



**MINUTES OF THE MEETING OF THE  
BOARD OF TRUSTEES  
HELD ON MONDAY, 8 MAY 2017  
AT 5.00 p.m.  
IN THE BOARD ROOM**

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

**In Attendance:** Loren Treacy (Minute Secretary)

**Apologies:** George Matheson (Staff Trustee)

**Karakia** Board

**Declaration of interests:** Nil

**Motion: Moved Chairperson**  
*That the apology be accepted.*

**Carried**

**1. SCHOOL VAN**

Stadium Cars best offer for a school van is \$42,444, inclusive of GST, plus servicing and a no-claims mechanical warranty for the first 3 years. In return, Stadium Cars has requested advertising on the van which is to be undertaken by Paul Reeves at no cost. The vehicle will be parked in the garage. Insurance comes under the existing school insurance cover. Running costs will be built into the budget. Thanks were extended to Brendan Cowles for all the work he has put into the acquisition of the school van and responsibility for the van will now be passed to Tracey Harrison.

**2. BOARD OF TRUSTEE ELECTIONS**

Two positions will be available and the Board was in agreement that another Board induction meeting be held. The Principal will report back further at the next meeting.

**Action: Jacqui Pascoe**

**3. STRATEGIC DISCUSSION**

**Writing Review Plan 2017**

The Writing Review Plan 2017 was tabled at the meeting and was spoken to by the Principal.

- Hannah Drury is leading the process.
- Just come through the second stage of the review.
- Every teacher has been appraised.
- Looked at teacher and student voices.
- Children in priority groups are receiving accelerated learning.
- Ensuring that writing is receiving its fair share of the timetable and achieving consistency of good practise across the school.
- It is proposed to video good practise and share with staff.

- There is a big focus on punctuation with House points being received for punctuation and sentence use.
- It is believed that Writing should be able to be raised to 85%, alongside Reading and Mathematics.

#### 4. **PRINCIPAL'S REPORT**

As previously circulated and spoken to by the Principal.

##### **NAG 1 – Strategic Goal 1**

- Data is being gathered in all curriculum areas to culminate in the interim report to parents at the end of the term.
- Learning conferences are to be held at the end of Term 2.

##### **Strategic Goal 2**

- Funding has been received for Te Reo extension.
- A trip to Wellington is to be undertaken as part of the leadership programme.
- Transition to high school – Avonside Girls' High School girls visiting Marshland and boys will spend a day at Shirley Boys' High School.
- An Open Night for intermediate age students is to be held in August.
- An information night for parents on Positive Puberty is to be held.

##### **NAG 2 and 2A (also NAG 7 and 8)**

##### **Policies for Review**

- Documentation and Self-Review – Tanya Joyner and Debby Rosevear
- Employer Responsibility – Personnel Committee

##### **Strategic Goal 3**

##### **School Community Group**

- A meeting is to be held on Wednesday 10 May.

##### **NAG 4 – Property**

- Watch being kept for any defects.
- Flooding occurred in the bark area but it is believed that this drained away quickly. This will be monitored as it is believed that it could be an ice danger in winter.
- A 40 km speed zone has been implemented.
- Follow up is required on the right-hand turn into the carpark.

##### **NAG 5 – Health and Safety**

- Flu injections were provided for staff who wished to have one.
- A fire drill has been undertaken.
- There have been no accidents.

##### **NAG 6**

- The roll stands at 406. The Principal predicts a roll of 421 by 1 July and 445 by the end of the year.
- No attendance issues.

#### **Motion: Moved Gary Marshall/Seconded Debby Rosevear**

*That the Principal's report be accepted.*

**Carried**

#### 5. **FINANCE REPORT**

Documentation was tabled at the meeting and was spoken to by Debby Rosevear.

- Variances are now included.
- The budget is progressing as expected.
- Hall hirers have been contacted by Tracey Harrison.

- SCG donations and income should not be showing in the report as it is not budgeted for.
- Camp income is looking encouraging with \$16,000 of the \$19,000 expenditure received and more to come in.
- The annual donation is good for this time of year.
- Automatic payments are covering activities expenditure.
- The accounting fee has been paid for the full year.
- The maintenance budget is looking quite high and will be monitored over the next few months.
- The school van and astro turf are large purchases.
- Finances are tracking as they should for this point of time in the year.
- It is proposed to apply for a grant from Mainland Trust for equipment which will allow children to make their own movies. This comes at a cost of \$9,049, excluding GST.

**Motion: Moved Debby Rosevear/Seconded Tanya Joyner**

*That an application be made to the Mainland Trust for \$9,049, excluding GST, for equipment which will allow students to make movies.* **Carried**

**Motion: Moved Chairperson**

*That the finance report be accepted.* **Carried**

**6. MEETING ADMINISTRATION**

**Correspondence**

**Inwards**

- Education Review magazine
- Education Gazette

**Outwards**

- Nil

**Motion: Moved Jacqui Pascoe/Seconded Riki Culley**

*That the inwards correspondence be received.* **Carried**

**Confirmation of the Previous Minutes**

**Motion: Moved Debby Rosevear/Seconded Riki Culley**

*That the minutes of the Marshland School Board of Trustees meeting held on 10 April 2017 be accepted as a true and correct record of that meeting.* **Carried**

**Matters Arising**

Nil

**7. ERO REPORT**

The draft has been accepted and now awaiting the finalised report. When received the report will be placed on the website. The Board was in agreement to acknowledge staff with a Board provided shout.

**8. NEXT BOARD MEETING**

Monday 12 June at 5 p.m.

The meeting closed at 5:55 p.m.

Minutes are approved

Board Chair .....

(or) Member on behalf of Board Chair .....

**ACTION POINTS**

<b>Action</b>	<b>By Who</b>	<b>Reference</b>	<b>Due</b>
Arrange Board induction meeting	Jacqui Pascoe	Meeting 8.5.17 Item 2, page 1	June