

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE
ORATIA DISTRICT SCHOOL HELD TUESDAY 12th APRIL 2011
COMMENCING AT 7.40PM**

PRESENT: Erik van den Top (Chairperson), Angela Nauck (Treasurer), Naomi Laycock (Staff Rep.)
Sherilee Swanepoel (Principal), Jane Binsley, Tim Sherring, Robin Kewell, Christine
Healy, Cathy Hughes (Mins. Sec.)

VISITORS: Kathy Wadsworth, Tracey Gill, Jocelyn McAlpine, Pam Thomas, Graham Henricksen,
Karen Dellow.

APOLOGIES: None

The meeting commenced with a welcome to everyone. Jane Binsley introduced Graham Henricksen from NZSTA Auckland Branch, Regional Chairman. Graham introduced himself and discussed the training that is on offer to us. The board will discuss what our needs are and get back to him.

Karen Dellow distributed and discussed the Health and Safety walk through report which happened on 31st March 2011. Jocelyn McAlpine updated the board on the rotten posts of the middle school playground.. In the meantime this area has been roped off.

MINUTES:

It was moved that the 15th March 2011 minutes are a true and correct record.

Erik van den Top / Naomi Laycock Carried

MATTERS ARISING:

Multi-purpose building hazard – It was reported that the hooped fence is now up and completed satisfactorily.

School Day Hours – Sherilee Swanepoel updated the board on the feedback we have had from parents and staff. There will be a slight adjustment to the last block. This will be mentioned in the newsletter.

Student Achievement and Data Analysis – Sherilee Swanepoel and Kathy Wadsworth will prepare a report for the June board meeting which will track a cohort in one subject.

**Sherilee &
Kathy**

FINANCIAL REPORT:

The March 2011 Financial Report was discussed.

It was moved that the March 2011 Financial Report be received.

Sherilee Swanepoel / Robin Kewell Carried

STRATEGIC:

Strategic Plan 2010 to 2014 – Sherilee Swanepoel distributed the updated Strategic Plan and discussed the small changes which have been made.

Journey Maps - These will be prepared at the next Vision meeting on Thursday 28th April and will be presented at the May meeting.

Sherilee

Strategic Fund - The board agreed in principle at looking to establish a strategic fund which will enable teachers to trial non-budgeted initiatives.

Achievement Report – Due to technology problems the e-asTTle report was not available. This report will be presented at the May meeting.

Kathy

Student Achievement Targets 2011 – Sherilee updated the board and presented the Achievement Targets which are contained in the Charter.

School Charter – Just one more Action Plan to complete and then it will be presented at the next board meeting for approval.

Board

Mathletics – Tracey Gill mentioned that the senior school will continue with this programme. The Year 3 and 4 classes will trial a free on-line resources and also the Math Blaster Programme.

OPERATIONAL:

Correspondence:

Circulars, brochures were tabled and presented

Inwards – See list

**TO
ACTION**

<p>No. 5 – Sherilee Swanepoel read out the letter from Anne O’Grady of the Ranui Special Needs Unit. This was discussed in depth and advice was given from Graham Henricksen. Sherilee will acknowledge that we have received this letter.</p> <p>No. 6 – The Enrolment Scheme will be retained as is.</p> <p>No. 8 – Sherilee Swanepoel read out the email from NZSTA regarding cashing up annual leave. Sherilee and Erik to review policies and this matter to be re-visited next meeting.</p> <p>No. 9 – Sherilee read out Anne Tolley’s letter regarding the bullying issue. We continually review our policies and programmes.</p> <p>Not listed –</p> <ul style="list-style-type: none"> • We have received a letter from Karen Dellow informing the board that she needs surgery and will be unable to work for a period of at least 6 weeks at the start of term 2. A reliever will be placed in Room 16 and Sherilee Swanepoel will send a letter home to the parents. • We have received a letter of resignation from Jan Parkes with effect from Friday 15th July. The resignation was accepted and Sherilee will reply to Jan. An advertisement will be placed in the Education Gazette. <p>Outwards – None</p> <p>It was moved that inwards correspondence be received.</p> <p style="text-align: right;">Jane Binsley / Christine Healy Carried</p>	<p>Sherilee & Erik</p> <p>Sherilee</p> <p>Sherilee</p>
<p>REPORTS:</p> <p>Principal’s Report – This was distributed and discussed. Also presented was Sherilee’s report on the NZPF Conference. Sherilee thanked the board for allowing her to attend.</p> <p>Staff Report – Verbal report</p> <p>Chairpersons Report – Verbal report</p> <p>It was moved that all reports be received</p> <p style="text-align: right;">Erik van den Top / Jane Binsley Carried</p>	<p>Sherilee</p> <p>Sherilee & Jocelyn</p>
<p>POLICIES:</p> <p>Sexual Harassment Involving Staff – We will see if we can incorporate this into another policy.</p> <p>Theft and Fraud Prevention Policy – Jocelyn and Sherilee to check the Ministry website regarding the guidelines and then will be discussed at next meeting.</p>	<p>Sherilee</p> <p>Sherilee & Jocelyn</p>
<p>GENERAL BUSINESS:</p> <p><u>Country Fair</u> – Erik van den Top thanked all the board members and staff for their attendance at this school event. It was a great success.</p> <p><u>ERO Self-Assessment</u> – date was set for Tuesday 10th May.</p> <p><u>BOT Chair</u> – Sherilee Swanepoel moved that Erik van den Top retain the position of board chairperson until February 2012. 2nd Christine Healy Carried</p> <p><u>BOT Deputy Chair</u> – Erik van den Top moved that Christine Healy be appointed Deputy Chairperson 2nd Sherilee Swanepoel Carried</p> <p><u>Portfolios</u> – Erik van den Top will no longer be on the Appointments Committee. Christine Healy will replace him. Jane Binsley and Naomi Laycock will now be part of the Curriculum Vision Team.</p> <p><u>Dogs in school grounds</u> – A notice to be placed in the school newsletter regarding dogs in the school grounds.</p>	<p>Board</p> <p>Sherilee</p>
<p>Next meeting will be held on Tuesday 17th May commencing at <u>7.00pm.</u></p> <p>Meeting closed at 10.10pm</p> <p>The board went “In Committee”. Visitors left the room.</p> <p>Chairperson: _____ Date: _____</p>	<p>Sherilee</p>