

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE
ORATIA DISTRICT SCHOOL HELD TUESDAY 17th MAY 2011
COMMENCING AT 7.00PM**

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

VISITORS: Kathy Wadsworth, Tracey Gill, Jocelyn McAlpine, Pam Thomas, Kris Morris-Vette

APOLOGIES: None

The meeting commenced with a building update. Welcome to Kris. Kris presented to the board the revised plans and costs for the Learning Centre.

Sherilee Swanepoel moved that the building project be parked until it can be established if it can fit within the 5YA. 2nd Robin Kewell Carried

Kris and Jocelyn McAlpine to present draft 10YPP and 5YA at July meeting.

Jocelyn McAlpine to circulate the digital plans to board members.

**TO
ACTION**

Jocelyn

MINUTES:

It was moved that the 19th April 2011 minutes are a true and correct record.

Erik van den Top / Naomi Laycock Carried

It was moved that the In Committee minutes dated 19th April 2011 are a true and correct record

Erik van den Top / Christine Healy Carried

MATTERS ARISING:

- Leave Policy will be deferred until next month.
- Lone Kauri position has been placed in the Education Gazette. We have received one applicant.
- A notice regarding dogs in the school grounds was placed in the Newsletter.
- Tracey Gill mentioned that Mathletics will be running from next week.

Sherilee

FINANCIAL REPORT:

The April 2011 Financial Report was discussed.

Angela Nauck moved that that the April 2011 Financial Report be received.

2nd Naomi Laycock Carried

Jocelyn McAlpine explained the usual policy in dealing with any unbudgeted income.

Angela Nauck to extend her monthly report to cover any possible surpluses.

Angela

STRATEGIC:

- The Journey Maps were presented and an explanation given. These will be tabled until the June meeting. The next vision meeting was set for Tuesday 31st May, 4.30pm to 6.30pm.
- Erik van den Top is still working on the Strategic Management process.
- Kathy Wadsworth presented the Schoolwide Assessment Reports for 2011. The board asked if progress and achievement over time could be re-entered so that the data represents the same group of students. Kathy will discuss this when she meets Ed Tech later this week.

Board

Kathy W

Thank you to Kathy and teachers – it is an encouraging report.

OPERATIONAL:

Correspondence:

Circulars, brochures were tabled and presented

Inwards – See list

No. 1 – Sherilee Swanepoel explained to the board why a vote of no confidence was given at the NZPF conference.

No. 6 – The board gave their approval for OSCAR Kool Kids to use Room 21 during parent / school conferences on Thursday 23rd June.

Not listed – We have received a letter from the Ministry of Education thanking us for our school charter.

Outwards – See list

It was moved that inwards correspondence be received and outward be endorsed

Sherilee Swanepoel / Jane Binsley Carried

REPORTS:

Principal's Report – presented.

Tim requested a copy of the updated health and safety record sheet.

Staff Report – distributed and presented. Discussion was held on the cost of the drumming performance. Also, special thanks to Colin Weaver for all the preparation of the grounds for the Zone Cross Country. It was a great day and Oratia gained 1st place.

Naomi made her apologies and left the meeting at this stage.

Chairpersons Report – None

It was moved that all reports be received

Erik van den Top / Angela Nauck Carried

POLICIES:

Complaints Policy – this now includes a section pertaining to Sexual Harassment on Staff. This policy has been deferred to the June meeting.

Theft and Fraud Prevention Policy – no changes were necessary. Sherilee Swanepoel moved that the Theft and Fraud Prevention Policy be ratified provided it is seen by staff.

2nd Tim Sherring Carried

GENERAL BUSINESS:

- NZSTA training proposal – All 3 were chosen and an invite was extended to the SMT to join in. Jane Binsley to discuss dates with Graham Henricksen and then ask the Board for their preference.
- Pool Survey – This was discussed. A pool sub-committee will report to the board, on any changes that will need to be made for the new seasons pool use.
- ERO Review – the board are making good progress with regard to our preparation for our review. The next meeting will be on Tuesday 24th May.
- Enrolment Scheme – The board asked what systems are in place with regard to new enrolments.

Next meeting will be held on Tuesday 21st June 2011 commencing at 7.30pm.

Meeting closed at 9.30pm.

Chairperson: _____ Date: _____

Sherilee

Jane

Board

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