

Richmond Road School
Board of Trustees Meeting minutes – 25 May 2009

1. OPENING

MANUHIRI (Guests)

Present: Ewen Mackenzie-Bowie (Chair) Tina Barclay (Secretary), Jo Okesene, Dan Salmon, Stephanie Anich (Principal)

Jo left 7:10pm.

Guests: Heather Rewiri (Deputy Principal), Adrienne Bell (Parent), Mikaere Curtis (Parent)

a) **Apologies:** Shelley Ruha, Nerra Lealifano

b) **Quorum:** Met

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

d) **Declarations of interest:** None

e) **Approval of previous minutes:**

The main points raised were:

- Discussion about Property point 2d, bullet 3, added to minutes, delete the words, 'the school management determine'.
- Change 1e from 19th February to 16th February.

Motion: That the minutes (version 3) of the last meeting of the BOT on the 23 March 2009, with the above two changes, be adopted as true and correct record of the meeting.

Moved: Dan **Seconded:** Tina **Carried:** Unanimously

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

The main points raised were:

- Continue action re: Special Character Status
- Tina raised the question why Suzie-Jo believed numbers were at 70, when believed numbers to be at 81 as previously moved and applied for by the BOT.
- Tina mentioned MOE letter in response to BOT: change of enrolment variation re: Mua I Malae and Te Whanau Whariki numbers.
- MOE said numbers needed to be advertised.
- Tina to send copy of MOE letter to Steph.
- Steph to follow up with MOE on necessary action. .
- Motion 5b in the Minutes of 16th February 2009, - reference to draft budget is correct. It is no longer draft after it is approved.

Motion: Nil

Adrienne Bell – BOT-approved speaking rights:

- Son has developmental delay. Having a learning assistant allowed him to go on camp. Huge for him and our family to enable him to sleep away. If he doesn't have 1:1 support in the classroom the teacher would have to ignore him or ignore the class. Is there an alternative to teacher aides being the thing to prune out of the budget? Teacher aides are busy all the time. Have changed to Automatic Payments - \$9 a week for two children, which makes paying easier. I would like people who have not paid their donations to be phoned.

BOT response:

- Thank you. We are well aware of the value of teacher aides;
- Little apart from teacher aides to prune;
- Phoning and many other strategies to raise donations are illegal.

2. COMMITTEE REPORTS

a) **Strategic Planning** – Nil (refer 4a)

b) **Finance**

- March Financial Reports
- April Financial Reports
- Learning Assistants

The main points raised were

- the income from donations already received, if projected on last year's collection profile, means that we would achieve our budgeted target.

Motion: That the learning assistants' contracts are extended until the end of term 3.

Moved: Tina

Seconded: Jo

Carried: Unanimously

Motion: That the board approve the March and April Financial Reports

Moved: Jo

Seconded: Ewen

Carried: Unanimously

c) **Policy**

- Policy Review Process

The main points raised were

- Discussion around reducing policies of 125+ to a smaller number for practical review purposes ie 125+ policies means BOT reviews approx 5 policies per meeting over 3 years - unworkable. A policy framework discussed to solve the problem.
- A policy framework covering the necessary NAGS is better than an ad hoc approach to adding a new policy when needed.
- Policy committee to meet to discuss policy framework. Mikaere to email previously developed Policy Framework.

Motion: Nil

d) **Property**

- Dental Clinic/New Classroom
- Hall

The main points raised were

- Need to follow up with purchaser (dental clinic) regarding invoice and removal. Give until 1st June to pay and remove. If not, put it back on TradeMe.
- Use Dave Power for review of 10YP unless MOE guidelines require a different process, so a more informed decision about the funding of a hall can be made.

Motion: That the board review the 10 Year Property Plan according to Ministry of Education guidelines.

Moved: Ewen

Carried: Unanimously

3. MONITORING

a) Strategic goals – verbal report

The main points raised were

- Good progress being made against the annual goals.

b) Principal's Report

1. Student Achievement and Engagement (NAG1)

The main points raised were

- Nil

2. Plans & Policies

The main points raised were

- The length of time it takes to review policies and procedures
- See above

3. Employment (NAG3)

The main points raised were

- The motions below were discussed.

Motion: That the board approve Suzie-Jo's Teachers' Study Award application

Moved: Tina **Seconded:** Dan

Carried: Unanimously

Motion: That the board accept Ben's resignation

Moved: Ewen

Carried: Unanimously

Motion: That the board approve the leave for Tu, Chris and Theresa

Moved: Dan **Seconded:** Tina

Carried: Unanimously

4. Asset Management (NAG 4)

a) Grant application for Sports Equipment

The main points raised were:

- Nil

b) 125th Jubilee

The main points raised were:

- Discussion about what has been achieved so far

c) Fundraising

The main points raised were:

- Discussed a number of events that were likely to happen, but generally will raise minor income. Too hard to predict at this stage if we will meet budget.
- Board agreed that the principal approach Angie TuiSamoa to coordinate Art With Love fundraising again this year.

Motion: That an application be made to Infinity Foundation Ltd for a donation for a Sports Trolley for \$3600.00.

Moved: Dan **Seconded:** Tina **Carried:** Unanimously

Motion: That the board approve expenses related to the advertising and hiring of a venue for the school production and jubilee/reunion.

Moved: Ewen **Carried:** Unanimously

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

The main points raised were

- Nil

6. **Compliance (NAG 6)**

The main points raised were

- Nil

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

The main points raised were

- Nil

4. **ADMINISTRATION**

a) Correspondence In

b) Correspondence Out

The main points raised were

- Ewen to write a letter to the Mt Albert School Board of Trustees in support of the A'oga Fa'a Samoa establishing a A'oga on their grounds.
- Discussion about the NZSTA remit. Decided not to participate.
- Ewen to write a letter to the MOE about his dissatisfaction with their consultation process about reporting to parents and national standards.

5. IDENTIFY AGENDA ITEMS FOR NEXT MEETING

Nil

6. IN COMMITTEE

No

7. EVALUATION OF MEETING**Comments on meeting procedures and outcome**

No discussion

Meeting Closed: 7:59pm**Next meeting:** Monday 27th July 2009, 6pm

| Action | Personnel | Due date |
|---|------------------|-----------------|
| Continue to pursue Special Character Status | Steph | Ongoing |
| Find letter from MOE re: Mua i Malae numbers | Tina | ASAP |
| To find out the process for reviewing 10YP and get started | Steph | ASAP |
| Follow up with Dental Clinic | Steph | ASAP |
| Ask Angie TuiSamoa to continue as Art With Love Coordinator | Steph | ASAP |
| Complete Sports Grant Application | Steph | ASAP |
| Letter to Mt Albert Primary – supporting A’oga | Ewen | ASAP |
| Find copy of letter re change in enrolment scheme and send to Steph | Tina | ASAP |
| Letter to MOE re: consultation process | Ewen | ASAP |
| Letter to Theresa Hansell re request for leave | Ewen | ASAP |