

**THORNDON SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING – 7 APRIL 2016 AT 6.00 PM IN THE STAFFROOM**

**Present:** Alistair du Chatenier (Principal), James Turner (via Skype), Jo Cribb (Acting Chairperson), Philip Evans, Andrew Hickey, Victoria Parsons, Simina Toimata, Don Gillies (MoE), Trudy Ward (MoE)

**Apologies:** Andrew Pennell

The meeting started with a karakia.

**Declaration of Conflict of Interest:**

Victoria Parsons – started an internship at the Ministry of Education.

James Turner – consultancy work with tertiary education providers.

Jo welcomed everyone to the meeting. She then handed over to Don Gillies and Trudy Ward from the Ministry of Education.

Don explained that the purpose of him and Trudy being at this meeting is to give an update on the school rebuild. The project is being managed by the “capital works south” team at the Ministry. The process will essentially be the same as the Christchurch rebuild process. We are now at “Approval Point 1” which means we have a signed-off Master Plan. As a Board we need to make sure we know what Don has approval to do. Don has asked two architectural companies for a new fee structure. He asked the Board: “Do you want to continue using McKenzie Higham Architects?”

Don explained that the rebuild would consist of four classrooms (replacing the area currently occupied with the Language Unit, Library and two classrooms) and a separate block of nine classrooms, an administration block, and a refurbishment of the “White House”. The detailed design, before we go to construction, will be signed off in October. The build will be done in two stages. Stage 1 would consist of replacing the top block (currently Library, Language Unit and two classrooms), the new administration block and the refurbishment of the “White House”. Stage 2 would consist of the nine classroom block. Don said that moving forward, the project manager won’t start until September 2016 because he and Trudy are currently the Development Managers and can do the necessary work until then. He suggested that the school organise a steering group to take things forward with the Ministry, with Alistair probably the first point of contact. Don sought answers to the following questions, and the Board agreed to get the answers to him the following day.

Question 1: “Do the Board agree to keep McKenzie Higham as the architects for this project?”

Question 2: “Are the Board happy with the plans?” Don agreed to email the latest plan to Alistair the following day.

Question 3: “Who is on the Working Steering Committee?”

*6.25 pm Simina Toimata arrived.*

Don agreed to provide the school with information ILE for the school community. He also suggested that we review items required for the rebuild, wants and needs, and cultural aspects. Don also asked to know how much money we have spent with Callum McKenzie to date. This would go into the funding submission so that we can be appropriately reimbursed.

Alistair asked Don about the hall strengthening and the advice he was given by Angela Hawkings from the Ministry about funding of this work. Don asked Alistair to email him and to make sure in the email he stipulated that the building consent and fire report has been done. Andrew Hickey advised that Carol Weston has been engaged by the Board as a project manager on the school's behalf.

*6.45 pm – Don and Trudy left the meeting.*

The Board discussed who should be on the working steering committee and agreed the following: Alistair du Chatenier would chair the group with the other members proposed to be: Carol Weston, Andrew Pennell, Philip Evans, Victoria Parsons (Communications Person), Simina Toimata and two students from the school.

*Resolution: “The Board resolved to reappoint Carol Weston to project manage the rebuild of the school.”*

*Moved: Jo Cribb  
Seconded: Andrew Hickey*

*Resolution: “The Board resolved to keep McKenzie Higham Architects as the architects for the rebuild of the school.”*

*Moved: Alistair du Chatenier  
Seconded: Jo Cribb*

Alistair would wait for Don to email out the latest plans before a decision was made to accept them.

***Principal's Report:***

- Taken as read.
- Enrolment Information – with regard to Term 3 and 4 pre-enrolments, the school had not had any in-zone enquiries as yet for new entrants. Have only had sibling and out of zone enquiries. The current new entrant class will be full by the end of Term 2. Still would need to start a second class to keep our numbers up.
- International Students – we don't currently have any international students, although there are a few coming throughout the rest of the year. We should meet our 2016 budget income.
- Point of interest – very low number of our new students who have arrived from overseas compared to recent trends.
- Complaints – with regard to the complaint about a staff member, we got to the point of appointing a lawyer (Andrew Scott-Howman, ex-parent) to help us on a pro bono basis. The teacher who made the complaint has now withdrawn it. After some time discussing this situation, it was decided that Alistair should seek advice from Andrew Scott-Howman and ask him how or if we should still proceed, given the seriousness of the issues raised in the complaints. A performance management plan for the

teacher concerned should be considered. This is now in Alistair's hands to manage from here on, but the Board would like to be kept informed.

- There has been an altercation between Student X and another child. Alistair has contacted both sets of parents. This matter is in hand.
- Standardised Tests Results – these are February's results. Areas of concern have already been identified. Interesting to note: improvement in maths with girls; general incremental improvements in maths; reading not so good. The teaching staff have just completed a reading review with Melanie Winthrop. The Maori Achievement Plan was brought up at the whanau hui, they wondered what the plan would look like and what it would achieve.
- KiVa training due to start in the holidays.
- Parent forums – it was decided that the next forum should be on KiVa and it should take place in the middle of Term 2. Other topics – Engaging in the Rebuild and Reporting of student progress.
- Celebrate our cultural diversity when other schools are segregating.
- Hall strengthening – yes we are committed to carry this out.
- Telephone System – this would save us money and upgrade. Alistair to speak to Xacta's referees before going ahead.
- Davina Parangi-Brown has resigned. She will be moving overseas. The Board noted our disappointment because Davina's contribution has been hugely significant and she will be missed. Finding a replacement is an important appointment. Appointment panel of four people, Alistair, James Turner as Board representative, Andrew Pennell as staff representative, and a member from the leadership team (yet to be decided).
- Zone – happy with our school home zone, leave it as it is. Will review annually.
- Hautu – it was suggested that this is workshopped and to invite whanau.

#### ***Board of Trustees Election:***

After some discussion it was decided that the best way to do a handover for the new Board would be in the form of a powerpoint presentation. The next Board meeting on 10 May will be used to do this. It was suggested that approximately 40 minutes would be spent on Hautu and the rest of the meeting on the presentation. Hela Isaac has been appointed as our Returning Officer. The Board approved the election date – 3 June 2016.

#### ***Good to Great:***

The presentation of this document is good, but James asked for any written changes to be updated in a different colour, for ease of identification and clarity about progress.

#### ***Finance:***

Taken as read. Alistair explained the high expenditure on Teacher Release and Professional Development was due to some PD having to be paid upfront, but they are scheduled for later in the year. Insurance needs to be paid at the beginning of the year. There was a discussion about having a parent who is an accountant on the Board. Alistair and Hela to investigate this further.

*Resolution: "The Board approves expenditure year-to-date as noted in the finance report."*

*Moved: Jo Cribb*

*Seconded: Victoria Parsons*

***Health and Safety:***

Currently in the middle of compiling hazard forms. We seem to be more alert to safety around the school. The Health and Safety policy is due to be reviewed in Term 2.

***Minutes of Previous Meeting:***

The minutes of the 30 January 2016 planning day were accepted as being a true and accurate record.

***Moved:*** Alistair du Chatenier

***Seconded:*** James Turner

**Meeting closed at:** 7.55 pm

**Date for Next Meeting:** 10 May 2016

**Signed:** \_\_\_\_\_

**James Turner**  
**Chairperson**

**Date:** \_\_\_\_\_

**Action Points:**

- Alistair to contact Don Gillies regarding steering workshop committee, architect, plans, and tell him how much money we have spent on architect fees to date.
- Alistair to write to Angela Hawkings about the hall strengthening.
- Alistair to contact Andrew Scott-Howman.
- Alistair to speak to Xacta's referees.
- Search our parent database for accountants.