

Board of Trustees Meeting July 30th 2008

Venue: Leamington School Meeting Room

Present: Peter Fraser, Mike Malcolm, Carol-Lynn Hill, Moana Roa Gate, Adrienne Windsor, Jo Kellick, Angela Jenkins, Janine Silva

Item 1: Karakia: Whakatimatanga – Beginning Prayer

Meeting opened at 7pm

Item 2: Apologies:

There were no apologies.

Item 3: Conflicts of Interest

There were none.

Item 4: ERO Report:

Proposed changes for their consideration/BOT response to Cambridge Edition and School Newsletter

We have been granted an extension to get any changes in by ERO as this was sent in the school holidays.

The Board discussed the areas for improvement. Peter has a letter to return to ERO with any recommendations/requests. Mike would like to reword the section on writing data.

Motion: Mike and Peter to write a letter on behalf of the BOT to suggest changes as discussed by the BOT. Moved Mike, Seconded: Carol- Lynn – Carried

Motion: Carolyn write an article for the Cambridge Edition re the ERO report. Moved Mike, Seconded: Janine. Carried

Summary pages from ERO report to be included with the newsletter so that everyone gets it.

Item 5: asTTle/Exemplars/PM Readers/PROBE - overview of what they are and how they are used:

Mike presented a powerpoint to show how we use these at school.

Item 6: STAR results from Term 1 - update on Statistics presented.

It was discussed if we need to look at the dip in Year 5 students and whether there is a trend for Yr5/6 classes or Yr 4/5 class make ups. There are many factors which could affect this.

Item 7: Reading trends of children from Term 1

Mike shared this.

Item 8: Spelling Data from Term 1:

Mike shared this.

Item 9: Draft Governance Policy:

We may need some training in this area to clarify understanding e.g The Treaty of Waitangi. Shared understanding is needed by the BOT.

We need to appoint a Deputy Chairperson in case of Chairpersons absence.

Add to Standing orders that all our meetings start and end with a Prayer / Karakia. The BOT can ratify agenda and/or minute items via email. This can only be replied to the sender from the recipient due to confidentiality issues.

Change meeting times of Week 3 and 8 to read there will be two meetings per term.

Discretionary Leave with full pay will remain at 2 days but may be reviewed if necessary.

Motion: The Draft Governance Policy be accepted with changes as discussed.

Moved Mike, Seconded: Adrienne Carried

Item 10: Principal Report

Motion: That the Principal Report for July be accepted. Moved: Mike. Seconded by: Ange Carried

Item 11: Mid Year Finance Report

Motion: That the Mid year Finance Report be Accepted. Moved: Mike, Seconded: Peter Carried

Item 12: Building Update:

Mike outlined the concerns re the entrance doors and he will work with the builders to resolve this.

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➤ **Item 13: Furniture for Administration Area**

➤ **Motion: That the Principal be allowed \$15000 to spend on Furniture. Moved: Peter Seconded: Carol-Lynn Carried**

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Item 14: IT Equipment Update

Mike outlined this for the BOT

Item 15: After School Care Refunds and Coding of Accounts:

Motion - The BOT to put aside funds to assist Sandy in the Administrative/Coding and After School Care Tasks.

Moved: Mike Seconded: Ange Carried

Item 16: Health and Safety Procedures:

Motion: All previous NAG 5 policies are now redundant and have been superseded by the Leamington School Health and Safety Policy and Procedures.

Moved: Mike Seconded: Janine Carried

Item 17: Whanau Report

No written report received.

Item 18: Minutes of Previous meeting (taken as read):

Alteration to Minutes - Jo Kellick and Pauline Baty are acting in the role of Acting Deputy Principal and Acting Principal respectively.

Motion: The Minutes of the 21 May 2008 BOT meeting with changes discussed be accepted.

Moved: Mike Seconded: Peter Carried

Item 19: Matters arising

Annual Plan has had the NAG's included as requested.

Item 20: Administration

Next BOT meeting is Wednesday, 10th September.

STA Training: Roles and Responsibilities for the BOT. Tuesday 12th August - 6pm.

Survey Meeting: Tuesday, 19th August beginning at 6pm.

Items for next agenda:

List of Literacy Resources - including Library

Karakia Whakamutunga – Closing Prayer

Meeting Closed at 9.30pm

Next meeting at Wednesday, 10th September 7pm in the Meeting Room