

Richmond Road School
Board of Trustees Meeting Minutes – 17 August 2009

1. OPENING:

MANUHIRI (Guests)

Present: Ewen Mackenzie-Bowie (Chair) Tina Barclay (Secretary), Jo Okesene, Dan Salmon, Annie Hogan, Nerra Lealiifano (Staf Trustee), Stephanie Anich (Principal), Heather Rewiri (Deputy Principal), Fionna Bell (Parent), Feeonaa Wall (Parent), Helen Rattray (Grandparent).

a) Welcome

b) Apologies: Shelley Ruha

b) Quorum: Met

c) Ratification of the agenda: Ratified

d) Declarations of interest: None

e) Approval of previous minutes:

Motion: That the minutes (version 4) of the last meeting of the BOT on the 27th July 2009 be adopted as true and correct record of the meeting.

Moved: Tina

Seconded: Annie

Carried: Unanimously

f) Matters arising from previous minutes (not otherwise on the agenda):

- ESOL report from Judith
- Child absentee report
- Information for future camps
- Table Charter for approval
- Reivew of current progress against Charter Annual Plan and ERO Action Plan
- Student Achievement Reports
- Advertise MIM numbers (minor variation) in the local newspaper

2. COMMITTEE REPORTS

a) Strategic Planning

No report. No discussion.

b) Finance

Financial Report for July, Production Budget

The main points raised were:

- In a relatively good financial position. Still rely heavily on parent donations and fundraising.

c) Policy

No report. No discussion.

d) **Property**
No report. No discussion.

e) **Personnel**
No report. No discussion.

3. **MONITORING**

a) **Strategic goals**
No report. No discussion.

b) **Principal's Report**

1. **Student Achievement and Engagement (NAG1)**
Nothing to report. No discussion.

2. **Plans & Policies.**

Motion: That the board approve the approximate numbers of spaces in the special programmes for 2010:

- Te Whanau Whariki (Maori) Year 0-2: 18 spaces
- Mua i Mala (Samoan) Year 0-2 & 5: 18 spaces
- L'Archipel (French) Year 0-2: 17 spaces
- Kiwi Connection: 0 spaces for out of zone students.

Moved: Tina **Seconded:** Jo **Carried:** Unanimously

3. **Employment (NAG3)**
No discussion

4. **Asset Management (NAG 4)**

a) **Grant Applications**

The main points raised were

- Grant for sports trolley was successful (\$3,200).
- Grant to Youthtown for reading books to be approved.

Motion: That the board pass a resolution to apply to Youthtown for a donation of \$4000 for reading books and teacher support material.

Moved: Jo **Seconded:** Nerra **Carried:** Unanimously

b) **School Audit**

The main points raised were

- Hayes Knight have been recommended by Leading Edge

Motion: That the board appoint Hayes Knight as our auditors for the period 2009-2011.
Moved: Ewen **Carried:** Unanimously

c) Budget/Staffing

Motion: That the board extend the Learning Assistants' employment contracts until the end of the year.
Moved: Ewen **Carried:** Unanimously

5. School Climate and Environment (NAG 5)

Earthquake Drill

The main points raised were:

- Successful earthquake drill carried out on 3rd August 2009.

6. Compliance (NAG 6)

ERO Review

The main points raised were:

- Team of 3 booked to come in term 4 – date to be advised.

7. Community Consultation and Reporting (NAG 3)

The main points raised were:

- Suggested that additional questions should be asked of children regarding their suggestions on property development for the school.

4. ADMINISTRATION

- Correspondence In - attachment
- Correspondence Out – attachment

The main points raised were:

- The board approve leave without pay for Nerra Lealiifano from 12th October to 19th October 2009.
- The board approve maternity leave for Vanessa Lisowski starting Thursday 4th February 2010.
- The board accepted the resignation from Jess Williams.
- Additional email from FRENZ regarding Flam grant money toward hall project. Amount of funding to be confirmed. Ewen to reply.
- Ewen tabled thankyou letter to His Excellency, the Govenor General.

5. ADDITIONAL AGENDA ITEMS

a) Succession Planning

No action. The Board decided there was no longer a need to co-opt additional board members to aid succession planning.

6. IDENTIFY AGENDA ITEMS FOR NEXT MEETING

- ESOL report from Judith
- Child absentee report
- Information for future camps
- Table Charter for approval
- Reivew of current progress against Charter Annual Goal and ERO action
- Student achievement report
- Advertise MIM numbers in the local newspaper

7. IN COMMITTEE

No.

8. EVALUATION OF MEETING

An effective meeting.

Meeting Closed: 7:10pm

Next meeting: 21st September 2009, 6pm

Action	Personnel	Due date
Board newsletter outlining need for donations, fundraising and outcome on decision for renewing contracts for learning assistants.	Ewen	asap
Letter of regret to Jess	Steph/Board	asap
Ewen to reply to FRENZ letter re funding	Ewen	asap
Steph to talk to Douglas Harre at MOE re ICT plan	Steph	Next meeting