

BUCKLAND SCHOOL'S BOARD OF TRUSTEES

Minutes of Meeting held on 5 December 2018 at 6.00 p.m.

PRESENT: Hannah McCarthy, Lisa Robertson, Dave Honiss, Mavis Glasgow,
Liz Roozendaal

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:

Gifts vouchers and cards to be purchased at Farmers for the staff end of year gifts. Hannah to organise.

Moved: Mavis Glasgow

Seconded: Hannah McCarthy

b. Staff Report

The Staff Report was tabled by Lisa Robertson.

Matters Arising:

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: Liz Roozendaal

d. Financial Report

Mavis presented the financial report. Payments amounting to \$40,436.56 were ratified.

Moved: Mavis Glasgow

Seconded: Hannah McCarthy

Matters Arising:

Moved: "That all creditors received before the end of term be paid. That any invoices requiring payment prior to the next meeting be paid."

Moved: Mavis Glasgow

Seconded: Hannah McCarthy

Funds to be moved from the business saver account to cover end of year creditors and holiday payments.

4. GENERAL BUSINESS

Reading Recovery Report

Lisa presented the Reading Recovery Report for 2018. A graph was presented showing the progress made by children on reading recovery this year.

Strategic Plan/Charter Contributions/Thoughts for Next Year

Strategic Plan and Charter to be worked on during the school holidays. Mavis to investigate whether there is a new format for 2019. A discussion took place regarding programmes for next year.

Board Elections 2019

Board elections to take place in June 2019. A discussion took place regarding a community meeting outlining the role of the Board and possible meet and greet for prospective candidates. Email conversation to take place regarding whether members will be standing for election next year. Time line for election to be formulated early in 2019.

Meeting Dates for Term One 2019

Dates were set as follows:

Tuesday 12 February

Wednesday 21 March

Wednesday 10 April

Wednesday 22 May

Wednesday 26 June

Kelly Sport and Kids After School representatives to be invited to meeting on 12 February.

Group Photo

As apologies were received from two members this did not take place.

Meeting Action Plan

The action plan was reviewed. Hannah to update on google docs.

5. ADMINISTRATION

- **Confirmation of Minutes from Previous meeting**

The Minutes of the last meeting held on 7 November 2018 were taken as read and signed as a true and correct record by Hannah McCarthy.

Matters Arising: Nil

Moved: Hannah McCarthy

Seconded: Lisa Robertson

- **Table Capability Plus report for SLT Appraisals**

Reports have been received and they will be filed in the personnel folder.

- **Correspondence**

The Contact Energy contract was discussed.

Moved: "That the contract offered by Contact Energy be accepted".

Moved: Hannah McCarthy

Seconded: Dave Honiss

Letter from out of zone parents was tabled regarding an out of zone enrolment.

Moved: "That the Board accepts the application for the out of zone student".

Moved: Liz Roozendaal

Seconded: Mavis Glasgow

6. MEETING CLOSURE

- **Evaluation** – Due to server problems evaluation forms were not able to be circulated.
- **Preparation for next meeting** –

Moved: "That Board moved in to committee to protect the privacy of individuals".

Moved: Hannah McCarthy

Seconded: Lisa Robertson

The Board moved in to Committee at 7.40pm.

The Board moved out of Committee at 7.55p.m.

Meeting Closed: 7.55p.m.

NEXT MEETING: Tuesday 12 February 2019 at 6.00 pm in the School Boardroom

Signed: Chairperson