

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES OF THE
ORATIA DISTRICT SCHOOL HELD TUESDAY 25th OCTOBER 2011
COMMENCING AT 7.00PM**

PRESENT: Christine Healy (Chairperson), Angela Nauck (Treasurer), Naomi Laycock (Staff Rep.), Sherilee Swanepoel (Secretary), Robin Kewell, Jane Binsley, Julia Moore, Cathy Hughes (Mins. Sec.)

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

APOLOGIES: Erik van den Top

MINUTES:

It was moved that the 20th September 2011 minutes are a true and correct record subject to it being noted that in 4th bullet point “Tracy” should be “Tracey”

MATTERS ARISING:

Lunchroom Update – Jocelyn McAlpine and Sherilee Swanepoel updated the board. Jocelyn McAlpine has passed on relevant costing and financial information to Angela Nauck.

Policy Review – Sherilee Swanepoel advised that the Governance policy would be drafted under the new format and presented back to the board at the November meeting.

FINANCIAL REPORT:

The September 2011 Financial Report was discussed.

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

STRATEGIC:

Library report was presented – discussion was held regarding what teacher input is involved when books are purchased for the library.

Teacher Survey – presented and discussed.

Parent Survey – presented and tabled for the November meeting.

PAT Progress and Achievement Overtime for Māori and Pasifika Students – presented and distributed. A brief discussion was held. This report has been tabled for the November meeting.

OPERATIONAL:

Correspondence:

Circulars, brochures were tabled and presented

Attendance Matters – was discussed. An insert will be put into the school newsletter.

Inwards – See list

Year 5 and Year 6 camps approval and risk management forms were submitted.

Christine Healy moved that the Year 5 camp to Houghtons Bush and the Yr. 6 Camp to Carey Park can proceed.
2nd Robin Kewell Carried

Not listed – Memorandum of Agreement for Funding of School Transport was presented.

Erik van den Top has read through and recommends that we comply. Christine Healy signed off.

Outwards – See list

Christine Healy moved that inwards correspondence be received and outwards be endorsed.
2nd Jane Binsley Carried

REPORTS:

Principal’s Report – presented.

Staff Report – verbal

**TO
ACTION**

Sherilee

Board

Sherilee

Chairpersons Report – verbal. The board discussed sending home a board newsletter with the school newsletter. A newsletter will occur once a term and be prepared by Christine Healy with a piece in the weekly newsletter after each BOT meeting.

Christine Healy moved that all reports be received

2nd Tim Sherring Carried

POLICIES:

Teacher Aide Policy - The board agreed that this policy be deleted and added in the Appointments Policy. This will be discussed next month.

Privacy Act Policy – changes were made. Back to the board next month.

Reporting to Parents Policy – Changes were made. This policy will now go to staff with the changes and then back to the board next month for ratification.

GENERAL BUSINESS:

1. The School Structure for 2012 will be presented to the board next month.
2. Any matter that concerns the safety of our staff and students will be addressed through the Chairperson and then Board. A section relating to this will be added into the Principal’s Performance Agreement for 2012.
3. The board will provide morning tea on Friday 11th November.
4. Cathy Hughes requested that if any of the board policy folders need updating, please drop them into the office.

Next meeting will be held on Tuesday 15th November commencing at 7.00pm.
Meeting closed at 10.00pm

Chairperson: _____ Date: _____

Christine

Board

Sherilee

**Christine
Board
Board**