

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE
ORATIA DISTRICT SCHOOL HELD TUESDAY 20th SEPTEMBER 2011
COMMENCING AT 7.00PM**

PRESENT: Christine Healy (Vice Chairperson), Angela Nauck (Treasurer), Sherilee Swanepoel (Principal), Tim Sherring, Jane Binsley, Julia Moore, Cathy Hughes (Mins. Sec.)

VISITORS: Pam Thomas, Nick Gill, Tracey Gill, Jocelyn McAlpine, Kathy Wadsworth

APOLOGIES: Erik van den Top, Naomi Laycock, Robin Kewell

**TO
ACTION**

- Meeting commenced with a presentation from the Enviro Planners and Mrs Wadsworth. The board thanked the Enviro Planners for their wonderful presentation. Enviro Planners left the meeting.
- Christine Healy welcomed Julia Moore onto the Board of Trustees.
- The Arts, Music Report – Nick Gill presented his report. Thank you Nick. Nick Gill left the meeting.
- Inquiry Learning term 3, 2011 report – Tracey Gill presented her report. Thank you Tracy. Tracey Gill left the meeting.

BOT Chair – Sherilee Swanepoel moved that Christine Healy temporarily resume the position of board chairperson. 2nd Angela Nauck Carried

BOT Deputy Chair – Christine Healy moved that Erik van den Top temporarily resume the position of Deputy Chair. 2nd Sherilee Swanepoel Carried

MINUTES:

Christine Healy moved that the 16th August 2011 minutes are a true and correct record with the following amendment to the motion for the Lone Kauri BOT member:

“Sherilee Swanepoel moved that Julia Moore is co-opted to the BOT for the remainder of the Board’s term of office.” 2nd Jane Binsley Carried

MATTERS ARISING:

Dental Clinic – Sherilee Swanepoel reported to the board that the dental pad project for our school is currently on hold due to DHB budget blowouts. Sherilee also reported that the dental therapists will be at our school for two weeks for examination only 3rd to 7th October and 25th to 28th October.

Policy Review – Discussion was held regarding the email Sherilee Swanepoel sent to board members today of the proposed review of our policies.

FINANCIAL REPORT:

The August 2011 Financial Report was discussed.

Angela Nauck moved that the August 2011 Financial Report be accepted 2nd Sherilee Swanepoel Carried

School Lunchroom – Discussion was held and proposals are:

We will commence a marketing campaign through the school newsletter.

A stock take report will be presented to the board at the October meeting and a review of the lunchroom will be presented at the November meeting.

Budget meeting – The finance team will set a date via email.

School Donation - School donation for 2012 was discussed.

Christine Healy moved that the school donation for 2012 was set at \$155 for 1 child, \$195 for 2 children, \$225 for more than 2 children. 2nd Sherilee Swanepoel Carried

**Sherilee,
Jocelyn &
Angela**

STRATEGIC:

The Arts, Dance and Drama Report was presented by Sherilee Swanepoel

OPERATIONAL:

Correspondence:

Circulars, brochures were tabled and presented

Inwards – See list

No. 1. Discussion was held regarding the letter from Andrew and Jennie Burt. Sherilee Swanepoel will reply to the letter.

No. 2. Leave is granted Jo Hall her LWOP for Tuesday 25th and Wednesday 26th October 2011. Sherilee Swanepoel to reply.

No. 3 The board gave their approval for the use of Room 21 for holiday programmes over the term 3 break and term 4 Xmas break. Sherilee Swanepoel to reply.

Outwards – See list

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

Sherilee Swanepoel / Jane Binsley Carried

Sherilee

Sherilee

Sherilee

REPORTS:

Principal’s Report – presented. The board questioned what were the MOE requirements regarding staff having First Aid certificates. There are no MOE requirements and Sherilee Swanepoel advised that all office staff and one teacher per area have First Aid certificates.

Staff Report – distributed

Chairpersons Report – None

Discussion was held regarding the International Schools Competition.

It was moved that all reports be received Sherilee Swanepoel / Tim Sherring Carried

POLICIES:

Curriculum Delivery Policy – This policy with the changes has been seen by staff and no more changes were made. It was moved that the Curriculum Delivery Policy has been reviewed and ratified Christine Healy / Angela Nauck Carried

Appointments Policy – This policy with the changes has been seen by the staff and no more changes were made. It was moved that the Appointments Policy with the changes has been reviewed and ratified Christine Healy / Angela Nauck Carried

Classroom Release Policy – It was moved that this policy has been reviewed and ratified provided that it be seen by staff with the small changes. Sherilee Swanepoel / Angela Nauck Carried

Gifted and Talented Policy – The board agreed that this policy be deleted and created as an Oratia School Procedure.

Reporting Policy – Some changes have been made. This policy has been deferred to the October meeting.

GENERAL BUSINESS:

ERO – Booklets “Framework for School Reviews” and “Evaluation Indicators for School Reviews” were handed out. Jane Binsley and Sherilee Swanepoel attended the ERO briefing at the ERO office. Jane Binsley discussed the process of our upcoming review with the board. ERO will be at our school from Monday 5th December to Friday 9th December 2011.

School Pool – Discussion was held regarding the changes for the upcoming season. Christine Healy moved that we open the pool to the community as per last summer with minor adjustments as per survey results. Sherilee Swanepoel Carried

Next meeting will be held on Tuesday October 25th commencing at 7.00pm.

Meeting closed at 10.10pm.

Chairperson: _____ Date: _____