

**MINUTES OF THE BOARD OF TRUSTEES MEETING  
HOUGHTON VALLEY SCHOOL  
WEDNESDAY 13 JULY 2011**

**1 Welcome and Apologies**

Present: Barry Schon (Principal), Juliet Mollan, Ross Pickard (Chair), Oliver Valins, Susan Langston, Adele Murray

Absent: Sarah Fussell-Quarmby

**2 Minutes of the previous meeting and matters arising**

2.1 Barry moved that the minutes of 22 June 2011 meeting be approved. Seconded by Juliet. Resolution accepted.

2.2 Action points from previous meeting:

<b>Action points from the previous meeting</b>		
Barry / Ross	Barry to write draft copy for Ross.	Still to do
Barry	Quoting via Ashby's for re bracing Rms 1&2, install new window Rm4, fix leak in main block.	parked
Barry	Update on purchasing of replacement computers and building of computer bench tops.	Four quotes received. Cyclone computers purchased
Barry	Additional earthquake strengthening report specifying remedial work, design and building costs to complete work.	WIP
Barry	Outcome of new entrant teacher interviews (30 June) for term 3 & 4.	Lizzy Luman appointed
Barry	School charter draft follow up. Copy of staff/parent/child responses to be entered onto website.	WIP

**3 Chairperson's report**

3.1 No outstanding activities

**4 Correspondence**

4.1 Correspondence was tabled as follows

- Response to enrolment scheme
- STA newsletter
- Education Gazettes

**5 Finance**

5.1 As this meeting is held earlier than usual in the month, there is no financial statements to present. The February-July BOT payments have been processed today.

- 5.2 The Board thanked the Home and School for the \$10,000 donation towards funding the Librarian. Barry suggested the bi-annual \$2,000 grant from McCarthy Trust could be allocated to librarian this year.
- 5.3 Revised budget: Barry tabled the revised budget, noting that further to discussions with the Accountant, the operational grant income figure be changed from \$220,000 to \$217,000. Susan moved that the revised budget be approved. Seconded by Ross.

## **6 After school care**

- 6.1 Going well. Kate Fitzroy has settled in well.

## **7 Property**

- 7.1 Classroom space: no progress to date.
- 7.2 Earthquake strengthening – MOE to send own engineer to write a report.
- 7.3 Renovation progress on toilets in main block is progressing well. The builders have been very accommodating. Barry asked for approval for some extra work to be done while the builders are on site, namely fixing a leak near the toilets, an extra urinal, two extra electrical outlets and a heater in the spare/sick room. A site meeting is to be held today and Barry will send out an email to the Board for approval once costings have been obtained.

## **8 Curriculum and Achievement**

- 8.1 Remedial and extension, SEG Use Report. To be re-submitted at the next meeting.
- 8.2 The July roll return was tabled.
- 8.3 Attendance register was tabled. Barry noted that moving to electronic reporting had proved to be very efficient and was working well.

## **9 Principal's report**

- 9.1 The principal's report was tabled.
- 9.2 It was suggested that Barry consider the next step required in his professional development.

## **10 NAG 2: Documentation and Self Review**

- 10.1 Charter. A draft charter was tabled which the Board went through in detail. Barry is to make the suggested changes, share with the teachers and then send back out to the Board. Once the Board is happy with the draft it will be put on the school website for feedback.
- 10.2 Disaster Management procedure was tabled and it was agreed that a disaster management pamphlet be written and sent home to families.

## **11 NAG 3: Employer Responsibilities**

- 11.1 The Board ratified the appointment of Lizzy Luman for terms 3 and 4 2011. Moved by Ross and seconded by Oliver.

## **12 NAG 4: Finance and Property**

## **13 NAG 5: Health and Safety**

- 13.1 A Health and Safety report was tabled.

## **14 NAG 6: Administration**

- 14.1 Enrolment Zone. The Board agreed not to accept any out of zone enrolments for the rest of the year. Moved by Barry and seconded by Juliet.
- 14.2 A proposed flyer regarding future enrolments was tabled. Barry to reword parts of the flyer and email to Board.
- 15 **General**
- 15.1 Principal's appraisal. The first round will start next term.
- 15.2 The Board noted its appreciation to the children and teachers for a fantastic art exhibition last week.
- 15.3 Juliet indicated that she will be stepping down from the Board at the end of the year.
- 15.4 The next BOT meeting – Wednesday 17 August 2011.

<b>Action points from meeting</b>	
Barry	Provide costings to Board of extra renovation work to be done.
Barry	Resubmit remedial and extension, SEG Use Report at next meeting
Barry	Consider next steps in his professional development
Barry	Complete draft charter
Barry	Write a disaster management pamphlet
Barry	Reword flyer regarding future enrolments and email to Board

Meeting ended at 9.10 pm

Signed

\_\_\_\_\_  
 Ross Pickard, Chair, Board of Trustees