

3. Riccarton Community Cluster

There was a meeting held yesterday (1 March). Still has a reasonable number attending (despite Riccarton High, Riccarton Primary and Wharenuui Primary forming a COL) Further discussions will be made until June where a decision needs to be made. Ilam School are also looking at joining.

4. Security Cameras:

Further quotes to be received. It was noted that last week the school was broken in to and 3 lap tops were stolen. An insurance claim has been made.

5. Wellington Year 8 Camp:

Discussions have been made with staff and parents with regards to offering two options for the Year 8 Camp. Options are as follows:

- a. Wellington: - flying both ways or fly, ferry and bus as travelling by rail is not an option.
- b. Otago Rail Trail: - Bus to and from the venue then bike the Rail Trail, learning about the history of the area.
- c. Christchurch: Spend the week participating in various activities around the local area.

Votes between staff were split between Wellington and the Otago Rail Trail.

The Board is in favour of offering parents the choice. This would allow those who are not keen on their child attending Wellington due to cost or other issues like possible earthquakes.

This would mean students would be attending as groups rather than as a class.

The Board would like feedback from parents and the options will be given depending on numbers. The cost balance would be similar for both trips however the Rail Trail is likely to be slightly less.

Motion: *That the Action List be accepted.*

Moved: Dean **Seconded:** Victoria

Carried.

The Board went into committee at 5:32pm

The Board came out of committee at 5:36pm

e Correspondence Received

In: As per list. This was gone through by item.

Discussion was made with regards to on-line payment and permission slips. The Board would like this option to be looked in to.

Motion: *That the correspondence be accepted.*

Moved: Victoria **Seconded:** Peter

Carried.

2 Principal's Report (including Health and Safety Legislation)

Presented and gone through.

Added to the report:

- Sick bay
 - Total visits to sick bay 83
 - Parents contacted 28
 - Required medical treatment 2
- Trailer – unable to pass warrant therefore we no longer own a trailer. Intention is to hire one when necessary.

Meetings have been held with the MoE and sub-committee discussions have been made with regards to **Property**. Points to note from these meetings are as follows:

- Hall and Kitchen staffroom: This may be part of the master plan so negotiations continue with the Ministry.
- Hall roof: - Urgent attention required - Moe will fund;
- Kirkwood Avenue Fencing: Drainage needs to be looked into before the fencing.
- Re-Painting Kirkwood Avenue building
- Drainage by Kirkwood Avenue
- Landscaping by staffroom – MoE will not pay however will look into drainage issues.
- Staffroom furniture
- Security Systems
- Painting of the swimming pool: It was suggested to just waterblast the pool and repaint with the same paint which has been used in the past.

Personnel:

Phil would like to extend the Room 2 teacher for the rest of the year. This went into committee.

The Board went into committee at 5:50pm

The Board came out of committee at 5:55pm

Principal's Performance Appraisal:

Tabled at the meeting.

Appraiser (Richard Paton):

Objectives are clearing listed out which ties in with the Annual Plan.

Richard – Option 5 should state this will be shared with Board and school.

Motion: *The Board ratifies the performance objectives for the Principal subject to objective five wording to change to 'share'.*

Moved: *Victoria*

Carried

Strategic Goals

The Board would like to continue with the Strategic Goals process as per last year.

Issues Worth Noting:

It was noted that the School Planning and Reporting and Ministry Returns have been sent 1 March.

Motion: *The Principal's Report and Health & Safety Report be accepted with the following changes:*

Page 11 under Health and Safety: Injuries/Incidents: Reported to sickbay in Term 1 and not Term 4.

Moved: Harry

Seconded: Peter

Carried.

3 Health and Safety Legislation (on agenda)

Reported under the Principal's Report.

4 Financial Report

Financial Report for period ended 31 December 2016 (Tabled at the meeting). Victoria will read and go through before the next meeting.

CES 2015 Financial Information/Benchmarking Report was tabled at the meeting.

It was noted that the working capital is improving. Seems high on expenses per student however this may be due to the technology area and special needs for extra funding of those students.

It was suggested to request more information to see the breakdown of the statistics. This would be good to see in three years time.

Motion: *That the Board ratify payments of \$47,561.55*

Moved: Phil

Seconded: Victoria

Carried

5 General Business

Election of Chair, Delegation of Authority and Sub-committees

The Chair was passed to Lea-Ann (School Secretary).

Nominations were called for Board Chair.

Richard nominated Victoria Sergel, who accepted. Dean Seconded.

Carried.

Victoria took the Chair and called for nominations for Deputy Chair. Victoria nominated Dean and he accepted. Seconded: Richard

Carried.

Motion:

That the following positions be retained:

- *Treasurer – Victoria Sergel*
- *Finance Sub-committee – Victoria Sergel,*
- *Property Sub-committee – Dean Heney, Harry Harris,*
- *Appointments Sub-committee – Dean Heney, Harry Harris, Kate Webb*

- *Discipline Sub-committee – Harry Harris, Victoria Sergel, Dean Heney
Richard Chambers, Kate Webb, Peter Osborne*
- *Curriculum Sub-committee – Richard Chambers, Kate Webb,*

Moved: Victoria

Carried

Note: All Health and Safety is everyone's responsibility. It was also suggested to involve the School Council in this process.

Library Report

Tabled at the meeting.

Discussed and read through.

Julie to thank Sally for the Report.

Teachers Voice

Read and going through.

Principal's Sabbatical

Discussions were made with regards to the Principal's Sabbatical which Phil intends to take in the third term and is taken over a 10 week period. The Board requested Phil to ensure the time away for the Sabbatical is well defined.

The main purpose of the sabbatical is to further investigate the modern learning environment and technology areas of various schools.

Options were discussed with regards to where the funding should be spent and the Board decided this should be limited to Australia and New Zealand as the Board felt this was more beneficial for the school.

Phil thanked the Board for their feedback and is looking forward to the opportunity of spending some time with various schools.

Motion: *The Board moves that Phil does have flexibility for timing of the Sabbatical however, the 10 weeks is to be clear and distinct. No blurred ledgers to be kept so receipts need to stipulate where this came from (ie: the intent needs to be clear).*

Moved: *Victoria*

Carried

Motion: *The Board agrees that the \$5,000 (five thousand dollars) for the original budget is endorsed and the Board agrees this money will be spent on accommodation and travel expenses in Australia and New Zealand.*

Moved: *Richard*

Seconded: *Harry*

Carried

International Marketing Trip

Reference to the email to the Board in December 2016:

Phil is attending the World Education Leaders Conference in April. This includes all Intermediate Schools Principals in Canterbury. This is being subsidised by CAIMS, through funding from Grow Waitaha. The funding covers the cost of Phil's airfares and the conference. Phil requested to use his PD money to cover accommodation and incidentals, as well as the cost of the pre-conference study programme.

Phil would also like to travel for recruiting International Students from China along with our International Coordinator. The total estimated cost to Kirkwood for both of these trips would be \$6,000 (\$2,000 from PD, \$4,000 from International Marketing).

Motion: *The Board formally ratifies the Principal's trip to Singapore to attend the World Education Leaders Conference in April and the trip to China for recruiting of International Students at a total cost of \$6,000 (six thousand dollars)*

Moved: Richard **Seconded:** Victoria

Carried

Motion: *The Board approves funding of up to \$5,500 (\$2,500 Airfare, \$3,500) for the International Coordinator to travel to China for marketing purposes.*

Moved: Victoria

Carried

Further discussions will be made with regards to future International Coordinators marketing trip to China once details have been clarified.

Motion: *The Board approved that the Principal should travel to Korea in October to attend an Education New Zealand marketing event and the opportunity to visit agents and families. The principal will provide more details closer to the time.*

Moved: Victoria

Carried

Self Review and Meeting Closure

The next Board meeting will be Thursday 30 March 2017.

The meeting closed at 7:15pm

Signed: **Chairperson, Victoria Sergel**

Date: