

**Richmond Road School  
Board of Trustees Meeting Minutes – 23<sup>rd</sup> March 2009**

**1. OPENING**

**Present:** Ewen Mackenzie-Bowie (Chair) Tina Barclay (Secretary), Jo Okesene, Dan Salmon, Shelley Ruha (arrived at 6:20pm), Stephanie Anich (Principal)

**Manuhiri (Guests):** Heather Rewiri (Deputy Principal), Brendon Madden-Smith (parent)

a) **Apologies:** Nerra Lealiifano (Staff Trustee)

b) **Quorum:** Met

c) **Ratification of the agenda:** Ratified

d) **Declarations of interest:** none

e) **Approval of previous minutes:**

**Motion 1e:** That the minutes (version 3) of the last meeting of the BOT on the 19 February 2009 be adopted as true and correct record of the meeting with a correction to wording on page. 4 under Motion 6.b.3.2 bullet 1. in 'the main points raised were: ... Delete words "and they are or will be funded through FRENZ or MLP".

**Moved:** Jo

**Seconded:** Dan

**Carried:** Unanimously

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

The main points raised were

- Ewen has written to FRENZ regarding a possible contribution and they will reply after their next committee meeting
- Ross Lamb has been contacted but hasn't reported back yet on Special Character Status.

**Motion:** That the Board grant Heather speaking rights by invitation until the end of the current board's term.

**Moved:** Ewen

**Carried:** Unanimously

**2. COMMITTEE REPORTS**

a) **Strategic Planning**

i) **Succession planning (BOT)**

The main points raised were:

- Ewen had contacted NZSTA – there are three options when replacing a trustee: do nothing, appoint an individual or hold a by-election for someone to take the position for the duration of the current board's term.

**Motion 2.a.i:** That the Board organise a by-election to replace Katerina as a Board of Trustee and that the Board request Cathy Iele to act as returning officer for the election.

**Moved:** Dan

**Seconded:** Jo

**Carried:** Unanimously

## ii) Charter

The main points raised were

- Draft Strategic Plan tabled
- AIM HIGH – requires translations in Maori, Samoan & French.
- Present final draft charter and strategic plan to the community for questions and feedback - date set for community meeting is Monday 4<sup>th</sup> May 2009
- notice in the newsletter that copies of the strategic plan are available from office or on the website from now and copies of the annual plan and achievement targets will be available from the 27<sup>th</sup> April 2009.

## iii) Establishing a PTA

The main points raised were:

- Suggestion to start a PTA has come from a group of parents
- A group that focuses on parents and community building, and some fundraising
- PTA standard guidelines available
- Notice in board newsletter and weekly newsletter asking for parents' views to establish a schoolwide parent association.

## b) Finance

### i) February Financials

**Motion 2.b.i:** That the Board approve the February Financial Statements.

**Moved:** Shelley

**Seconded:** Jo

**Carried:** Unanimously

### ii) 2008 Annual Accounts

The main points raised were

- The loss on disposal of equipment was explained – main 'write-off' was the swimming pool.

**Motion 2.b.ii:** That the Board approve the 2008 Annual Report and Financial Statements to be presented for audit.

**Moved:** Shelley

**Seconded:** Jo

**Carried:** Unanimously

## c) Policy

### i) Homework Policy

**Motion 2.c.i:** That the Board approve the Homework Policy

**Moved:** Tina

**Seconded:** Dan

**Carried:** Unanimously

## d) Property

- i) Hall
- ii) Dental Clinic
- iii) Use of new prefab/classroom space
- iv) ICT cabling

The main points raised were:

- The information regarding the use of SPG funds will be referred to the Property Committee who will then make a recommendation to the Board regarding the Hall at the next meeting
- Steph will chase up the deposit and confirmation for date of removal of the dental clinic
- The new classroom space will be used as the school management determine best meets the needs of the school, and could be used as an additional teaching space for groups (e.g. music lessons, reading, art etc), or an additional new entrant class for Kiwi Connection, as deemed necessary by numbers and funding.
- Two quotes tabled for ICT cabling – need to confirm that these meet the requirements identified in the strategic plan

### 3. MONITORING

#### a) Strategic goals

The main points raised were:

- **No discussion**

#### b) Principal's Report

##### 1. Student Achievement and Engagement (NAG1)

The main points raised were

- Very successful camp – Ewen will acknowledge the teachers.

##### 2. Plans & Policies

**Motion 3.b.2.i:** That the board approve the use of the space outside Ruma 14 to develop veggie gardens / worm farms.

**Moved:** Dan

**Seconded:** Shelley

**Carried:** Unanimously

**Motion 3.b.2.ii:** That the board approve the approximate number of spaces in the April 2009 enrolment period as follows:

**Samoan Years 1 & 2** – 1 space (approx)

**French Year 1** – 1 space (approx)

**Maori – Year 1** – 2 spaces (approx)

**Moved:** Ewen

**Carried:** Unanimously

**3. Employment (NAG3)**

The main points raised were

- three Teacher Professional Development Programme booklets tabled.

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

The main points raised were:

- The March Roll Return was tabled.
- The 10-Year Property Plan has been reviewed.

**5. School Climate and Environment (NAG 5)**

**Security**

The main points raised were

- Possible upgrade to security system could be included in new infrastructure plan

**6. Compliance (NAG 6)**

**Fire Drill**

The main points raised were

- Successfully completed on Friday 13<sup>th</sup> March

**7. Community Consultation and Reporting (NAG 3)**

- PTA - Discussion notes under 2. Committee Reports

**4. ADMINISTRATION**

- a) Correspondence In - Attachment
- b) Correspondence Out

The main points raised were:

- Ewen to respond to Ropu 2 letter.

**5. IDENTIFY AGENDA ITEMS FOR NEXT MEETING**

No discussion

**6. IN COMMITTEE**

Nil

**7. EVALUATION OF MEETING**

**Comments on meeting procedures and outcome**

The main points raised were:

No discussion

**Meeting Closed:** 8:30 pm

**Next meeting:** 25<sup>th</sup> May 2009, 6pm

<b>Action</b>	<b>Personnel</b>	<b>Due date</b>
Determine timeline and dates for the election of Katerina's replacement	Ewen	ASAP
AIM HIGH – to be translated into Maori, Samoan & French	Tina, Jo, Ewen	End of Term 1
BOT newsletter	Ewen	asap
Notice in board & school weekly newsletter asking for parent input for a schoolwide parent association	Steph & Ewen	Next newsletter
Steph to ask Andrew to explain loss on disposal of equipment	Steph	
Find out if there is a time frame to use the SPG funding	Property Committee	ASAP
To chase deposit for dental clinic and removal date	Steph	ASAP
To contact Tony Gibbs – Tyco (top down requirements)	Steph, Jo, Nerra	By next meeting
Acknowledgement to teachers who organised and ran the camp	Ewen	ASAP
Respond to Kiwi Connection letter	Ewen	ASAP