

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

## ***Minutes of Meeting held on 23 October 2019 at 6.00 p.m.***

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

**1. APOLOGIES: Brandon Foster**

**2. BOARD MOTIONS: Nil**

**3. ADMINISTRATION**

• **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 25 September 2019 were taken as read and signed as a true and correct record by Darryl Goldsack.

**Matters Arising:**

Nil

**Moved: Darryl Goldsack**

**Seconded: Lisa Robertson**

• **Correspondence**

The correspondence was read to the meeting by Sarah Herring.

**Matters Arising:**

- Letter of resignation from Tony Wisnewski - available for relieving T1 next year.
- Letter requesting Maternity Leave from Christina Reddish.
- Kelly Club have requested that the BOT sign the Kelly Group Contract. Mavis and Darryl to peruse again before making a decision whether to sign or not.
- Letter from Ministry regarding donation scheme for Decile 1-7 schools. Principal to mention in newsletter and BOT to put a statement advising that we are not able to join the scheme as we are Decile 8 and we will continue to ask for donations towards camps, trips, sports events etc. in next BOT newsletter.

**Moved: Sarah Herring**

**Seconded: Darryl Goldsack**

**4. MONITORING:**

**Principal's Report**

The Principal's report was tabled by the Principal.

**Matters Arising:**

- New School Values have been introduced.
- Letter has been received regarding the purchase of the Church land. School has been granted permission to open negotiations with the Church / Hall Committee.
- Successful with application for PD with the Ministry for 2020.
- BOT to acknowledge the hard work of the PTA Executive. Contribution to be made towards annual dinner.
- Kelly Club has started and running well.
- Ballot - 20 children were offered positions. Replies to be received by 12 November.

**Moved: Mavis Glasgow**

**Seconded: Dave Honiss**

### **Staff Report**

Lisa Robertson presented the Staff report

**Matters Arising:**

Nil

**Moved: Lisa Robertson**

**Seconded: Andrew Maunder**

### **Health & Safety Report**

The Health & Safety Report was tabled by Darryl Goldsack.

**Matters Arising:**

Nil

**Moved: Darryl Goldsack**

**Seconded: Andrew Maunder**

### **Financial Report**

Payments amounting to \$25,748.48 were ratified and approved.

**Matters Arising:**

\$150k has been put on term deposit.

**Moved: Darryl Goldsack**

**Seconded: Mavis Glasgow**

## **5. GENERAL BUSINESS**

### **CURRICULUM REPORT - LITERACY ALL**

Lisa presented and spoke to the ALL Literacy Report. Programmes are run according to the needs of the students.

### **10Y PROPERTY PLAN UPDATE**

- Condition assessors have been in the school during the holidays and this week. Still awaiting results.
- Still awaiting amendments to the CAD plan.

### **BOT COMMUNITY SURVEY**

The Board reviewed the results of the Community Survey and discussed reporting the results back to parents. Results to be included in the Term 4 newsletter. Andrew, Dave, Sarah and Lisa to decide what to include and draft up information for parents. Newsletter to be distributed 18 November. Dave, Sarah and Lisa to report back to staff Friday 15 November at morning tea.

### **END OF YEAR ORGANISATION**

- Graduation Dinner - 29 November - BOT to be represented by Darryl.
- Prizegivings - Junior & Senior 11 December - Darryl to speak at Yr 3-8 and Andrew to speak at Yr 0-2.
- Staff Gifts - Farmers vouchers to be organised by Sarah - \$50 for each staff member

## **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.
- **Preparation for next meeting** – No items discussed.
- **Meeting closed at 8.25 p.m.**

**NEXT MEETING: Wednesday 20 November 2019 at 6.00 pm Board Room.**

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**Signed: Chairperson**  
**Date**