

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 7 November 2018 at 6.00 p.m.

PRESENT: Hannah McCarthy, Lisa Robertson, Dave Honiss,
Mavis Glasgow, Darryl Goldsack

APOLOGIES: Andrew Tautari, Liz Roozendaal, Glenis Mills (minute secretary)

1. BOARD MOTIONS: Nil

2. MONITORING:

a. Principal's Report

The Principal's report was tabled by the Principal.

Matters Arising:
Nil

Moved: Mavis Glasgow

Seconded: Hannah McCarthy

b. Staff Report

The Staff Report was tabled by Lisa Robertson.

Matters Arising:
• Nil

Moved: Lisa Robertson

Seconded: Mavis Glasgow

c. Health & Safety Report

The Health & Safety Report was tabled by Mavis Glasgow. Health & Safety book was up to date.

Matters Arising:
Nil

Moved: Mavis Glasgow

Seconded: Lisa Robertson

d. Financial Report

Mavis presented the financial report. Payments amounting to \$8937.28 were ratified.

Moved: Mavis Glasgow

Seconded: Dave Honiss

Matters Arising:

ASSET IMPAIRMENT REPORT

Moved: "The Board minutes that the assets show no visual impairment. Damaged and unusable items have been written off the asset register".

Moved: Mavis Glasgow

Seconded: Dave Honiss

4. GENERAL BUSINESS

Bible in School Survey - 42% return which didn't reach the identified threshold. Board will review again in 3 years. Mavis to report back in newsletter that the BOT will continue with Bible in Schools programme. BOT newsletter to include the break down of the 42% of returns.

Moved: Hannah McCarthy

Seconded: Dave Honiss

Strike: School to close on Monday 12 November. Mavis to notify school community when confirmation from NZEI arrives.

Staffing: Resignation letters from Dale Machin and June Lockyer received. Selection committee recommends the appointment of Zara Wright to a permanent position beginning 2019. Zara applied and was interviewed during last selection round. BOT approved this appointment. A morning tea for Dale to be arranged and school community invited for Friday 7 December at 10 a.m.

Literacy Report - Lisa shared and discussed a Literacy report including ALL & Writing focus for the year.

Sabbatical on Transition – Mavis shared her Sabbatical report on Transition, findings and next steps for the school and implications for the Kahui Ako schools.

Prizegiving: Wednesday 12 Dec – Years 0 – 2 - 1:30pm Dave to represent the Board
Years 3 – 8 - 6:00pm Hannah to represent the Board

Year 8 Graduation Dinner - 30 November – Darryl to represent the Board.

Camp discussion 2019 – Changes decided on by staff: Yrs 1-2 will have a 3 day EOTC activities with no sleepover, Yr 3-4 - 2 days one night sleepover. Yr 5- 3 days/two nights. Yr 6 & 7 - 5 days 4 nights Yr 8's week long camp.

Moved: Mavis Glasgow

Seconded: Hannah McCarthy

5YA PROPERTY PLAN – NEXT PROJECTS

Darryl looked at Asbestos Management Proposal from Watershed. Darryl to question some areas of quote.

Remaining 5YA Projects – Block 2 and Block 4 roofing – suggestion that work take place April 2019 holidays.

Moved: "That the roofing be scheduled for the April 2019 holidays subject to Darryl agreeing"

Moved: Mavis Glasgow

Seconded: Dave Honiss

CHURCH REMOVAL UPDATE

Mavis talked to Brenda about Church update and next steps. Still no contact from Church. Mavis to investigate.

GROUP PHOTO

As two members were absent this did not take place.

MEETING ACTION PLAN

5. ADMINISTRATION

- **Action Plan –**
- **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 17 October 2018 were taken as read and signed as a true and correct record by Hannah McCarthy.

Matters Arising: Nil

Moved: Hannah McCarthy **Seconded:** Darryl Goldsack

- **Correspondence**

The correspondence was read to the meeting by Hannah McCarthy
Kelly Sports Paul Jamieson would like to speak to BOT regarding and After school care programme in 2019. Mavis to invite him to a meeting early in 2019 and also offer a return meeting for Kids After School who had visited in 2017.
Hannah has replied to Dale Machin and will reply to June Lockyer

Matters Arising: Nil

- **December BOT newsletter** going out 3 December Lisa and Dave to organise

6. MEETING CLOSURE

- **Evaluation –** Members to complete evaluations, return to Andrew T for analysis.
- **Preparation for next meeting –** All to look at 2018 Strategic plan Up date: 'Completed' and 'To be completed' actions in BOT Action plan.

Meeting Closed: 8.25p.m.

NEXT MEETING: Wednesday 5 December 2018 at 6.00 pm in the School Boardroom

Signed: Chairperson