

**WHENUAPAI SCHOOL
BOARD OF TRUSTEES
Minutes of the Meeting held 15 February 2010**

1. MEETING OPEN:

The Chair, Peter Lamberton, declared the meeting open at 7.05pm

2. APPROVAL OF AGENDA:

No items added

3. PRESENT:

Peter Lamberton (Chair)
Warren Spanhake (Principal)
Cherylene Neels (DP)
Karney Dawson (DP)
Ceilidh Martin
Tracy Collins
Les Stockley
Gregg Carrington

APOLOGIES:

Shannon Corsan (Staff Rep)
Eugene Bingham

4. MINUTES OF PREVIOUS MEETING

Motion: That the Minutes of the meeting held 07 December 2009 be accepted as a true and accurate record.

Moved: P Lamberton; Seconded: W Spanhake; Carried

5. MATTERS ARISING FROM PREVIOUS MEETING

5.1 R. Draycott to finalise cost of building project with MOE

5.2 Activboards allocated to rms 15,16,17,19 & 9. Mr and Mrs McNicholl have donated funds towards the purchase and funding of one Active Board and Projector.

P Lamberton will send letter of thanks/acknowledgment to Mr and Mrs McNicholl.

5.3 **Motion: That the Board approve Joanne Strother as the Returning Officer for 2010 Elections**

Moved: P Lamberton; Seconded: T Collins; Carried

5.4 Information about expanded goals/actions in Annual Plan was circulated to Board before being approved at next meeting.

6. BOT CORE BUSINESS

- 6.1 2010 Budget
2010 Draft budget circulated to Board members showing highlighted proposed changes. Changes will result insignificant saving which could be allocated throughout the school.
Senior Management will meet with team leaders to confirm if Teacher 'Wishlist' correct.
- 6.2 **Motion: That the revised 2010 budget be accepted as discussed**
Moved: P Lamberton; Seconded T Collins; Carried
- 6.3 ERO
ERO are visiting 22-24 Feb 2010.
Meet the Board Mon 22 Feb at 5pm
Debrief the Board on initial results Wed 24 Feb (approx) 5pm
- 6.4 BOT elections
Information has been sent out to community. Board members restanding: P Lamberton, C Martin, T.Collins & L.Stockley
- 6.5 Annual Plan
Annual Plan will be discussed at next Board meeting
- 6.6 Strategic Plan
Current Strategic Plan expires end 2010. Need to rewrite new plan for 2011-2013 inclusive.
- 6.7 Principal Appraisal
Appraisal will be in-house this year. Surveys will be sent to team leaders, Board members and principal to complete and return to chair, P Lamberton, who will collate information.
- 6.8 National Standards
Wording has been changed by Board to show that school will be "making" progress towards achievement.
- 6.9 Union meeting 11 March
W Spanhake will check how many teachers will be attending Union meeting
- 6.10 BOT Meetings 2010
- | | |
|--------|--------------|
| Term 1 | 29 March |
| Term 2 | 10 May |
| | 21 June |
| Term 3 | 09 August |
| | 13 September |
| Term 4 | 01 November |
| | 06 December |

7. FINANCE REPORT

No report available as no data received

8. CORRESPONDENCE

- 8.1 Current cleaning contract has expired after 2 years and needs to be renewed. W Spanhake will get extra quotes for comparison.
- 8.2 "Party Bus" company contract cancelled as reported not to be road worthy.
- 8.3 J Batchelor has sent letter to Board. W Spanhake will respond letter and copy in Board for feedback prior to sending out letter. Senior Management will come back to board with background information.
- 8.4 PE Shed drawings have been completed and handed into Property committee
- 8.5 W Spanhake has sent a letter to PTA to request funding for total \$15,500 for 2010
- 8.6 **Motion: That the inwards/outwards correspondence be approved
Moved: W Spanhake; Seconded: P Lamberton; Carried**

9. REPORTS

- 9.1 Property
W Spanhake will investigate the extension of pergola as part of PE/shed extension and report at next meeting
- 9.2 Principal's Report
- 9.3 **Motion: That the Principal's report be approved
Moved: W Spanhake; Seconded: P Lamberton; Carried**
- 9.4 PTA
G Carrington will attend PTA meeting
- 9.5 Staff Rep Report
K Dawson will support S Corsan in her role

10 GENERAL BUSINESS

- 10.1 Board presented with petition to sign against bringing in National Standards. Board has chosen to decline.

- 10.2 G Carrington discussed uniform issues. Information was passed to W Spanhake as it is a management issue
- 10.3 Board discussed erecting a sign stating that Playground was out of bounds before and after school i.e. 8.30-9am and 3-3.30pm due OSH requirements. Sandpit is exempt from this rule
- 10.4 Electrical tag testing is required as a legal requirement. W Spanhake will put notice in newsletter to see if a parent is available to volunteer services and getting quotes.

11. MEETING CLOSED:

The Chair, Peter Lamberton, declared the meeting closed at 9.23pm

The next Board meeting will be held on 29th March 2010

_____, signed as a true and accurate record
 this, _____ 2010

ACTION LIST FROM MEETING 15 FEBRUARY 2010

| Minute | Action | By whom | To be completed |
|---------------|---|----------------------------|----------------------------|
| 5.2 | Letter of thanks to be sent to Mr & Mrs McNichol | P. Lamberton | At earliest convenience |
| 6.9 | Teachers will be requested to advise who will be attending union meeting on 11March 2010 | W Spanhake | At earliest convenience |
| 8.1 | 3 quotes will be researched comparing cleaning contractors costs | W Spanhake | At earliest convenience |
| 8.3 | Letter will be sent to J Batchelor | P Lamberton/ W Spanhake | At earliest convenience |
| 9.1 | Investigate extension of pergola | W Spanhake | Next meeting 29/03/2010 |
| 10.4 | Notice to be put in next newsletter requesting voluntary services of electrician to conduct tag tests on all electrical equipment throughout school | W Spanhake | At earliest convenience |