

# ***BUCKLAND SCHOOL'S BOARD OF TRUSTEES***

## ***Minutes of Meeting held on 14 August 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. BOARD MOTIONS:** Nil

**3. ADMINISTRATION**

- **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 24 July 2019 were taken as read and signed as a true and correct record by Darryl Goldsack.

**Matters Arising:**

Nil

**Moved: Darryl Goldsack**

**Seconded: Sarah Herring**

- **Correspondence**

The correspondence was read to the meeting by Sarah Herring.

**Matters Arising:**

Letter regarding Pukekohe Christmas Parade to be passed on to the PTA.

**Moved: "That the quote from New Zealand Heat Pumps be accepted".**

**Moved: Darryl Goldsack**

**Seconded: Davis Honiss**

Darryl to make arrangements.

**4. MONITORING:**

**a. Principal's Report**

The Principal's report was tabled by the Principal.

**Matters Arising:**

MOE property meeting 3/9/2019 from 1-3pm at the Holiday Inn, Auckland Airport. Darryl and Mavis to attend. RSVP due by 20 September. Members to advise Mavis if they are able to attend.

New facilitators appointed through the Kahui Ako for Learning Support. Possibility we could become a base school if offered a shared position.

**Moved: Mavis Glasgow**

**Seconded: Dave Honiss**

**b. Staff Report**

Lisa Robertson presented the Staff report

**Matters Arising:**

Breakfast Club has started well.

Lisa tabled the Health & PE Report prepared by Marlene Fletcher.

**Moved: Lisa Robertson**

**Seconded: Brandon Foster**

**c. Health & Safety Report**

The Health & Safety Report was tabled by Darryl Goldsack.

**Matters Arising:**

Seat and handrail have been removed from the library.

**Moved: Darryl Goldsack**

**Seconded: Dave Honiss**

**d. Financial Report**

Payments amounting to \$26765.16 were ratified and approved.

**Matters Arising:**

Brandon to do planning around changing our term deposits.

Goldsack Properties Ltd invoice for the roofing project has been received.

**Moved: "That payment for roofing project to Goldsack Properties be approved for payment and be paid with the July accounts".**

**Moved: Mavis Glasgow**

**Seconded: Brandon Foster**

**Moved: Brandon Foster**

**Seconded: Andrew Maunder**

## **5. GENERAL BUSINESS**

### **BOT COMMUNITY SURVEY**

A discussion took place regarding the Community Survey. Suggestions and amendments were made. If room allows information regarding activities the school offers to be included. Aim to have survey out to community by 28 August to coincide with the school open day on 30 August. Mavis/Lisa to arrange to have computers set up in the library for parents to use. Closing date to be Friday 13 September. Lisa to purchase movie vouchers – 2 x \$50.

### **SCHOOL VALUES**

Mavis shared the brainstorm from the last meeting regarding school values at a staff meeting. The staff then made some suggestions which were presented back to the Board by Mavis. The Board decided it was their preference to use the 3 Bs: Be Respectful, Be Responsible, Be Resilient Mavis to take preference back to a staff meeting and also talk to a group of students.

### **AFTER SCHOOL CARE UPDATE**

Lisa, Darryl, Sarah and Mavis met with the prospective Kelly Club staff. Kelly Club to provide training and vetting of staff. We are still awaiting Ministry approval. Ministry to provide an agreement if it is approved. Kelly Club hope to have after school care running from the beginning of Term 4 if approval is through by then.

## **PTA UPDATE**

Sarah to act as liaison between the PTA and the Board.

Organisation for Ag Day is proceeding well.

A discussion took place regarding the outdoor seating. Dave suggested a partnership with Pukekohe High School to design and build. Mavis to approach Mr Matchitt at PHS regarding partnership. Sarah to ask her husband to provide a drawing.

Sarah to investigate a Friendship Seat dedicated to Gwen Francis.

## **POLICY REVIEW PLANNING**

Mavis explained how the policy review system works. Mavis to put copies of the personnel and legislation policies which are up for review on the team drive. Members to decide which policies they would like to review and advise Mavis.

## **NUMBERS 2020 – BALLOT DISCUSSION**

A discussion regarding the numbers for next year took place. Parents of Year 6 children were asked to indicate if children would be returning for year 7 next year. 23 parents still to reply. It was decided to hold a ballot for 2020 for a limited number of places.

## **IN COMMITTEE**

**Moved: "That the Board move in to committee to protect the privacy of individuals".**

**Moved: Darryl Goldsack**

**Seconded: Mavis Glasgow**

The Board moved in to committee at 7.35pm

**Moved: That the Board moved out of committee".**

**Moved: Darryl Goldsack**

**Seconded: Mavis Glasgow**

The Board moved out of committee at 8.15 p.m.

## **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 completed evaluations and returned these to Sarah for analysis.
- **Preparation for next meeting** – No items discussed.
- **Meeting closed at 8.25p.m.**

**NEXT MEETING: Wednesday 25 September 2019 at 6.00 pm Board Room.**

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**Signed: Chairperson**

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**Date**