

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

## ***Minutes of Meeting held on 12 December 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 20 November 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:**

- Nil

**Moved:** Sarah Herring

**Seconded:** Brandon Foster

4. **MONITORING:**

**Principal's Report**

The Principal's report was tabled by the Principal.

**Matters Arising:**

Nil

**Moved:** Mavis Glasgow

**Seconded:** Darryl Goldsack

**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:**

Nil

**Moved: Darryl Goldsack**

**Seconded: Andrew Maunder**

## **Financial Report**

Payments amounting to \$ 79667.06 were ratified and approved.

### **Matters Arising:**

\$30K transferred to cheque account to cover end of year accounts.

**Moved: Brandon Foster**

**Seconded: Darryl Goldsack**

## **5. GENERAL BUSINESS**

### **KELLY CLUB – BEFORE SCHOOL CARE**

Amila from Kelly Club spoke to the meeting regarding offering before school care to school families. Further paperwork would be required to be completed for the Ministry of Education. The Board offered opportunities to speak to parents at next year's BOT BBQ and junior EOTC dinner.

### **CURRICULUM REPORT – READING RECOVERY**

Lisa presented a report on Reading Recovery for 2019. Next year 4 children will be able to be on the programme at each time – 2 funded by MOE and 2 funded by BOT.

### **10Y PROPERTY PLAN UPDATE / SCHOOL INVESTMENT PACKAGE**

Ministry have announced a further \$194,733 for property maintenance for our school. Clarification is required from the Ministry regarding the funding as to whether this is in addition to the extra funding that had been communicated that was to come with the next 5YA.

CAD Plan has been completed.

Funding is available for the new Learning Support Co-ordinator position – further clarification is required from the Ministry regarding how much and how funding is to be spent.

### **KAHUI AKO UPDATE**

Mavis updated the Board on the Kahui Ako. Gary Sweeney from Pukekohe Intermediate is to be the new lead principal and would like an invitation to attend a Board meeting next year. Lisa Robertson to continue as our across school teacher while Lisa Goldsack will continue with TRLI and have a contestable role for the Kahui Ako.

Principal & BOT members have been invited to attend a course in Rangiriri on history of Tainui on 24 March 2020 from 11 a.m. Please let Mavis know if you would like to attend.

### **EFTPOS / CREDIT CARD / SCHOOL CELL PHONE**

A discussion took place regarding EFTPOS and Credit Card.

**Moved: "That the school Board of Trustees apply for an ASB Business Visa master card with a limit of \$2,000.00. Card holders' names to be Mavis Glasgow and Sarah Herring".**

**Moved: Brandon Foster**

**Seconded: Darryl Goldsack**

Policy regarding use of school credit cards to be written before cards are issued. Brandon and Glenis to complete forms.

Darryl to investigate cell phone for school.

**Moved: "That the school lease an Eftpos terminal".**

**Moved: Darryl Goldsack**

**Seconded: Andrew Maunder**

### **SCHOOL DONATIONS**

School donation amounts to remain same.

**Moved: "That the school donation remain at the current levels".**

**Moved: Mavis Glasgow**

**Seconded: Andrew Maunder**

### **MATHLETICS & TECHNOLOGY**

Amounts for these to remain unchanged.

### **APPOINTMENT RATIFICATION 2020**

Sue Brady has been appointed as .6 – two days each week in Piwakawaka and one day BT release in Titipounamu.

Fixed term position offered to Simone Shore for 2020 in a Year 5/6 class.

**Moved: "That the two teaching positions be ratified".**

**Moved: Mavis Glasgow**

**Seconded: Darry Goldsack**

### **SCHOOL FRIENDSHIP SEAT**

Sarah updated the Board on the friendship seat. Mavis to ask Monique from Kahui Ako regarding design pertaining to Tainui. Sarah to ask if plaque could be engraved in to seat – Mavis to investigate wording. Size to be 2 metres. Project to be completed by April 2020 ready for unveiling end of May.

### **SCHOOL VALUES ARTWORK**

Sarah presented 3 designs provided by graphic artist. A discussion took place regarding reworking the first and second designs. Sarah to contact artist with suggestions.

### **MEETING DATES FOR 2020**

Meeting night to remain as Wednesday.

First meeting scheduled for 12 February. Dates for rest of year to be agreed on at first meeting in 2020.

## **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 6.30 p.m.**

**NEXT MEETING: Thursday 12 February 2020 at 6.00 pm Board Room.**

**Signed: Chairperson**

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**Date**