



Minutes of the St Heliers School Board of Trustees Meeting Held on Thursday, 22 April 2010 at 7:30 pm

Present: Messrs C McCarthy, A Clark, D Stewart, M Jordan, P Marks; Mesdames G Palmer (Staff Rep), C McDonald (Minute Secretary)

Apologies:

ACTION

1 1.1 CONFIRMATION OF MINUTES

Resolved: "That the minutes of the previous meeting held on Monday 15 March 2010 having been circulated, be taken 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

3 REPORTS

3.1 Chairman's Report

No report.

3.2 Principal's Report

National Standards

Schools are required to report twice this year to parents regarding how their child is achieving against national standards. This will require a different reporting format but changes to mid and end of year reports will be kept to a minimum as there are expected to be more changes to reporting requirements ongoing. A draft mid-year report has been completed that encompasses the following changes:

-Each child's level of achievement in reading, writing and maths will be reported as well below, below, at, above or well above the national standards.

-These and other areas of curriculum will be assessed as area to develop, age appropriate or strength.

-We are required to write a specific working goal in reading, writing and maths.

Social skills & work habits will be assessed as previous reports and an appendix on how to read the report will be included.

There is a worry about the interpretation of standards between schools.

PATs - Literacy

The PAT results in reading comprehension, reading vocabulary and listening comprehension show St Heliers School has more than the national average of children in stanine groups average, above average and high and less than the national average of children in stanine groups low and below average - very pleasing results.



Personnel

We welcome Janet Raggett to the school to replace Sharon Tomkins as the new school secretary. Sharon will now be working in the office on Thursdays and Fridays only.

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

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

3.3 Finance Report

Resolved: "That the March 2010 creditors due in April 2010 totalling \$446,249.33 be paid and the corresponding cheques be signed".

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

Resolved: "That the Finance Report for the month of April 2010 be approved as a true and correct statement of the Board's financial position".

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

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

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

3.4 Property Report

Project Endeavour

Internal fitting and fixtures are ongoing. There was a cladding problem on the Walmsley Road side of the building where the wrong side of the iron was painted however all the exterior cladding is now complete. Stormwater was completed over the school holiday break. No health and safety issues. Completion date is now 17th May 2010.

Administration Block upgrade

Estimate for upgrade is \$653,790 including fees. A request was made to MOE to allow Cunningham Construction to continue with the refurbishment of the four Yr7 & 8 classrooms. This was rejected by MOE who have instructed that the project must go to tender. The upgrade of the Administration Block will be included in this tender.

Resolved: "That the Property Committee recommend that the budget of \$653,790 including a contribution be approved in principle and proceed to the next stage of design and tender".

Moved: A Clark *Seconded:* P Marks **Carried**

Alan Milne needs sign off of the 5YP project. The BOT will provide funding of \$138,000 which includes a contribution to the administration block and Yr7&8 upgrade. There is scope to use remaining cyclic cash fund money after the painting of the school for refurbishment and administration block project.



Resolved: "That the 5YP project of \$704,702 as presented be approved, including a contribution of \$138,590 from the BOT".

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

Resolved: "That the Property Committee Report as circulated be received".

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

3.5 Human Resource Report

No report.

3.6 Policy Review Committee Report

Protected Disclosures Policy NAG 3 No. 305

Resolved: "That the Protected Disclosures Policy be ratified as is".

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

Internet Safety Policy NAG 5 No. 505

Resolved: "That the Internet Safety Policy be ratified as is".

Moved: P Marks *Seconded:* A Clark **Carried**

Uniform Policy NAG 5 No. 510

Resolved: "That the Uniform Policy be ratified as is".

Moved: P Marks *Seconded:* G Palmer **Carried**

Performance Appraisal Policy NAG 3 No. 301 - Reviewed February 2010

Resolved: "That in hindsight this policy meets the needs of performance appraisal".

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

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

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

3.7 Staff Representative Report

Anthony Hall is doing well after heart transplant and hopeful he will be back at school for Term 3.

Mary Sheffield has joined for Term 2 and 3 in the language room.

Flu injections have been offered to the staff.

The 3 senior leaders will be at a conference in Queenstown during wk 11.

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

Moved: G Palmer *Seconded:* P Marks **Carried**

ACTION



3.8 PTA

No report.

3.9 ESOL/International Students Report Term I

Resolved: "That the ESOL/International Students Report as presented be received".

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

4 GENERAL BUSINESS

Craig queried the enrolment of a student when they moved from an in-zone address to an address that is now significantly out of zone soon after enrolment. After meeting with the family and their interpreter, Craig believes there was no intention to use an in-zone address to gain an unfair advantage for enrolling their child.

Resolved: "That on the basis of the information available, St Heliers School accept the continued enrollment of this student".

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

Board Resignations

Craig thank Gordie Palmer for providing such great support to the staff. On behalf of the BOT and parents, Craig would like to thank Murray Jordan for all his work on the new buildings and leading Project Endeavour.

5 DATES

Tuesday 27th April - nominations close for BOT members
Tuesday 11th May - BOT election

6 CORRESPONDENCE

Resolved: "That the inwards correspondence be accepted".

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

7 NEXT MEETING

Thursday 20th May at 7:30pm - TBC

ACTION

Meeting closed at 9:08pm

CONFIRMED

DATE
