



**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON MONDAY, 10 APRIL 2017
AT 5.30 p.m.
IN THE BOARD ROOM**

Present: Debby Rosevear (Chairperson), Jacqui Pascoe (Principal), George Matheson (Staff Trustee), Gary Marshall, Brendan Cowles, Andrew Osborne, Riki Culley (Associate Principal), Tanya Joyner

In Attendance: Barbara Ford (Minute Secretary)

Apologies: Nil

Karakia Board

Declaration of interests: Nil

1. ERO DRAFT REPORT

Members were very pleased with the report. Any feedback to go back to ERO, then draft to be approved by Board.

2. BOARD TALK

The following to be included in Board Talk which will be put out at the end of the term:

- ERO Report.
- Community Gardens.

3. ZONE REVIEW

J Pascoe reported that three years ago the Board was given three options for a home zone. The catchment will be left as is until told otherwise.

The Board believes the home zone should be retained.

4. STRATEGIC DISCUSSIONS

Self Review – School Wide Review

Policies for Review:

- Recognition of Cultural Diversity
- Staff Leave
- Separated Parents, Day to Day Care and Guardianship

Changes received on line to be emailed out to members..

5. PRINCIPAL'S REPORT

As previously circulated and spoken to by the Principal.

Nag 1 – Strategic Goal 1

- ERO Report received.

- Visitors from other schools – The Ministry have again asked that Marshland School be one of the schools that educators and architects visit as an example of successful transition

Strategic Goal 2

J Pascoe reported that a vision impaired child will be enrolled at the school starting next year. The Blind Foundation is currently looking at the school to see what may be required to assist the child. Cost to the school will be \$2000, and the rest will be met by the MoE.

An application has been made for funding for a second high health needs child with severe diabetes.

Behaviour Management Guidelines – Ministry of Education Guidance for NZ Schools on Behaviour Management tabled.

Nag 3 – Personnel

- 19 Staff have opted for the flu injection.
- Staff have set their appraisal goals for the year related to our strategic goals.
- Professional Development for 2017 – Jacqui, Riki, Lou and Taryn all doing a te Reo course from Core Education, which is mostly online and goes for 10 weeks.
- Two Huakina Mai PLD sessions to be held before the end of the term.
- External coach from Core Education working with the teams on inquiries.

Nag 4 – Property & Finance

Finance reported later in meeting.

- Property – Teacher in Charge of project to give each hub a garden plot so they can grow vegetables. Children will also be able to join a Garden Club, with links to Science badge.
- New scooter stand put in.
- Water tank to be put in to provide extra water.
- All weather sporting area – getting quotes. Will be able to use some of the new school money for this year.
- Blinds or blackout curtains needed for the hall. SCG is keen to fundraise for this year.
- Hall Floor – working with the MoE and City Care about the damaged hall flooring. City Care has taken responsibility and will be coming back by mid April with a remediation proposal. Last week of T.3 if happens.
- Heat Light & Water – application for review has been approved and our revised allocation is \$46,774, will receive back pay for 2016 totalling \$24,185.

Nag 5 – Health and Safety

- One incident where a boy climbed up one of the soccer posts and fell awkwardly. Staff called the ambulance but on arrival first responders let us know it was only a bruise. A safety talk was given to the boy concerned and his parents notified. Health & Safety Committee met this month. All hazards inside and out have been identified and kept in a folder. Each item is gone through and actions noted with timeframes. Signs purchased for carpark. Health & Safety Committee minutes reported range hood height identified as hazard as it is too low, will have foam put around edges.

Nag 6

- The roll stands at 397 at time of meeting. July prediction 419. At this stage end of year roll of 440 is predicted.
- Attendance is very good with no unexplained absences.

Motion: Moved Jacqui Pascoe/Seconded Gary Marshall

That the Principal's report be accepted.

Carried

6. FINANCE REPORT

First Xero Reports received. Percentages for year need some minor adjustments. The following comments noted:

- Expenditure as expected. Over budget where expected.
- Good surplus of \$140,000.
- Budget - withholding 10% of Operations Grant. School is in a good financial position. Can use surplus for children; Astro Turf \$38,000; and extra donation to van.
- Will be more money available for roll growth.
- More interest received on Term Deposit \$33,000.
- Bank Staffing \$6000 in July Operations Grant with increase in roll will get extra teacher in Terms 3 and 4.
- Invoicing donations plus gst, gone through Accountant and Auditors to look at. Gst component queried, so will wait and see what Auditor says.

SCG Fundraising Projects

- \$4000 plus further \$1000 to come from chocolate sales;
- \$12-\$15,000.
- Could also fundraise for drapes.

Fair Committee Meeting – have six people. More people attended meeting. Date to be October.

7. VAN UPDATE

Brendan updated the Board on where at with the purchase/lease of vans for the school. Met with the boxing group and went through the same options as last month re buy/leasing. Feedback from Melissa and Sheridan – ‘would like the Board to find vehicle and group involved will do fundraising. Need to look at usage of vehicle, and how much Melissa and Sheridan do to provide transport during school week, with the number of events children go to, they feel there is a demand for it. Key:

- They would like to see us try using van, and if gets to be burden on the school, could sell it and funds go to as see fit.
- Pricing – did not allow for claiming back GST which would reduce price \$5-6000.
- Went back to Stadium Cars – provide 3 year warranty; provide servicing.

School would be left with a shortfall - can make up to \$3-4000. Melissa is going back to talk to see if can get a better deal. Looked at LVD second hand as also hold prices well. Looking at 11 seater (10 plus driver, no need for passenger licence).

Need to look at MoE Guidelines, teachers driving, etc.

Will get final report to Board when Melissa has talked to dealer and finalised by email.

9. MEETING ADMINISTRATION

Correspondence

Inwards - Nil

Outwards

- Letter to MoE re building defects.
- Zone Enrolment Scheme
- Draft Code and Standards Teaching Profession – changes include 6 standards instead of 12. Tatiako linked to Professional criteria (Our Code Our Standards).
- Email to MoE – Re three students excluded from schools in Shirley area, read reasons/information. IRF Funding available. Replied – not possible to take Yr 7/8. Waiting until hear back.

Motion: Moved Jacqui Pascoe/Seconded Gary Marshall

That the Outwards correspondence be approved.

Carried

Confirmation of the Previous Minutes

Motion: Moved Chairperson

That the minutes of the Marshland School Board of Trustees meeting held on 13 March 2017 be accepted as a true and correct record of that meeting.

Carried

Matters Arising

Still working on defects list.

Public Excluded Session

Minutes tabled at the meeting. Parents were happy with the outcome reached.

Motion Moved Chairperson

That the Public Excluded minutes from the meeting held on 13 March 2017 be accepted as a true and correct record of that meeting.

Carried

10. MEETING TIME

It was suggested that the time for the Board meetings be changed to 5.00 pm, particularly during the winter time.

11. NEXT BOARD MEETING

Monday 8 May 2017 – time to be confirmed.

The meeting closed at 6.15 p.m.

Minutes are approved

Board Chair

(or) Member on behalf of Board Chair

ACTION POINTS

Action	By Who	Reference	Due
1. Review of Term 1 Policies 2. Recognition of cultural diversity policy to be placed in the newsletter for parental feedback	1. Board 2. Jacqui Pascoe	Item 5, pg 2	Done
Arrange for budget to be revised and then email to Board for ratification via email	Jacqui Pascoe	Item 8, pg 3	Done