

THORNDON SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING – 9 AUGUST 2016 AT 5.30 PM IN THE STAFFROOM

Present: Alistair du Chatenier (Principal), Philip Evans (Chairperson), Matt Freeman, Alex Thompson, Jessie Gregory (Staff Representative), Tim Kong (Deputy Principal), Gina Rogers

Apologies: Gina Rogers (running late)
Simina Toimata

The meeting started with a karakia.

Declaration of Conflict of Interest:

Philip Evans – has given advice on the Review of the Education Act.

Gina Rogers – through her work at IHC she can have contact with Special Education Services.

Principal's Report:

- Taken as read.
- Health and Safety – we now have a representative for our After School Care staff. There are still two representatives who are untrained but training has been booked for them.
- Roll and Enrolments – our transiency rate is increasing, mostly due to short term employment contracts. We have a small home zone, hence the number of in-zone new entrants is lower than in previous years. We have been able to take more out of zone students.

5.40 pm Gina Roger arrived.

- Matt queried the Principal's Appraisal process. He wanted clarification of how it worked. Alistair explained that Neil Worboys (a former Principal and now consultant) has been employed to help the Board with this process. Goals have been set and are reflected on. Neil also interviews staff and students. He will also meet with a Board sub-committee and talk through his observations.
- SchoolDocs - Policy – Board members were given a chromebook to log into SchoolDocs to demonstrate how to view governance policies. There are currently two policies up for review (i) crisis management; (ii) performance management.
- International Student Policy – our policy has been renewed.
- Hall Strengthening – new information has come to hand and we have been given advice by Trudie Ward from the Ministry of Education that we should have the hall reassessed again. The cost involved could be around the \$5,000.00 mark. Trudi also suggested that we get some architectural drawings of the hall so we would have a better picture of what the strengthening would look like. After some discussion it was decided that Alistair would contact Aurecon for a quote. He would also email out the original assessment to the Board.
- Property – The rebuild design review has been given the go ahead by the Ministry of Education. It will require some further sign off by the Board. The Masterplan needs to be signed off by the Board again, as the Ministry of Education have lost the original.

Resolution: *“The Board agreed to sign off on the Masterplan again, and to sign off on the design review plan.”*

*Moved: Philip Evans
Seconded: Jessie Gregory*

- Property – We are having issues with supplying adequate heating to two of the classrooms in the prefabs down in the “village”. The power supply doesn’t have very high capability. Alistair has been monitoring the temperatures in the rooms and on average by midday it reaches 17° but at 9.00 am it’s only 9°. Alistair will contact Angela Hawkings from the Ministry of Education to ask for her advice on a heating and electrical solution. He will also contact an electrician for a quote.

Finance:

Taken as read. Matt handed out the up to date accounts as at 30 June 2016. He reported that he had meet with Carol Weston, a former Board member who was in the finance role. There are a few variances against the budget. Matt has queried items with Alistair. At the moment we are tracking fine. The balance sheet is looking quite healthy. In his opinion we need to get more accurate with monthly budgeting and must spend carefully. He thought it would be a good idea to actively source grants. He is happy to investigate options and find out what’s available to us. The caretaker budget appears up, and Alistair explained this is due to the environment being run down and also the new Health and Safety regulations. Matt queried the Professional Development budget and Alistair explained that there are two components to this. Firstly the cost of the provider and secondly, the cost of the reliever. He also explained that we will go over budget on this. Matt noted that After School Care takings appear down. Alistair explained that the main cost involved would be wages. After some discussion it was decided that Alistair would talk to the supervisors to ask about staff ratios and whether attendance has dropped.

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

*Moved: Alistair du Chatenier
Seconded: Jessie Gregory*

Rebuild:

Signed off on basic footprint. Alex said that it has become quite evident that we need to engage the parents. She mentioned that Kelburn School produced a pamphlet which had valuable information for the community and residents. Alistair mentioned that he’s already spoken to the architects about having a meeting for our community. Gina thought it would be a good idea to have a stakeholder review. She would be happy to organise a communication plan around the rebuild. Need to have a discussion on what our key ways of communication are, and also grasp an understanding of how to engage with the community.

Key Decisions:

Hall Strengthening – further information required.

International Student Policy – this new policy was facilitated by Bryan Gwillam, who is independent of the school.

Resolution: *“The Board approves the new International Fee Paying Students Policy as it brings us up to date with the 2016 Code of Practice.”*

Moved: Gina Rogers

Seconded: Matt Freeman

ICT Investment:

Alistair explained the history behind our investment into ICT products. This started in 2014 and is revised annually. Going forward, the intention is for Tim to develop an e-learning strategy. Spending now means that current students will benefit.

Resolution: “*The Board approves the proposal to spend \$15,000.00 on iPad keyboards, Chromebooks, and Apple TV devices.*”

*Moved: Matt Freeman
Seconded: Gina Rogers*

Health and Safety:

Philip will email out some information from STA.

Calendar:

Alistair and Philip will look at this together.

Insurance:

Alistair will check with our insurance providers as to what the Board is covered for.

Minutes of Previous Meeting:

The minutes of the 28 June 2016 meeting were accepted as being a true and accurate record.

*Moved: Philip Evans
Seconded: Alistair du Chatenier*

Meeting closed with a karakia at: 7.35 pm

Date for Next Meeting: 20 September 2016

Signed: _____

**Philip Evans
Chairperson**

Date: _____

Action Points:

- Alistair to contact Aurecon for a quote on reassessing the hall strengthening.
- Alistair to email a copy of the original hall strengthening assessment to the Board.
- Alistair to contact electrician for a quote and possible solution to the power supply problem over in the village.
- Alistair to contact Angela Hawkings from MoE about power supply issue in the village.
- Alistair to speak with ASC supervisors regarding staff ratios and attendance rates.
- Philip to email out STA information on Health and Safety.
- Alistair to check insurance coverage.