

## **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

Item 1: Karakia: Whakatimatanga – Beginning Prayer

Meeting opened at 7pm

### **Item 2: Apologies:**

Tania Morrison

Janine Silva

### **Item 3: Declarations of Interest**

There were none.

### **Item 4: Appointment of Teachers for 2009:**

Wording was discussed re advertising.

**Motion: Advertise the position of a Team Leader with 1 permanent unit for the Year 5 - 6 area of the school and make an appointment to begin Term 1, 2009.**

**Moved Mike, Seconded: Peter – Carried**

**Motion: That we advertise for several permanent and fixed-term positions in the Year 1 - 2, Year 3 - 4 and Year 5 - 6 area and make appointments to begin in Term 1 2009.**

**Moved: Mike, Seconded: Adrienne - Carried**

**Motion: An appointments subcommittee to be made up of the Principal, DP, AP, relevant team leaders, and Moana-Roa and Carol-Lynn to make recommendations to the BOT on appointments for 2009.**

**Moved: Mike, Seconded: Peter - Carried**

### **Item 5: Survey Decisions:**

Peter outlined these. These strategic plans were outlined.

Tania has the ASC programme in hand.

**Motion: That Leamington School have a school uniform in 2010 (compulsory).**

**Moved: Peter, Seconded: Carol-Lynn**

**Carried**

**Motion:** That the survey results with the BOT statements attached is representative of the BOT view on each area, and can become a public document and will be incorporated into the development of the Leamington School Charter and strategic plan.

**Moved: Mike, Seconded: Carol-Lynn**

**Item 6: ERO Report.**

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

**Motion:** The letter attached with the changes discussed be attached to the ERO community page and be sent out to all families/caregivers. For the full report, parents will be given the link to this through the newsletter

**Moved: Mike, Seconded: Peter**

**Item 7: Literacy Resources**

Peter spoke to this.

**Motion:** the BOT free up \$15000 funds it has in reserve to purchase literacy resources. The BOT will also place emphasis in its yearly budget on putting aside extra funds each year for the next 2 years to strengthen the literacy resources across the school.

**Moved: Mike, Seconded: Angela Carried**

**Item 8: Charter:**

Mike shared this on the Data Projector and outlined how the charter links to the strategic plan. It is still in draft form and is a working document.

**Item 9: Survey Results - Maori Language and Cultural Opportunities:**

Discussion about comments from the survey.

We will come back to this at a later date.

**Item 10: Co-opting a member of the Whanau Group**

The original offer cannot be kept open to co-opt another member onto the BOT. Subsequently through BOT Training we have discovered what the process involves and specific jobs within the BOT. e.g Staff Rep

Co-opted members are considered if a specific need is identified within the BOT, and a specific person can be identified to meet this need.

A more appropriate way to do it may be to go to the Whanau group to hear from them on areas specifically relating to Maori, and invite them to send spokespeople to the BOT meeting to talk to issues identified by the BOT as needing Whanau group input.

**Motion:** That Mike and Peter attend the Whanau meeting on Monday, 15<sup>th</sup> September to outline the BOT's thoughts.

**Moved: Angela, Seconded: Carol-Lynn - Carried**

**Item 11: Junior Reading Data**

Mike shared this where we are at and will talk to it in more detail in Term 4.

**Item 12: Principal report:**

**Motion: The Principal Report for September be accepted.**

**Moved: Mike, Seconded: Peter - Carried.**

**Item 13: Principal Performance Indicators and 360 Appraisal**

John Coolum has been working with Mike and the BOT have been given the Questionnaire for all staff and BOT to complete.

Handout on the Performance Indicators that Mike will be appraised on.

**Item 14: Unit Allocations Policy**

Mike outlined this for the BOT

**Motion: the Permanent and Fixed Term Unit Policy be ratified with the changes as shown and followed to allocated extra units to be awarded to the school in 2009**

**Moved: Mike, Seconded: Carol- Lynn - Carried.**

**Item 15: Identify agenda items for next meeting:**

Enviroschool proposal for 2009

Writing Data

STAR Data - Term 3

Staffing Entitlement for 2009

Operation Grant for 2009

Junior Literacy Data

After School Care action

Charter planning day for the BOT date - Strategic Planning

STA training - next session propose date

**Item 16: Lois Recognition:**

Angela will consult with staff on Friday at Admin meeting re a middle school award.

**Motion: That the staff will decide on the format of the memorial for Lois and the BOT will fund the cost for this up to \$100.**

**Moved: Peter, Seconded: Adrienne - Carried**

**Item 17: Confirmation of Minutes**

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

**Motion: The Minutes of the 30th June 2008 BOT meeting with changes discussed be accepted. Minutes to be posted and emailed in the future.**

**Moved: Mike Seconded: Peter - Carried**

**Item 18: Matters Arising:**

There were none.

**Item 19: Correspondence**

ERO report in full has arrived.

**Item 20: Committee Discussion**

**Item 21: Meeting Closure**

Karakia Whakamutunga – Closing Prayer

Meeting Closed at 9.40pm.

**Item 22: Preparation for next meeting**

Next meeting at Wednesday, 29<sup>th</sup> October 6pm in the Meeting Room.

Final meeting for the year will be held on 3<sup>rd</sup> December at 6.30pm.