



Minutes of the St Heliers School Board of Trustees Meeting Held on Thursday, 22nd July 2010 at 7:38 pm

Present: Messrs G Ivill (Chairman), C McCarthy, A Clark, P Marks, Mesdames H Stephens, P Torrie (Staff Rep)
C McDonald (Minute Secretary)

Apologies: D Stewart

ACTION

I 1.1 CONFIRMATION OF MINUTES

Resolved: "That the minutes of the previous meeting held on Thursday 24 June 2010 having been circulated, be taken as a true and accurate record of that meeting".

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

I.2 MATTERS ARISING FROM PREVIOUS MINUTES

Garry & Helen have scheduled a meeting with Andrew Lamb and Jo Davies from the PTA on Wednesday 28th July.

2 NOTICE OF GENERAL BUSINESS

2011 out of zone enrolments

3 REPORTS

3.1 Chairman's Report

Staff Morning Tea

This was enjoyed by both the Board and staff. Planning for a Term 3 morning tea is underway.

Principal's Conference Queenstown

This was of great benefit to the Senior Leadership Team. Garry proposed acknowledging the Leadership Team for running the school successfully in their absence.

Craig

New Building Opening

The new building will be officially opened when all the defects have been remedied. It was decided to approach John Key's office now in order to schedule an opening date when he is available. Craig suggested asking Sheree Garden to help with organising this.

Craig

Policies

The goal is to publish the school policies on the website within the next 4 weeks.

National Standards

The Board needs to develop and agree on a statement of the Board's position regarding National Standards, with a view to communicating to the school community.

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

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



3.2 Principal's Report

Principal's Conference Queenstown

Craig gave the Board feedback about the 'Truly Remarkable' conference in Queenstown and talked about the content of the presentations of the four keynote speakers.

Strategic Plan

The Staff Leadership Team met to discuss teaching and learning goals for the new strategic plan and the following goals were drafted:

- Provide opportunities for students to achieve personal excellence in all areas of the New Zealand Curriculum.
- Maintain and enhance excellence in literacy and numberacy achievement.
- Use good quality assessment tools, that are consistently applied, to identify and inform next teaching and learning steps.
- Identify, support and monitor students who are not achieving and those at risk of not achieving.
- Continue to integrate the school vision and values into all aspects of school life.

National Standards

Mid-year reports will go out shortly and will include National Standards. It has been quite an achievement to get to this stage and there are ongoing concerns from many groups within the educational sector about the actual standards, their purpose, implementation and reporting.

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

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

3.25 ESOL and International Student Report

Craig presented this report submitted by Donna Harris and Jenny Dale.

Resolved: "That the ESOL and International Student Report as presented be received".

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

3.3 Finance Report

Resolved: "That the June 2010 creditors due in July 2010 totalling \$60,861.39 be paid and the corresponding cheques be signed".

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

Resolved: "That the Finance Report for the month of July 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

There was a discussion about employing a landscape architect to create a plan for the whole school. Once an overall plan is in place, working bees and PTA fundraising can be organised.

Resolved: "That the Property Committee investigates costs involved in employing a landscape architect for a master landscape plan for the school".

Dave, Craig
& Andrew

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

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

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

3.5 Human Resource Report

No report.

3.6 Policy Review Committee Report

Privacy Policy NAG 3 No. 306

A review is to be undertaken on current information held about employees to ensure no irrelevant information is held.

Cindy

Resolved: "That the Privacy Policy be ratified as is and that the appointed Privacy Officers are Craig McCarthy and Cindy McDonald".

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

Health & Safety Policy NAG 5 No. 509

The Health & Safety committee is to meet to complete the annual review of the "Practice for State & State Integrated Schools" as required by the Code of Practice.

Loretta
Dave
Gordie

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

Moved: P Marks *Seconded:* H Stephens **Carried**

Board of Trustee Meeting Procedures Policy NAG 6 No. 601

Resolved: "That the Board of Trustee Meeting Procedures Policy be ammended to include the following addition to guideline 2...'or access to online training material'.

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

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

Moved: P Marks *Seconded:* H Stephens **Carried**



3.7 Staff Representative Report

Patsy presented the staff representative report outlining the many activities scheduled for the busy term ahead.

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

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

3.8 PTA

4 GENERAL BUSINESS

Strategic Plan

Garry suggested that, rather than breaking up into separate committees, the Board meet to brainstorm some key objectives based around the 6 NAGs. The aim is to complete a one-page plan with more detail in the annual plan.

Strategic plan meeting scheduled for 31st July at 1:30pm.

BoT Newsletter to Parents

It was discussed and agreed the BoT newsletter would be issued once a term.

Some of the topics to be covered in the first newsletter are;

- introduce the new Board
- the role of the Board
- the initial focus of the Board
- why you should pay your school donation

Garry will work on a draft of this and circulate it to Board members for feedback.

Garry

BoT Meetings

Agendas and Reports - these are to be e-mailed the Monday prior to the Board meeting.

A request for any submissions to the agenda will be sent out in the previous week.

Minutes - these will be sent out within one week of the Board meeting. They will also be posted on the SHS website.

Code of Conduct - Garry distributed an example of a BoT Code of Conduct and requested that the Board tailor this to form a SHS Board of Trustees Code of Conduct.

National Standards

Craig will send a newsletter to parents regarding the national standards and will be distributed with mid-year reports.

The BoT will send a letter to parents to reflect their position on National Standards. This will be issued after and support the content of Craig's newsletter.

To Action:

- send copies of the National Standards to all Board members
- send a copy of the NZ Curriculum to Garry

Craig &
Cindy



2011 out of zone enrolments

The confirmed ballot dates for out of zone enrolments are;

-application closing date - Friday 15th October 2010

-ballot date - Wednesday 20th October 2010

SHS is not in a position to run a ballot for any out of zone pupils.

5 CORRESPONDENCE

Resolved: "That the inwards correspondence be accepted and the outwards correspondence be approved."

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

6 DATES

Saturday 31st July 1:30pm - Strategic Plan meeting

Wednesday 18th August - BoT training at Remuera Primary

7 NEXT MEETINGS

Thursday 26th August at 7:30pm (apologies - Peter Marks)

Thursday 22nd September at 7:30pm (apologies - Andrew Clark)

Meeting closed at 10:10pm

CONFIRMED _____

DATE _____