

**TE HORO SCHOOL MINUTES OF THE BOARD OF TRUSTEES
MEETING HELD ON 26 November 2018 at 6:06 pm IN THE BOARDROOM**

Present: Vicki Upshon (Chair), Nicki Allcock (Acting Principal), Rebecca Thomsen, Tammy Evans, Greg Selby, Nicolette Butler lateness (arrived 7:05pm), Allan Cottle lateness (arrived 8pm), Adele Neville (minutes secretary)

Visitor: Lauren Smith presenting end of year Achievement results and review

Apologies:

Declarations of Interests: RT will step away for the IR with her name tagged to the initiative

Item	Discussion/Decision	Responsibility	Timeframe
Decisions:			
End of year Achievement results and review	<ul style="list-style-type: none"> ● Chair asked if there were any questions on the review. NA explained to the board that the report had been done differently, with each teacher identifying which children in their room are below, how much progress the child has made and any other reasons of them being below. New arrivals can have a significant impact on results. Reading and Writing have made increased progress. Exact same comparisons have been used over all levels, using PAT results to help triangulate the data. The Board asked if there was anything they could do to assist in the Y3/4 areas. NA 		

	<p>explained about using collaborative teaching so teachers can support one another and smaller class sizes would be ideal with 24 being a preferred number in the higher levels, smaller numbers in the junior school. The 10th teacher is certainly helping these class size numbers. Teacher aide support would be ideal in the Year 7 group. A lengthy discussion was held on extra funding for TA's for 6 months and then for this to be reviewed.</p> <ul style="list-style-type: none"> • Acting Principal to work out how many hours the proposed funding for the TA's discussed would cover and to get back to the Chair. <p>FUTURE ACTION: Acting Principal to work out how many hours for the TAs for 2019 with the allocated funds and report back to the Chair.</p> <ul style="list-style-type: none"> • Board asked if teachers needed resources, it was agreed that the teachers meet to hold a discussion. 	Acting Principal	asap
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<p>2018 Budget review and 2019 Budget draft</p>	<p>FUTURE ACTION: Teachers to hold a discussion on needed resources.</p> <ul style="list-style-type: none"> • Maths summary was discussed. The Maths adviser is still on hand to assist next year even though the contract has finished. There will be a maths follow up and then teacher only day will focus on what maths looks like at our school. <p>The Board thanked Lauren Smith for her report and she left the meeting at 6:46pm.</p> <ul style="list-style-type: none"> • 2018 budget will end in a positive figure. Banking staffing is in a substantial negative. The 2019 budget was presented to the board and a discussion was held. Board would like some budget areas broken down to prevent overspending and to see group budget areas to make it easier to read and track spending. <p>FUTURE ACTION: Acting Principal and RT to look at some of the budget lines. Treasurer to look at</p>	<p>Teachers</p>	<p>asap</p>
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<p>Staffing update: appointments, TA's, morning tea, Powhiri</p>	<p>grouping budget lines.</p> <ul style="list-style-type: none"> ● Two permanent and one fixed term position have been filled with another fixed term position closing 27 November. Acting Principal is sure an appointment will be made from the shortlistings. ● TA's budget has already been discussed. ● Board would like to put on a morning tea Wednesday 12th December, all board members invited. ● Powhiri day one term 1, all board members invited. 	<p>Acting Principal, RT and GS</p>	<p>December meeting</p>
<p>Monitoring:</p>			
<p>Strategic Goal 4:</p> <p>Principal's Report:</p>	<ul style="list-style-type: none"> ● Board chair liked the set out of the Strategic Goal and thanked NA. GS asked how the Vex IQ robots would be integrated into the school. These are part of the Year 7 and 8 technology programme and will allow more advanced learning to take place. 		

<p>Health & Safety Report:</p>	<ul style="list-style-type: none"> • Bus driver issue was discussed as the safety on the bus has become an issue. The Acting Principal is chasing these issues. • FUTURE ACTION: Acting Principal to report back to Board on the bus issue. • The committee had met and have identified some issues. • Wellbeing initiative from the IR was discussed and it was suggested a staff member build this resource. <p>FUTURE ACTION: Acting Principal to see if a staff member would be happy to build a wellbeing resource.</p>	<p>Acting Principal</p>	<p>asap</p>
<p>Property Update: swimming pool, Carter Holt Harvey legal claim, bore, boundary, classrooms, leak staff room/reception upgrade</p>	<ul style="list-style-type: none"> • Carter Holt legal claim was discussed and the Office Manager to go through the checklist to see if we have any of these documents. <p>FUTURE ACTION: Office Manager to go through Carter Holt legal</p>	<p>Acting Principal</p>	<p>By December meeting</p>

	<p>claim to see if any documents are available.</p> <p>Acting Principal to contact the schools Project Manager to ask if they were involved in the location of Rooms 1,2,3 and 4.</p> <p>NB to contact the legal representative for advice.</p> <ul style="list-style-type: none"> • Swimming pool grant has now been spent. Invoice still to come in for the painting, hireage of gear etc, plumbing. Possibly \$10k. Home and School are happy to fund this project up to \$10k. • Bore: Complicating factor is that the bore cannot be put on the original piece of land as landowners won't allow the school to use it. The other piece of land that was to be used has now been sold, the new owners will be informed of what the school is wishing to do and will be in touch with the school when a decision is made. 	<p>Office Manager</p> <p>Acting Principal</p> <p>NB</p>	<p>asap</p> <p>asap</p> <p>asap</p>
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<p>Finance Report:</p>	<ul style="list-style-type: none"> ● Classrooms are underway, hoping to be finished by end of term 1 2019. ● Leak: This area is still dry, this is put on hold till 2019. ● Staffroom/reception area upgrade is ongoing. Waiting on costings etc. Report back in December meeting. <p>FUTURE ACTION: Acting Principal to make contact with Architect and report back next meeting.</p> <ul style="list-style-type: none"> ● Year to date we have received all the income for the year. ● Operating expenses have been well controlled this year. ● The school is in a good financial position and ahead of the budget. ● \$5k in interest income received. ● There is still a substantial amount from parents awaiting for payment. 	<p>Acting Principal</p>	<p>December meeting</p>
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	<ul style="list-style-type: none"> → Trophy cabinet - pay out of hall funding → Vex IQ robots and Bee Bots - Home and School offered to fund. → New resources \$300 per classroom - Home and School offered to fund. → Mindfulness in classrooms - there is lots of free information online, staff to create their own resource. → Wheel stops for front of school - office manager to ask council if funding is available. <p>FUTURE ACTION: Office manager to ask council if funding is available.</p> <ul style="list-style-type: none"> → Netball dresses/sports kits - Home and School will support this initiative. → Swimming pool extra costs taken on by Home and School up to 10k. 	Office Manager	asap
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	<p>→ Heat pumps - quotes have been received to install 4 or 3 or 2 heat pumps in the Utility Space. This initiative was discussed. For optimum results 4 heat pumps would be needed. It was agreed to go ahead with this project and accept Brent O'Hagans quote.</p> <p>FUTURE ACTION: AC to discuss this with Brent O'Hagan re installing heat pumps. Hall fund and property/tech fund to cover this.</p>	AC	asap
Discussions:			
Charter (will be done at the end of this meeting 8-9pm)			
Identify Agenda Items:	<p>Music and sports programme reviews: December</p> <p>Te Horo Triennial review programme: to be discussed with Michelle Tate in February</p> <p>MMT: December</p> <p>Strategic Goal 5</p> <p>Property</p> <p>Draft budget</p>		

<p>Correspondence:</p>	<ul style="list-style-type: none"> - Acting Principal to make contact with the architect for ideas on the remodelling of the staff area. - Office Manager to look at getting costs for something more substantial for parking nibbing in the front of the school. - Office Manager and Acting Principal to look at leasing to buy a teacher computer through TELA. - Chair to contact Home and School re fundraising and how the IR works. - Office Manager to get in touch with the company who wired the Utility space and arrange a meeting with the property committee to get quotes for heating in that space. - Chair to approach the owner of the stage initiative and have a discussion. - Board and staff to let Chair know how successful the Strat Plan has been in its present state. 	<p>done</p> <p>done</p> <p>done</p> <p>done</p> <p>done</p> <p>done</p> <p>done</p>	
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Inward Outward	NZ Gazette Volume 97 Numbers 18,19 and 20 STA News School News Thomas Macarthy Trust 2018 Grant School Based Immunisation Programme for 2019 Upcoming rolling strikes		
Public Excluded			
Meeting closed at 8:21pm The board then went into the Strat meeting. Date for next meeting: 17th December Final meeting			

Chair: _____ **Date:** 17/2/2018