20 November

December to be decided later.

DECLARATIONS/CONFLICTS OF INTEREST

Mavis asked new members to complete a form declaring Conflicts of Interest.

BOARD ROLES AND RESPONSIBILITIES

Principal spoke regarding the Board Roles.

Secretary - Sarah

Financial: Treasurer – Brandon with support from Andrew

Property – Dave, Andrew, Darryl

Personnel – Dave and Lisa

Community Consultation – Lisa, Sarah, Brandon

Principal on all teams

CONCERNS & COMPLAINTS POLICY

Mavis passed out a copy of the school's Concerns & Complaints Policy to the new Board Members.

This was discussed and the need for any community/staff concerns/complaints that come to BOT members attention, to be directed to the appropriate channels/follow policy. Board members not

to get into situations where they express Board views until such time as the Board as a whole

makes a decisions.

NZSTA WELCOME ABOARD WEBINAR

This was completed by the Board at the end of meeting.

MEETING ACTION PLAN

Action Plan has been updated and will be added to after each meeting.

Please check this and complete any outstanding actions.

7. MEETING CLOSURE

- **Evaluation** – Members to complete evaluations, return to Sarah for analysis.
- **Preparation for next meeting** – No items discussed.
- **Meeting closed at 8.25 p.m.**

NEXT MEETING: Wednesday 24 July 2019 at 6.00 pm Board Room.

_____ **Signed: Chairperson**

_____ **Date**