

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 12 February 2019 at 6.00 p.m.

**PRESENT: Mavis Glasgow, Lisa Robertson, Darryl Goldsack, Liz Roozendaal
Hannah McCarthy, Andrew Tautari, Dave Honnis**

1. APOLOGIES: Nil

2. ELECTION OF CHAIRPERSON

Hannah McCarthy vacated the Chair.

Mavis Glasgow took the Chair and called for nominations for Chairperson.

Hannah McCarthy was nominated by Liz Roozendaal, Seconded by Darryl Goldsack

Hannah McCarthy was elected Chairperson unopposed.

Mavis Glasgow vacated the chair.

3. BOARD MOTIONS:

Nil

4. MONITORING:

a. Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

- Board approval for the EOTC activities: Yr 1 & 2 – 6 – 8 March (trips, in school activities) Yr 3 & 4 – two days, 1 night – 29 & 30 April, Yr 5 – Willow Park – 3 days, 2 nights – 21 – 23 October, Yr 6 & 7 – Peter Snell – 5 days, 4 nights – 25 – 29 Nov. Yr 8 – To be confirmed.

Moved: Mavis Glasgow

Seconded: Dave Honiss

- School has been accepted for both ALL and ALiM programmes.
- Lisa Robertson is the Kahui Ako within school teacher and will be focusing on coherent pathways for the Kahui Ako, Lisa Goldsack has a contestable role looking at data analysis and Matthew Taylor and Tony Wisnewski are to lead the implementation of the new Digital Technologies curriculum.
- Watershed have received three quotes for the roofing project for Blocks 2 & 4. The cost exceeds the allocated amount in the Property plan. Darryl Goldsack was asked to provide another quote from local roofing contractors. Darryl declared a conflict of interest as he may also quote for the job.
- Harrison Tew is organised to come into the school on 6/7 May to redo emergency training with staff and students.
- Sunsmart Policy to be updated to reflect that for lunchtime swims children must wear rash shirts. Rash shirts to be compulsory in term 4 for all swimming.

Moved: Mavis Glasgow

Seconded: Andrew Tautari

b. Staff Report

The Staff Report was tabled by Lisa Robertson

Matters Arising:

Staff thanked the Board for the staff gifts.

Moved: Lisa Robertson

Seconded: Liz Roozendaal

c. Health & Safety Report

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

Matters Arising:

Darryl to follow up on asbestos quotes.

Moved: Darryl Goldsack

Seconded: Hannah McCarthy

d. Financial Report

Payments amounting to \$64,278.02 were ratified.

Matters Arising:

- Mavis Glasgow tabled and spoke to the 2019 draft Budget. Deficit amount was accepted.

Moved: "That the 2019 Budget be approved".

Moved: Mavis Glasgow

Seconded: Andrew Tautari

4. GENERAL BUSINESS

KELLY CLUB – Kerry and Tamati visited from Kelly Club and gave a presentation on their proposal to begin an after school care club at Buckland School. The Board had a brief discussion about the proposal. The other provider who approached the school previously to be contacted to update their proposal for consideration. Members to get questions to Mavis asap to put to this provider.

CHARTER / STRATEGIC PLAN

Draft Strategic Plan was tabled.

Moved "That the Charter / Strategic Plan be approved".....

Moved: Mavis Glasgow

Seconded: Hannah McCarthy

Mavis to send to Ministry by 1 March 2019.

ANALYSIS OF VARIANCE

Mavis tabled and presented the 2018 Analysis of Variance for Writing. Report to be forwarded to the Ministry and also be entered in the Annual Financial Report.

COMMUNITY BBQ/SWIM PLANNING

Evening to start after Meet the Teacher sessions. Andrew to organise setting up of gazebos. Andrew to purchase and collect bread. Board members to cook bbq. Mavis to organise juice. Hannah to organise fresh fruit.

BOARD NEWSLETTER

Lisa to organise newsletter for Term 1. Items to Lisa by 15 March.

BOT ELECTION-RETURNING OFFICER & TIMELINE

Election date was set for 7 June.

Glenis Mills to advise members after 13 February regarding the Returning Officer position.

MEETING ACTION PLAN

New Action Plan to be set up for 2019.

Please check this and complete any outstanding actions.

5. ADMINISTRATION

- **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 5 December 2018 were taken as read and signed as a true and correct record by Hannah McCarthy.

Matters Arising: Nil

Moved: Hannah McCarthy

Seconded: Dave Honnis

- **Correspondence**

The correspondence was read to the meeting by Andrew Tautari

Matters Arising:

Fencing quote – Darryl to get a further quote and discuss matter with neighbour.

Moved: Andrew Tautari

Seconded: Dave Honnis

- **Meeting Dates**

March 21

April 10

May 22

June 26

Further dates to be set after the BOT Election

6. MEETING CLOSURE

- **Evaluation** – Members to complete evaluations, return to Andrew T for analysis.
- **Preparation for next meeting** – No items discussed.
- **Meeting closed at 9 p.m.**

NEXT MEETING: March 21 2019 at 6.00 pm in the School Boardroom

Signed: Chairperson