

# BUCKLAND SCHOOL'S BOARD OF TRUSTEES

## Minutes of Meeting held on 28 July 2021 at 6.00 p.m.

**PRESENT:** Darryl Goldsack, Lisa Robertson, Mavis Glasgow, Dave Honiss, Sarah Herring, Andrew Maunder, Brandon Foster, Glenis Mills (Minute secretary)

**Karakia** - Mavis

**1. APOLOGIES: Nil**

**2. BOARD MOTIONS: Nil**

**3. ADMINISTRATION**

• **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 23 June 2021 were read to the meeting and signed as a true and correct record by Darryl Goldsack.

**Matters Arising:**

- Parent request to put advertising sign on school front fence - design was rejected. Darryl to advise parent and suggest a new design be put forward.
- Playground was not water blasted last school holidays - caretaker to make this a priority. Painting to take place once this has been completed.
- Darryl to get quotes for safety tread for uncovered flat decks, steps and ramps.
- Petty cash to be raised to \$300.
- Andrew has designed a new Meeting Analysis form - will be placed on the Board Google Drive.
- Board Personal Development/Learning - will commence after the school policies have been completed.

**Moved: Seconded: Darryl Goldsack      Seconded: Dave Honiss**

• **Correspondence**

The correspondence was read to the meeting by Sarah Herring.

**Matters Arising:**

- Mavis spoke regarding the staffing entitlement and Operations Grant for 2021 and the implications for 2022.
- Discussion took place regarding an out of zone application for two children. Mavis to advise parent to put in ballot application and Board to review after ballot has been completed.

**Moved: Sarah Herring**

**Seconded: Brandon Foster**

**4. MONITORING:**

**Principal's Report**

The Principal's report was tabled by the Principal.

**Matters Arising:**

Mid Year curriculum analysis was presented at end of meeting and will be discussed further at next meeting.

**Moved: Mavis Glasgow**

**Seconded: Sarah Herring**

### **Health & Safety Report**

The Health & Safety Report was tabled by Darryl Goldsack

#### **Matters Arising:**

- Nil

**Moved: Darryl Goldsack**

**Seconded: Dave Honiss**

### **Financial Report**

Payments amounting to \$96,343.16 were ratified and approved.

#### **Matters Arising:**

- Financial audit still not completed. Auditors have not replied to several Principal's emails, a further follow-up phone call will take place this week.

**Moved: Brandon Foster**

**Seconded: Dave Honiss**

## **5. GENERAL BUSINESS**

### **Curriculum Report - Digital Technology**

- Lisa presented the Digital Technology report on behalf of Matthew Taylor. Mavis to promote BYOD in the school newsletter each term.

### **SchoolDocs & Policy Review**

- Sarah created a spreadsheet of the policies and then recorded changes to be made as a discussion of each policy took place.
- Changes to be made to policies by Friday 6 August then to be sent back to SchoolDocs.

### **LSC Report**

- Mavis presented the Learning Support Co-ordinator's Report on behalf of Charlotte Tildesley.

### **Property Issues**

- A discussion took place regarding seating for the new library deck. Request to be made to Brenda Roberts regarding seating on the deck.
- Suggested meeting date with Brenda Roberts from Ministry of Education Friday 6 August at 3pm. Mavis to contact Brenda, alternative day 5 August at 3pm. Mavis to advise members when date and time is confirmed.
- Tenders have been supplied by the Project Manager for the staffroom extension. Tenders are more than the funds allocated. Darryl to request more in depth information from the Project Manager. Discussion to be held with Brenda Roberts regarding the best way to proceed.

## **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.  
Please ensure the time tracking sheet is completed.

**7. MEETING CLOSURE**

- **Evaluation** – Andrew to be asked to email the new evaluation forms to each Board member so they can be completed for this meeting.
- **Meeting closed at 8.45 pm**

**NEXT MEETING: Wednesday 18 August 2021 at 6.00 pm Board Room.**

W. A. Glasgow Signed: ~~Chairperson~~ *Presiding Member for this meeting*  
18 August 2021 Date

