



MINUTES OF THE ST HELIERS SCHOOL BOARD OF TRUSTEES MEETING HELD ON WEDNESDAY, 17 FEBRUARY 2010 AT 7:45 PM.

Present: Messrs, C. McCarthy, A. Clark, D. Stewart, M. Jordan; Mesdames G. Palmer (Staff Rep),
L. Swanepoel (Minute Secretary),

Apologies: L. O'Neill (Chairperson), P Marks

Action

1.1 CONFIRMATION OF MINUTES

Resolved: "That the Minutes of the previous meeting held on Tuesday, 15 December 2009 having been circulated, be taken as read as a true and accurate record of that meeting"

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

1.2 MATTERS ARISING FROM PREVIOUS MINUTES

- Resignation of the Chairperson, Lana O'Neill

2. NOTICE OF GENERAL BUSINESS

- School Survey
- Strategic Plan

3. REPORTS

3.1 Chairman's Report

No Report

It was with great reluctance that Lana resigned from the Board. A great opportunity came up in Melbourne and Lana has relocated there.

The Board wishes to say a special thank you to Lana O' Neill for her 6 years on the Board, and her wonderful chairmanship these past 3½ years. Lana has made a significant contribution to the School through her commitment and care to the various roles she has undertaken. She leaves the school in good heart, and we wish Lana every success in her new ventures.

3.2 Principal's Report

Staffing

Resignations

Mary Carnachan has resigned either at the end of Term 1 or at a mutually agreeable time in early May to travel overseas.

Meg Tyre who worked 2-3 days in the office has resigned to take up a full time office position, her last day being 12 February.



Board Elections

This May, is the Triennial Elections for Boards of Trustees.

Murray Jordan and **Gordie Palmer** have indicated that they will not stand for the next Board elections.

Ratification of Support Staff Collective Agreement (SSCA)

The settlement has now been ratified by NZEI and SFWU members. The new term of the SSCA is 10n December 2009 to 31 March 2011. From 27 January 2010 the printed wage/salary rates in the SSCA that are above \$14.62 per hour will increase by 1.4%.

The implementation of the new rates for union members are scheduled to be paid on 10 March 2010, backdated from 27 January 2010. Existing employees who are not union members do not automatically receive the wage increases.

Registered Teacher Criteria

From 2010, the NZ Teachers Council will be phasing out the Satisfactory Teacher Dimensions and replacing them with the finalised Registered Teacher Criteria as the standards for teacher registration.

Guidelines for Principals and BOT Stand-Downs, Suspensions, Exclusions and Expulsions

The MOE has sent out guidelines on stand-downs, suspensions, exclusions and expulsions and good practice guidelines for managing behavior that may or may not lead to stand-downs, suspensions, exclusions and expulsions to all schools.

There is no legal change to the current legislation, but these guidelines clarify and guide schools to better meet current legislation.

National Standards

Craig made a presentation to parents at the Meet the Teacher evening about National Standards. A copy of the information given to parents is attached to the Principal's report.

School Survey

A copy of the full results of the 2009 School Survey is attached to the principal's report. Further discussion of the survey will follow under General Business.

Resolved: "That the Principal's Report as presented be received".

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

3.3 Finance Report

Lisa Swanepoel has resigned from her position as Financial Administrator and Board Secretary at the end of February 2010. The Board conveyed their thanks to Lisa for the superb administration of the school finances and for the 11 years of wonderful service she has given to the school.



2010 Budget

The 2010 budget has been finalized by the finance committee.

Resolved: “That the 2010 Budget be approved”.

Moved: A. Clark Seconded: C. McCarthy **Carried**

Resolved: “That the Jan 2010 creditors due in February 2010 totaling \$431,923.33 be paid and the corresponding cheques be signed”.

Moved: A. Clark Seconded: M. Jordan **Carried**

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

Moved: A. Clark Seconded: D. Stewart **Carried**

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

Moved: A. Clark Seconded: D. Stewart **Carried**

3.4 Property Report

Project Endeavour

Although good progress has been made over the summer break and last month unexpected delays have put the programme approximately 2 – 3 weeks behind schedule. A revised construction programme has been attached to the property report.

Administration Block Upgrade

The Plan of Works for the upgrade of the Administration Block has been approved by the Auckland City Council.

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

Moved: D. Stewart Seconded: G. Palmer **Carried**

3.5 Human Resource Report

Resolved: “That the resignations of Meg Tyre and Mary Carnachan be accepted”.

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

Appointments

The fixed term appointment to replace Mary Carnachan is pending.



New Entrant Room

The opening of another New Entrant room is planned for the start of Term 2.

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

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

3.6 Policy Review Committee Report

Reporting on Student Progress Policy [NAG 2 / No 201]

Resolved: "That the Reporting on Student Progress Policy be ratified as is, with the note that with the implementation of the National Standard it might change."

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

Performance Appraisal Policy [NAG 3/ No 301]

Resolved: "That the Performance Appraisal Policy be amended to reflect the new organisation dividing appraisal of Professional Standards and Professional Development."

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

Principal Appraisal Policy [NAG 3/ No 302]

Resolved: "That the Principal Appraisal Policy be ratified as is."

Moved: C. McCarthy Seconded: A. Clark **Carried**

Behaviour Management Policy [NAG 5/ No 501]

Resolved: "That the Behaviour Management Policy be ratified as is."

Moved: C. McCarthy Seconded: A. Clark **Carried**

Playground Supervision Policy [NAG 5 / No 502]

Resolved: "That the Playground Supervision Policy be ratified as is."

Moved: C. McCarthy Seconded: A. Clark **Carried**

Resolved: "That the Policy Review Committee Report be received."

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

3.7 Staff Representative Report

Congratulations to **Anna Broadbridge** who is getting married on the 6th March 2010.

A part time staff member, Rae Malone, is turning 75 on Friday and the staff surprised her with birthday wishes and flowers at morning tea this morning.



We currently have 8 student teachers at school.

All the teachers did a full day first aid course on Teacher Only day in January.

Sherine Hall's son, Anthony Hall, is very sick in the hospital because of a virus that affected his heart very seriously. The Board would like to send a card on their behalf.

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

Moved: G. Palmer Seconded: D. Stewart **Carried**

3.8 PTA
No Report

4. GENERAL BUSINESS 2009 School Survey

The School Survey has been completed and compiled, and reflects most favourable results.

Section 1: School Vision Statement

95% of parents agreed to add "*in all other areas of school life*" to the Vision Statement

Resolved: "That the proposed variation to the School Vision Statement be accepted".

Moved: C. McCarthy Seconded: A. Clark **Carried**

Section 2: Vision for St Heliers School Students

94% - 97% of parents agree to the inclusion of a new section to the School Charter "*Vision for St Heliers School Students*"

Resolved: "That the proposed new section of the charter includes 'Vision for St Heliers School Students'".

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

Section 3: School Values

92%-97% of parents agreed to amendments and addition to the School Values

- Delete 'Students should' at the start of each value.
- Amend the values Responsibilities and Respect
- Add a new value: 'Care'

Resolved: "That the proposed modification to the existing and new values be implemented into our school values".

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



Section 4: Curriculum and Student Learning and Section 5: School Liaison and Communication
Most parents 'Strongly Agreed' and 'Agreed' or 'Mostly Agreed' with each statement in these two areas.

Section 6: Future of our School

The results indicate that parents still rate Values and Social and Behavioural Skills highly. ICT and Problem Solving & Thinking Skills were also rated highly.

Spanish, Mandarin and French were clearly the languages parents would choose as a second language if a choice was given.

Strategic Plan

A major task for the Board is to now formulate the next Strategic Plan for the school.

5. DATES

6. CORRESPONDENCE

No correspondence for January and February 2010.

7. NEXT MEETING

Thursday, 18th March 2010 at 7:30pm.

Meeting closed at 9:20pm.

Confirmed: _____

Date: _____