

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 25 September 2019 at 6.00 p.m.

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

1. APOLOGIES: Dave Honiss

2. BOARD MOTIONS: Nil

3. ADMINISTRATION

- **Confirmation of Minutes from Previous meeting**

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

Matters Arising:

Nil

Moved: Darryl Goldsack

Seconded: Andrew Maunder

- **Correspondence**

The correspondence was read to the meeting by Sarah Herring.

Matters Arising:

Darryl has received the asbestos register. Darryl to photocopy and bind.

Moved: Darryl Goldsack

Seconded: Lisa Robertson

4. MONITORING:

Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

Insurance renewal has been sent off to Crombie Lockwood.

Learning Support role will be based at our school. Applications are open at present, closing on 22 October. Two applications received to date.

Provisional staffing for 2020 has been received.

Moved: Mavis Glasgow

Andrew Maunder

Staff Report

Lisa Robertson presented the Staff report

Matters Arising:

Nil

Moved: Lisa Robertson

Seconded: Sarah Herring

Health & Safety Report

The Health & Safety Report was tabled by Darryl Goldsack.

Matters Arising:

Caretaker is working through a list of small jobs.

Darryl is completing the Health & Safety register for Ag Day

Moved: Darryl Goldsack

Seconded: Andrew Maunder

Financial Report

Payments amounting to \$115989.76 were ratified and approved.

Matters Arising:

Oranga Tamariki to be invoiced for vandalism invoices.

GST claim for July/August period \$1476.00.

Next Operations Grant to be received 1 October.

Brandon to reinvest term deposit falling due shortly.

Moved: Brandon Foster

Seconded: Mavis Glasgow

5. GENERAL BUSINESS

CURRICULUM REPORT – I.T.

Lisa presented the I.T. Report on behalf of Tony Wisnewski and Matthew Taylor. Staff are working on upskilling selves in the new Digital Technologies strands.

SCHOOL VALUES

Mavis presented and spoke to a draft of the breakdown of what the new School Values will look like for the students. Full implementation to commence Term 1, 2020. Members to email any further ideas/suggestions to Mavis. Sarah to investigate a graphic designer to provide a visual option to promote around the school. Discussion on using our Maori statue took place.

AFTER SCHOOL CARE UPDATE

Kelly Club have set the afterschool care programme for term 4. Programme will commence first day of term 4. Darryl is organising changing locks and setting up separate alarm panel for the hall. Four children have been enrolled to date. Little parental attendance at the meeting.

DATES FOR 2020 / DAY IN LIEU FOR AG DAY

The Board set the date for the day in lieu for Ag Day as Friday 25 October.

Dates for 2020:

Start: Monday 3 February - Thursday 9 April

Term 2: Tuesday 28 April - Friday 3 July

Term 3: Monday 20 July - Friday 25 September

Term 4: Monday 12 October - Tuesday 15 December Total 384 ½ days

10YY PROPERTY PLAN UPDATE

Ministry have appointed new property plan consultants. Darryl and Mavis met with them earlier today and had a school walk around. Changes have been made to the timing of the use of funds for the 5 Year Property Plan which appear to be quite positive.

The Ministry have approved a consultant to make a new CAD Plan for the school.

POLICY REVIEW

The Board reviewed the Personnel Policies. Mavis to make amendments as discussed.

Moved: "That the Personnel Policies be approved following amendment".

Moved: Mavis Glasgow

Seconded: Darryl Goldsack

BOT COMMUNITY SURVEY

Only 59 surveys were submitted – not all were fully completed.

As the target was not fully reached only one movie ticket will be given out. Draw to take place on Friday. Mavis to ask the staff complete survey to gain further information and a staff view. Survey to be available over the school holidays. Darryl to send Mavis the link to be shared.

Darryl to load survey results on to the Board google drive.

MEMORIAL SEAT

Sarah spoke regarding progress on the purchasing of a Memorial Seat. Monkey Business to provide designs for the seat. Lisa tabled a brick/concrete seat she designed and Mavis showed a photo of a mosaic seat from Pihia. Lisa and Sarah to present three options with prices at the next meeting.

6. 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. Andrew to make new Excel document for completion online.
- **Preparation for next meeting** – No items discussed.
- **Meeting closed at 8.46 p.m.**

NEXT MEETING: Wednesday 23 October 2019 at 6.00 pm Board Room.

Signed: Chairperson

Date