



Minutes of the St Heliers School Board of Trustees Meeting Held on Thursday, 24th June 2010 at 8:00 pm

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

Apologies None

ACTION

I 1.1 **CONFIRMATION OF MINUTES**

Resolved: "That the minutes of the previous meeting held on Thursday 27 May 2010 having
been circulated, be taken as a true and accurate record of that meeting".

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

I.2 **MATTERS ARISING FROM PREVIOUS MINUTES**

2 **NOTICE OF GENERAL BUSINESS**

Election of Officers:

Chairperson: Garry Ivill

Nominated: D Stewart *Seconded:* H Stephens **Carried**

Treasurer: Andrew Clark

Nominated: D Stewart *Seconded:* H Stephens **Carried**

Property: Dave Stewart

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

Human Resources: Helen Stephens

Nominated: G Ivill *Seconded:* D Stewart **Carried**

Policy: Peter Marks

Nominated: H Stephens *Seconded:* D Stewart **Carried**

Members of Committees (nominated and agreed):

Finance: Andrew, Craig & Cindy (ex officio)

Property: Dave, Andrew, Garry & Craig

Human Resource: Helen, Garry, Patsy & Craig

Policy: Peter, Craig & Patsy



3.1 Chairman's Report

No report.

3.2 Principal's Report

IKAN

Craig discussed his report on IKAN - Individual Knowledge Assessment for Numeracy looking at;

- what is IKAN and how is it assessed
- how are the results reported
- the results at St Heliers School

STRATEGIC PLAN

One of the most important tasks for the new Board is to write the next Strategic Plan. This will be done by the Board together with input from staff (primarily focussing on NAG I) and parents via the school survey.

The following actions were discussed and agreed:

- the Board will split into committees for the initial writing stage of the plan
- Chairperson's of each committee will organise meetings of their committee
- Craig will send out the parent survey and previous strategic plan to all Board members

Committee
Chairpersons
Craig

EDUCATION REVIEW OFFICE (ERO): SCHOOL REVIEW

The ERO will review the school in Term 4, week beginning 8th November.

Garry, Craig and one other Board member will attend an ERO meeting about education reviews on 30th or 31st August..

ADHB ORAL HEALTH STRATEGY

A complete overhaul of oral health services is being undertaken resulting in;

- all existing clinics being closed, with our building becoming available for use by SHS
- 12 new fixed all-in-one 'superclinics' being opened
- mobile dental units visiting schools 2 - 4 times per year

We will provide a space in the carpark for the mobile unit when it visits.

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

Moved: C McCarthy Seconded: H Stephens **Carried**

3.3 Finance Report

PROPERTY PROJECT

The tender for the administration block upgrade is significantly more than the estimate, however both the Finance & Property Committee feel we should commit the extra funds to ensure the school property infrastructure meets the present and future needs of the school.

Resolved: "That the BoT contribute \$151,750 to the 5YP, an increase from \$138,950 as minuted in the BoT meeting on 22nd April 2010.

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



Resolved: "That the BoT contribute up to \$145,000 for the Admin Block and Relocatables upgrade subject to confirmation of final scope.

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

Resolved: "That the May 2010 creditors due in June 2010 totalling \$370,977.18 be paid and the corresponding cheques be signed".

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

Resolved: "That the Finance Report for the month of June 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:* D Stewart **Carried**

3.4 Property Report

Dave presented the Property Committee's Report with progress on Project Endeavour and updating the Board on the next stage of property development; Administration Block Upgrade, refurbishment of the Year 7 & 8 classes and refurbishment of the old library.

Work on remedial issues will take place during the holidays.

The contract to redevelop the old library has been awarded to Woodview Construction and work is underway.

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

Moved: D Stewart *Seconded:* H Stephens **Carried**

3.5 Human Resource Report

No report.

3.6 Policy Review Committee Report

Learning Support Policy NAG I No. 102

Resolved: "That the Learning Support Policy be ratified as is".

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

Student Equity Policy NAG I No. 103

Resolved: "That the Student Equity Policy be ratified as is".

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



Sexual Harassment Policy NAG 5 No. 507

Resolved: "That the Sexual Harassment Policy be ratified as is".

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

Child Abuse Policy NAG 5 No. 508

Resolved: "That the Child Abuse Policy be ratified as is".

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

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

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

3.7 Staff Representative Report

Patsy presented the staff representative report outlining the many activities that have taken place over the last month.

Management and team leaders have attended several workshops this term regarding National Standards. It has been a very time-consuming process to interpret the requirements of national standards and devise the best way to report these.

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

Moved: P Torrie *Seconded:* G Ivill **Carried**

3.8 PTA

Garry has approached Andrew Lamb & Jo Davies about a meeting with the Board and PTA. Helen suggested talking to the PTA about putting something in the noticeboard on St Heliers Bay Road.

4 GENERAL BUSINESS

5 CORRESPONDENCE

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

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

6 DATES

Training meetings - Wednesday 21st July 6:30 - 9:30pm
ERO education reviews meeting - 30th or 31st August

7 NEXT MEETING

Thursday 22nd July at 7:30pm



Meeting closed at 9:25pm

CONFIRMED

DATE
