

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 14 March 2018 at 6.00 p.m.

PRESENT: Mavis Glasgow, Lisa Robertson, Liz Roozendaal, Hannah McCarthy, Andrew Foote

APOLOGIES: Andrew Tautari, Darryl Goldsack

1. BOARD MOTIONS:

Nil

2. MONITORING:

a. Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:

- Kapa Haka will recommence beginning of Term 2.
- Lockdown exercise was very successful. Wade Harrison congratulated staff and children on how well it went.
- ICT contacts have been re-signed with Years 3-8 students.
- NZEI paid union meeting on 26 March.
- Charter and Strategic Plan have been sent to the Ministry.

Moved: Mavis Glasgow

Seconded: Lisa Robertson

b. Staff Report

The Staff Report was tabled by Lisa Robertson

Matters Arising:

- Information to be provided to parents regarding expectations of writing later in the year.
- ALL advisers will be in school next week.
- Lisa tabled and spoke to the Mathematics Report compiled by Dale Machin.

Moved: Lisa Robertson

Seconded: Hannah McCarthy

c. Health & Safety Report

The Health & Safety Report was tabled by Mavis Glasgow. All jobs were up to date. Counties Locksmiths are coming in to change some locks to allow teachers during a lockdown to lock the classrooms from the inside.

Matters Arising:

The Board requested that the senior playground be closed again until the tree (which lost a branch last month, which had been cleared) was removed.

Moved: Mavis Glasgow

Seconded: Lisa Robertson

d. Financial Report

Payments amounting to \$177114.19 were ratified.

Matters Arising:

Nil

Moved: Andrew Foote

Seconded: Mavis Glasgow

4. GENERAL BUSINESS

STAFF CLIMATE SURVEY 2018

Hannah spoke about the timing of the Staff Climate Survey. It was decided not to put it out until mid August.

SCHOOL LOGO

A discussion took place regarding the school logo. It was decided to consult with the students and report back to the Board.

COMMUNITY SURVEY

The 2017 Community Survey was tabled and the results were discussed. Liz to draft feedback for the community and staff. Hannah, Lisa and Angela Lindgreen to review. Results to be fed back 26 March.

PROPERTY – SIGN/BUILDING PROJECT

- Hannah read report by Darryl Goldsack. Quotes have been received for poles for the LED sign. It was decided to purchase galvanised poles. Darryl to proceed with this.
- Franklin Trees to be phoned regarding the removal of the tree from the senior playground

Moved: "That the quote for \$1421.00 + GST from Franklin Tree Services be accepted".

Moved: Hannah McCarthy

Seconded: Andrew Foote

ORGANISATION OF SCHOOL FOR TERM 2

Angela Lindgreen was only applicant for the Acting Principal role for Term 2. Ann Cottle has agreed to do the SENCO role during term 2. Joh Twomey will do one further day in term 2 for CRT. Pauline Brown also to work with staff during Principal absence.

BOT ANNUAL PLAN

Mavis tabled the Board of Trustees Annual Planning/Review calendar. Board members are welcome to add to this on Board Google site.

BOARD IDEAS FOR PTA FUNDS

The PTA would like feedback on ideas for donations to the school.

Interactive whiteboards

New shed for discovery time equipment

More seating for students

Defibrillator

MEETING ACTION PLAN

Meeting Action Plan was reviewed.

5. ADMINISTRATION

- **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 14 February 2018 were taken as read and signed as a true and correct record by Hannah McCarthy.

Matters Arising: Nil

Moved: Hannah McCarthy

Seconded: Mavis Glasgow

- **Correspondence**

The correspondence was read to the meeting by Mavis Glasgow.

Matters Arising:

Letter from out of zone parent regarding enrolment. House being built in zone but will not be completed before child turns 5. Board decided to accept child. Mavis to advise parents.

Board agreed to fund flu injections. Staff to be reimbursed on providing a receipt from doctor.

Moved: Mavis Glasgow

Seconded: Hannah McCarthy

6. MEETING CLOSURE

- **Evaluation** – Members to complete evaluations, return to Andrew T for analysis.
- **Preparation for next meeting** – no items discussed.
- **Meeting closed at 8.37 p.m.**

NEXT MEETING: April 11 2018 at 6.00 pm in the School Boardroom

Signed: Chairperson