

## Minutes of the Board of Trustees Meeting held 15 February 2017 at 3.30pm in Room 4 Greta Valley School.

Present: Dave Curtis, Malin Stone, Rachael Anderson, Ian Gardner, Kate Verrall, Megan Whelan, Jo Loe and Megan Garside.

### **Welcome**

Rachael opened meeting and welcomed everyone. Rachael called for nominations for the position of Chairperson. Jo Loe nominated Kate Verrall, Malin seconded. Kate accepted the nomination, and there being no further nomination Kate was appointed Chairperson of the Board of Trustees. Kate took over the chair of the meeting. Rachael left the meeting.

### **Declaration of Conflict of Interest**

Kate called for any declaration of conflict of interest, none were raised.

### **Code of Conduct**

The code of conduct was signed by all Trustees.

### **Speaking Rights**

It was moved that Megan Garside be given speaking rights at Board meetings.

**M Stone/J Loe**

### **Acting Principal**

It was moved that Sue McMillan be Acting Principal when the Principal is absent from school.

**M Stone/I Gardner**

### **Bank Staffing**

It was moved that Malin be given authority to make any changes required to bank staffing.

**I Gardner/D Curtis**

### **Principals Report**

As tabled and attached.

Malin to follow up with Torque IP who supplied the wireless system, as it is not as efficient as the previous system.

**Action**

Malin

### *Pool Fence*

The screws in the pool fence are protruding into the pool area causing a hazard for pool users. Paul Evans to replace the screws with shorter ones. Malin to organise with Lorry to get replacement screws and get Paul to replace them this weekend.

Malin

### **Beginner Teacher**

It was discussed whether the Board would fund a further .1 for Amelia to allow her service with Greta Valley School to be credited towards her registration. It was agreed to monitor the situation for 6 months. Malin will explore options with the Teachers Council.

**M Stone/M Whelan**

### **Finance Report**

As tabled/discussed and attached.

It was moved that \$4000 be transferred to the Maintenance Term Deposit and that the remaining \$24000.00 approx. that remains in the Chq account be used to offset any deficit in the budget.

**M Stone/D Curtis**

Malin to send out the 10ypp to trustees. Have just received the 5YA and Malin will go over the details of this at the next meeting. Approval has been received from Ministry to go ahead with Capital Works upgrade of Rm 2 and Admin Block.

It was moved to accept the Finance Report

**M Stone/I Gardner**

### **Strategic**

#### *Overview of Goals*

Malin presented the overview of goals for 2017.

### **Special Issues**

#### *Charter*

Malin presented the Charter and went through the changes.

#### *Annual BoT Plan*

Malin presented the annual plan and a copy was given to each trustee and updated with meeting dates.

#### *Principal Appraisal*

As per the minutes of August 2016 to align with the Strategic Plan, the first and third year the Principal Appraisal will be completed by an independent external appraiser (and the Year 2 appraisal will be by peer assessment and internal appraisal. Policy on School Docs has been updated. Malin will advise Jane Garland that as it is year 2 of the cycle this year that we don't require her services.

#### *Curriculum Targets*

Malin presented the curriculum targets and goals for improving achievement.

#### *Schoolhouse repairs*

Ian to come to next meeting with 2 or 3 options and approx. cost for upgrading the schoolhouse bathroom. It was agreed that the bath should be removed and a shower only be installed.

**Ian/  
Dave**

#### *Final Budget*

The final budget was approved subject to clarification of some adjustments made by Malin and Megan. It was moved to accept final budget.

**D Curtis/I Gardner**

#### *Board Vacancy*

We have received votes from 4 eligible voters to hold a by-election and an indication from another parent by email that they may wish to have a by-election. Megan G to reply to this email and advise that they must use the correct procedure to register their vote. It was decided by the Board that if the outcome was that selection was the chosen option, that we would not fill the vacancy at this time but wait until the scheduled election at the end of the year.

#### *Beginning Teacher Charter*

Malin presented the Beginning Teacher Charter setting out the plan of support for beginning teachers.

#### *Senior Room Camp*

Jo requested the Board's approval for the Senior Room camp in week 7 of term 1 to Omaka Scout Camp. Jo outlined the activities and her requirements for the 5 parent helpers she will need.

**I Gardner/K Verrall**

**Correspondence**

As per attached.

**Training**

Jo to arrange training with Tom Scollard and advise Trustees’.

**Administration**

*Minutes from Last Meeting*

The minutes of the last meeting were passed as a true and accurate record.

**M Stone/I Gardner**

*Meeting Times*

It was agreed that meetings will now be held at 7.00pm on Wednesday nights.

Next meeting: 29 March 2017 at 7.00pm in Room 4.

There being no further business the meeting was closed at 6:25 pm.

Signed: \_\_\_\_\_ Chairperson Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Secretary Date: \_\_\_\_\_