

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE
ORATIA DISTRICT SCHOOL HELD TUESDAY 12th JULY 2011
COMMENCING AT 7.00PM**

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

VISITORS: Pam Thomas, Kathy Wadsworth, Tracey Gill, Thomas Bigge, Lloyd Wheeler, Kris Morris-Vette

APOLOGIES: None

The meeting commenced with a Property update. Kris Morris-Vette distributed, presented and discussed the Building Assessment Board Report – 10YPP, July 2011.
It was moved that the Building Assessment Board Report – 10YPP and 5YA, dated July 2011 be accepted. Erik van den Top / Robin Kewell Carried
Thank you Kris. Kris Morris-Vette left the meeting

**TO
ACTION**

FINANCIAL REPORT:

The June 2011 Financial Report was distributed and discussed.
It was moved that the June 2011 Financial Report be accepted
Angela Nauck / Tim Sherring Carried
Angela Nauck moved that we accept the balance sheet budget for 2011 and adopt the chart of accounts budget as presented. 2nd Sherilee Swanepoel Carried
Angela Nauck distributed a draft for discussion of the Net Available Funds as at 30th June 2011. Feedback was given and noted.

ICT REPORT:

Lloyd Wheeler and Thomas Bigge presented and discussed the ICT report with the board.
Thank you Lloyd and Thomas.

Lloyd Wheeler, Thomas Bigge and Angela Nauck left the meeting.

MINUTES:

It was moved that the 21st June 2011 minutes are a true and correct record subject to a correction of the date set for the NZSTA training session as 9th August 2011.
Erik van den Top / Jane Binsley Carried

MATTERS ARISING:

Lone Kauri Appointment – We have appointed Meredith Blackman as a full time fixed term teacher commencing Monday 1st August 2011 until Friday 16th December 2011.
Lone Kauri BOT member – Sherilee Swanepoel moved that we invite and co-opt a member from the Lone Kauri Community Trust onto the board. 2nd Robin Kewell Carried
Journey Maps – Feedback from the board was discussed.
Strategic Management Process – Feedback from the board was discussed.
Dental Clinic Update – Deed of lease has been signed and posted. We are now awaiting the Construction Licence documentation and written confirmation that the present dental clinic space will no longer be required by Auckland Regional Dental Service.

Sherilee

STRATEGIC:

Communication Sub Committee Meeting – Erik van den Top, Jane Binsley and Sherilee Swanepoel will meet to develop a communications strategy as part of an action in the Strategic Plan. A date will be set, Sherilee and Jane will email each other.

**Sherilee &
Jane**

OPERATIONAL:

Correspondence:

Circulars, brochures were tabled and presented

Inwards – See list

Outwards – See list

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

Sherilee Swanepoel / Erik van den Top Carried

REPORTS:

Principal's Report – presented. New Class Appointment - We have appointed Kathryn Macfarlane as a full time fixed term teacher to open the new class in Room 9, commencing Monday 15th August 2011 until 16th December 2011.

Staff Report – Naomi Laycock distributed and discussed her report

Chairpersons Report – Verbal

It was moved that all reports be received Erik van den Top / Tim Sherring Carried

POLICIES:

Police Vetting – The board agreed that this policy be deleted and created as an Oratia School Procedure.

Appointments Policy – deferred to August meeting.

Gifted and Talented Policy – deferred to August meeting

Curriculum Delivery Policy – deferred to August meeting. The SMT to work on this policy.

Security Policy – It was moved that the Security Policy with the changes has been reviewed
Sherilee Swanepoel and Tim Sherring Carried

Discussion was held on how we rationalise our policies. Sherilee Swanepoel to set up an implementation plan and present to the board at a later date.

GENERAL BUSINESS:

Security over the term holiday – Tim Sherring will be the after hours, first point of call for the first week. Colin Weaver will take over smoke alarm duties from Jocelyn McAlpine in her absence.

School Uniforms – Sherilee Swanepoel reported that she will be preparing and sending a consultation document home to our families regarding school uniforms later in the year.

Next meeting will be held on Tuesday 16th August 2011 commencing at 7.00pm.
Meeting closed at 9.20pm.

Chairperson: _____ Date: _____

Sherilee

Sherilee

Sherilee