



MINUTES OF THE ST HELIERS SCHOOL BOARD OF TRUSTEES MEETING HELD ON MONDAY, 15 MARCH 2010 AT 7:40 PM.

Present: Messrs, C. McCarthy, D. Stewart, M. Jordan, P Marks; Mesdames G. Palmer (Staff Rep),
L. Swanepoel (Minute Secretary), C.McDonald (Minute Secretary in training)

Apologies: A. Clark

Action

1.1 CONFIRMATION OF MINUTES

Resolved: "That the Minutes of the previous meeting held on Wednesday, 17 February 2010 having been circulated, be taken as read as a true and accurate record of that meeting"

Moved: C. McCarthy Seconded: M. Jordan **Carried**

1.2 MATTERS ARISING FROM PREVIOUS MINUTES

2. NOTICE OF GENERAL BUSINESS

- Board Elections

3. REPORTS

3.1 Chairman's Report

No Report

3.2 Principal's Report

Curriculum

The MOE is running workshops for BOT members to explain the Board's responsibilities for the use of **National Standards** in 2010. The workshop for Auckland central schools is to be held at the Kohia Education Centre, 78 Epsom Ave, Epsom on Tuesday 20th April, 7-9pm.

Year 1 & 2 Assessment Results

All 5 year olds are given a School Entry Assessment (SEA) after four weeks of school, which test key literacy and numeracy skills. We also track the progress of the children as they move through school until their next major assessment called 'Six Year Observational Survey'. Six year diagnostic testing is a very comprehensive set of testing. According to our results, our children are mostly in the above average stanines. Any child who scores in the 1-3 stanine band is placed on the 'At Risk' register and children who score 4 are also monitored carefully.

Personnel

The new entrant class will start in the library and then move to a classroom when the new building is complete.



Leave
Two staff have applied for extended leave.

Resolved: “That the leave application for Andrea England & Katie Gormley be approved”.

Moved: C. McCarthy Seconded: P. Marks **Carried**

Mt Wellington School Proposed Enrolment Scheme

The home zone for this school is being drawn up which will include the split zone part of our home zone. This will hopefully alleviate the pressure on our roll.

2010 Enrolment Scheme Review

At the same time as we review our Enrolment Policy, the MOE require the Board to complete a review of our Enrolment Scheme.

Application for 11P ‘Directed’ Enrolment

We have been directed by the Ministry to enroll an out of zone student.

Resolved: “That the Board goes into committee to discuss the 11P enrolment”.

Moved: C. McCarthy Seconded: M.Jordan **Carried**

Resolved: “That the Board goes out of committee to discuss the 11P enrolment”.

Moved: C. McCarthy Seconded: P.Marks **Carried**

The Board supports the decision by the Ministry to direct us to enrol the out-of-zone child.

3.3 Finance Report

Financial Statements December 2009

Andrew Clark requests that the Board should approve the December 2009 Financial Statements subject to minor changes to notes.

Resolved: “That the December 2009 Financial Statements be approved”.

Moved: L.Swanepoel Seconded: G.Palmer **Carried**

Resolved: “That the Feb 2010 creditors due in March 2010 totaling \$607,929.25 be paid and the corresponding cheques be signed”.

Moved: L.Swanepoel Seconded: G.Palmer **Carried**

Resolved: “That the Financial Report for the month of March 2010 be approved as a true and correct statement of the Board’s Financial position”.

Moved: L.Swanepoel Seconded: G.Palmer **Carried**



Resolved: “That the Finance Committee Report as presented be received”.

Moved: L.Swanepoel Seconded: G. Palmer **Carried**

3.4 Property Report

Project Endeavour

Programme of handover date for Stage 1 is asked to be moved to 8 May 2010. We had a meeting with Alan Milne and will also have a meeting with Robert Cunningham Construction regarding the delays. The Board is concerned about any costs that may be incurred because of the delays.

School Issues

Toilet block between rooms 12 & 13 requires a minor upgrade for Ali Dee’s new wheel chair. Initial quotes indicate a cost of approx \$5000.00. Dave Stewart to obtain other quotes.

Resolved: “That the Property Committee Report as presented be received”.

Moved: D. Stewart Seconded: P. Marks **Carried**

3.5 Human Resource Report

Appointments

Alison Duffy has accepted a fixed term appointment to replace Mary Carnachan who has resigned to travel overseas.

Resolved: “That the fixed term appointment of Alison Duffy be accepted”.

Moved: C. McCarthy Seconded: P. Marks **Carried**

Cindy McDonald has accepted the position of Financial Administrator.

Resolved: “That the appointment of Cindy McDonald be accepted”.

Moved: C. McCarthy Seconded: D. Stewart **Carried**

Sharon Tomkins has requested to reduce her hours to 2 days per week and we have advertised for a school secretary this week.

Resolved: “That the Human Resources Report as presented be received”.

Moved: C. McCarthy Seconded: P. Marks **Carried**

3.6 Policy Review Committee Report

Community Consultation Policy [NAG 2 / No 202]

Resolved: “That the Community Consultation Policy be amended to include the following addition to guideline 3... ‘Written report to include reporting of the national standards’.



Moved: C. McCarthy Seconded: M. Jordan **Carried**

Resolved: **Complaints Policy [NAG 3/ No 303]**
"That the Complaints Policy be ratified as is."

Moved: C. McCarthy Seconded: P. Marks **Carried**

Resolved: **Communicable Diseases Policy [NAG 5/ No 503]**
"That the Communicable Diseases Policy be ratified as is."

Moved: C. McCarthy Seconded: P. Marks **Carried**

Resolved: **Medical Room & Prescribed Medicine Policy [NAG 5/ No 504]**
"That the Medical Room & Prescribed Medicine Policy be amended to include the following addition to guideline 8...'Ventolin inhalers are to be kept by individual children or stored in the Medical Room'.

Moved: C. McCarthy Seconded: G. Palmer **Carried**

Resolved: **St Heliers School Enrolment Scheme [NAG 6 / No 602]**
Amend policy by deleting a section of our home zone effective 16th December 2010. Recommend that the numbers in St John's Rd be taken out of our zone and assigned solely to St Thomas's zone.
The Ministry agreed that there will be no sibling policy with the next amendment of the enrolment scheme because of the part of the zone being part of the new school in Mt Wellington.

Moved: C. McCarthy Seconded: M. Jordan **Carried**

3.7 **Staff Representative Report**

Two teachers will be going on Maternity leave from the start of Term 2.

Resolved: "That the Staff Representative Report as presented be received".

Moved: G. Palmer Seconded: C. McCarthy **Carried**

3.8 **PTA** See Report

4 **GENERAL BUSINESS**

Board Elections

Sheree Garden has been appointed as the Board elections Returning Officer

Staff Rep

Any staff member can stand for Staff Rep.



On behalf of the Board, Craig would like to thank Lisa for the exemplary job she has done over the last 11 years and we wish her well for her new life in Tauranga.

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DATES

Tuesday 11th May – BOT elections

Thursday 20th May (tbc) – First board meeting of the new BOT

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CORRESPONDENCE

Resolved: “That the Inwards correspondence be accepted”.

Moved: C. McCarthy Seconded: G. Palmer **Carried**

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NEXT MEETING

Thursday 22nd April at 7.30pm.

Meeting closed at 8:55pm.

Confirmed: _____

Date: _____