

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF BANKS AVENUE SCHOOL
HELD AT THE SCHOOL ON THURSDAY 22 FEBRUARY 2018 AT 6:15PM**



1. PRESENT:

Toni Burnside, Kirk McKay, Noella Gould, Glenn Bongartz, Helen Stowers, Paul O'Donovan, Michael Stewart and Colleen Lucas (minute secretary)

2. APOLOGIES: David Campbell

3. ELECTION OF OFFICERS

3.1. Chairperson - Kirk stood down down as Chair. Toni call for nominations for BoT Chair.

Kirk nominated Chair by Noella - carried.

Kirk resumes the position as BoT Chair.

3.2. Deputy Chair - Noella - carried

4. Board Succession - disucssion

5. Committees

5.1. Finance Committee - Toni Burnside, Kirk McKay, Paul O'Donovan.

5.2. Treasurer - Paul nominated by Kirk as Treasurer - carried.

5.3. Dicipinary Committee - BoT Chair - Kirk McKay, Deputy Chair - Noella Gould and HR person yet to be named.

5.4. Health & Safety Committee - Mike Stewart and Noella Gould.

5.5. HR - New Committee. This would be to manage any matters that arrise and also be acitive on Appointments Committee - David and Paul.

Action

1. Toni to talk to cluster schools to see what committees they have.
2. Kirk to bring mandate for new HR Committee to March meeting.

6. Board of Trustees Code of Conduct - to be reviewed and bought back to next meeting.

Action - Kirk & Michael to check against NZSTA Code of Conduct. in particular No 9 on the sheet.

7. Delegations -

7.1. 2018 Delegations in folder.

7.2. Enrolment Scheme - we have been advised directly by the MOE to manage our roll back.

Motion **Kirk McKay**

We have reviewed our enrolmentlement scheme and are currently waiting for confirmation on our zone from the Ministry of Education.

Carried.

Motion **K McKay**

That the2018 delegations, as tabled - with adjustment to enrolment scheme be ratified.

Carried

8. Public Excluded Session

Motion **K McKay**

That under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 the public be excluded from the following proceedings for this meeting. The reason being to discuss a disciplinary or personnel issue, and to protect legal privilege and the privacy of natural persons.

Carried

Motion**K McKay**

That the Board ratify all decisions made in the Public Excluded session of the meeting.

Carried**9. GUEST SPEAKERS / VISITORS - nil****10. CORRESPONDENCE:**

As per the schedule

Motion**K McKay**

That the inwards correspondence be received.

Carried**11. REPORTS:****11.1. Principal's Report – Toni Burnside****11.1.1. Active Learners at the HEART**

11.1.1.1. Target Report December 2017 - Taken as read. 2016 target children - how did they go in 2017. Tracey talked the board through the results. Good comparative data in the report against the National Standards. The Board will still need good data to measure student achievement now that National Standards has been scrapped.

11.1.1.2. Overview Targets for 2018 - taken as read - Tracey talked the board through this report.

11.1.1.3. Charter - 2018 Charter distributed to board members. Nag2 data included in Charter. This document will be sent to MOE on 1 March.

11.1.1.4. NAG2 Report - This is included in the Charter which goes to the MOE.

11.1.1.5. Strategic Overview - included in Charter Report mid year and at year end on progress. Kirk complimented all who have input into these reports.

Motion**K McKay**

That the 2018 Charter as tabled, be ratified and forwarded to the Ministry of Education.

Carried

11.1.1.6. SENCO Report - taken as read. Tricia talked the board through this report. Acknowledge and celebrate the work our teachers and LST do across the school working with the children. The interest and enthusiasm for learning sign language across the school. Our needy children love being at BAS. This is their safe place. They are loved and nurtured and given every opportunity to be better than before.

11.1.1.7. ChCh east - no problem with HEART Values - Living and Learning with HEART - all go

11.1.2. Living HEART

11.1.2.1. Vision Statement - Toni has had contact from Christchurch East School and they do not have a problem with our vision statement 'Living and Learning with HEART'

11.1.2.2. Behaviour Concerns

11.1.2.2.1. Refer to in-committee

11.1.2.3. Staffing - resignations have been received two staff: Helen Denny and Jenny Dow are both retiring at the end of Term 2, 2018. They are both long serving members of the BAS team, 28 and 29 years respectfully. We will look forward to celebrating with them both at the end of next term.

11.1.3. Connecting HEART of the Community

11.1.3.1. Kathleen Liberty - Play Eat Learn Programme is in place and going well. There will be a report to the board a bit further down the track.

11.1.3.2. Bible in Schools - with the change to the daily timetable it is harder to fit reading writing and maths in to the morning programme. Toni has talked to Bob Jaeger to see if he is able to run this programme from 8:30 - 9:00am in the library. An outline of programme and expression of interest will go out to families in our next newsletter. Parents to be invited to attend session as well.

11.1.4. NAGs

11.1.4.1. Teacher Only Days 2018

Two teacher Only Days are as follows: Friday 13 April and Friday 1 June.

Motion

K McKay

The the two teacher only days as outlined in 11.1.4.1 be ratified. Banks Avenue School will be closed for instruction on both these days.

Carried

11.1.5. Assurances - as per Toni's report.

11.1.6. NZEI Paid Union Meetings for teachers - these are coming up in March. School will remain open with skeleton staff available. Parents will be advised in our next newsletter the two days involved and that they may pick up their children at lunch time.

11.1.7. Insurance Claim - One of Steve's sheds was broken in to. Ride on and other various mechanical tools were stolen. We are working with our insurance company.

11.2. Finance Report -

11.2.1. Xero Accounting Software has been installed. Monty, the supporting reporting software is also installed. Reporting begins shortly.

11.2.2. Toni asked the board what would they like to see in their Board Finance Report. What it that the Board find most useful .

Reponses: how we are tracking and out the ordinary.

11.3. Self Review Report –

11.3.1.

12. BOARD OVERVIEW:

12.1. 2018 Overview in BoT folder.

13. GENERAL BUSINESS:

13.1. New School Preparation -

13.1.1. Glen Kirk and Toni working with MOE on tender process for masterplanning design. Contractors marked on non financial presentation. The team was not given opportunity to meet contractors. Toni and Glenn were not allowed to be part of this process. Contractor chosen is not contractor Kirk would have preferred. Not a good feeling about the process - *refer to next meeting*

13.2. Board Professional Development - *refer to next meeting*

13.3. Enrolment Scheme update v Waitakiri School - small overlap not a problem - Chris Callaghan to make a decision on final zone.

13.4. Toni away for March meeting. No meeting in April due to holidays. Two meetings in May to catch up

14. PREVIOUS MINUTES:

Motion **KMcKAY**

That the minutes of the meeting held on Thursday 14 December 2018, be taken as read and are accepted.

Carried

15. MATTERS ARISING:

15.1.

16. BOARD ONLY BUSINESS:

16.1.

17. Leave:

There were no leave applications presented.

18. Next meeting:

18.1. Thursday 22 March

The meeting closed at 9:15pm

SignedK McKay, Chairperson

22 March	3 May	31 May
28 June	26 July	23 August
27 September	25 October	22 November
13 or 20 December		