



**Minutes of the St Heliers School Board of Trustees Meeting Held on
Thursday, 27 May 2010 at 7:30 pm**

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

Apologies: C McDonald (Minute Secretary)

ACTION

I 1.1 CONFIRMATION OF MINUTES

Resolved: "That the minutes of the previous meeting held on Thursday 22 April 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

3 REPORTS

3.1 Chairman's Report

Craig, acting as Chairman, welcomed the new Board to it's first meeting, with a particular welcome to the newly elected Board members; Garry Ivill, Helen Stephens & Patsy Torrie.

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

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

3.2 Principal's Report

Craig, in his role as Principal & acting Chairman, presented a powerpoint for the Board looking at;

1. the structure of the New Zealand Education System.
2. an overview of National Education goals & guidelines.
3. the structure of Boards of Trustees
4. an overview of the roles with a Board; Property, Finance, Policy & Human Resources

A general discussion took place on the key issue of governance & management.

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

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



3.3 Finance Report

Resolved: "That the April 2010 creditors due in May 2010 totalling \$842,284.04 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:* 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.

Dave talked about two potential issues with regard to Project Endeavour's completion being claims on the project's contingency budget and time extension.

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

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

3.5 Human Resource Report

1. Kate Burroughs resignation (to travel overseas) was accepted.
2. The following appointments were ratified:
 - Stephanie Priest, 1 year fixed-term (staff resignation - overseas)
 - Bridget Payne, 1 year fixed-term (maternity)
 - Lisa Ward, 1 year fixed-term (maternity)
 - Kelly Thomson, 2 term fixed-term (new entrant class)

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

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

3.6 Policy Review Committee Report

No Report



3.7 Staff Representative Report

Patsy updated the Board about the move into the new building. Also, Patsy gave an overview of how teachers were coping with the new report forms resulting from National Standards.

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

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

ACTION

3.8 PTA

No report.

4 GENERAL BUSINESS

None

5 DATES

- Next Board meetings; June 24th, July 22nd
- Board & staff morning tea - Friday 25th June at 10:40am

6 CORRESPONDENCE

None

7 NEXT MEETING

Thursday 24th June at 7:30pm

Meeting closed at 9:25pm

CONFIRMED _____

DATE _____