



**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF BANKS AVENUE SCHOOL
HELD AT THE SCHOOL ON WEDNESDAY 14 DECEMBER 2016 AT 5:00PM**

1. PRESENT:

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

2. APOLOGIES: David arrived after meeting had started.

3. Public Excluded Session

Motion

A Reid

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

A Reid

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

Carried

4. GUEST SPEAKERS / VISITORS

5. CORRESPONDENCE:

As per the schedule

Ann Meikle - refer to in-committee

Minister Hekia Perata

Principal's Appraisal Process 2017 - Toni, Tracey and Tricia leave the meeting. Aaron refreshed the BoT on the process used for 2016. Discussion. Lois Christmas reappointment - 3 quotes - best practice is to contract for 3 years then review appointment.

Motion

A Reid

That Lois Christmas be re-appointed as Principal appraiser for 2017. Review at the end of 2017.

Carried

Motion

A Reid

That the inwards correspondence be received..

Carried

6. REPORTS:

6.1. Principal's Report – Toni Burnside

6.1.1. New appointments

Motion

T Burnside / A Reid

That the following appointments be ratified:

1. *Paul Morehu in a fixed term full time teaching position for 2017.*
2. *Emma Derrick in a fixed term full time teaching position for 2017.*
3. *Karen Morganty has been appointed to a permanent full-time teaching position from the beginning of 2017.*

Carried

- 6.1.2. Zone Meeting - New zone proposal tabled - Kirk feedback from meeting. Zone is bigger and potential for our build zone to grow. We must manage our roll back within our zone.
- 6.1.3. Community of Learning - Otakaro Cluster is now recognised as a 'Community of Learning' (COL). It now needs a common goal. Cluster to discuss appointing a leader at its meeting on Monday. Principal release comes with this leadership position. There will be lots of funding available through the cluster and decisions will be made at cluster level. There will be benefits for BAS to either learn and or to share skills, develop as teachers/leaders.
- 6.1.4. Oscar Facility - Any decision is dependant on our new school, where and when. Michelle, Oscar Manager, is keen to talk to BoT to give their perspective. She would like to do this early next year. There is potential to have them build on our new site. BAS Oscar could be potentially a second site if land could be split off and remain with facility. Refer to 2017.
- 6.1.5. Levies for 2017 - historical data released to BoT. Discussion.

Motion

T Burnside / A Reid

That the following lfees remain unchanged form 2016 to 2017:

1. Parent Donation - 1 child at school - \$60 for the year.
2. Parent Donation - 2 or more children at school - \$90 for the year.
3. International Fee Paying Students - \$12,000 plus gst for the year.
4. Oscar Lease - \$150 plus gst for the year.

Carried

- 6.1.6. Review of Strategic Goals - outcomes - lead into strategic plan for 2017.refer to document. Fixed Term Units have been offered with strategic areas.
- 6.1.7. Health & Safety - emerging review - next steps.

6.2. Finance Report

6.2.1. Draft Budget 2017 -

- 6.2.1.1. No request for additional funding for Learning Support Teacher this year.
- 6.2.1.2. No depreciation included in draft budget 2017 as yet.
- 6.2.1.3. Deficit of \$4,913.
- 6.2.1.4. Noella has questions - to be forwarded to finance commitee.

Motion

K McKay / T Burnside

That the 2017 Draft budget with a deficit of \$4,913 be ratified subject to a further review at February 2017 meeting.

Carried

- 6.2.2. **Canterbury Education Services (CES)** - Finance committee have decided that CES will prepare our monthly reports for the BoT. To be reviewed at the end of 2017. Costs built into 2017 budget.
- 6.2.3. Review of Reckon - meeting has been held and the next steps being worked through.
- 6.2.4. Finance Report -
 - 6.2.4.1. A/R - Report - all good
 - 6.2.4.2. A/P Report - no concerns
 - 6.2.4.3. Parent Debt - process discussed at Finance Committee level to get parent commitment to pay activities at start of year.
 - 6.2.4.4. Profit Loss Report - local funds hard to budget for.
 - 6.2.4.5. Numbers looking good for the time of year

Motion

K McKay / T Burnside

That the Finance Report be adopted.

Carried

6.3. Self Review Report –

- 6.3.1. End of Year Reports included in folder:
 - 6.3.1.1. Reading Recovery Report - Tricia talk BoT through report.
 - 6.3.1.2. SENCO Report - refer to Feb 2017
 - 6.3.1.3. Target Report - Tracey talk the BoT through the report. Problems have been identified and steps put in place to enhance children's learning.
 - 6.3.1.4. ESOL Report - refer to Feb 2017
 - 6.3.1.5. Strategic Goals - refer to Feb 2017
 - 6.3.1.6. National Standard Report - refer to Feb 2017
- 6.3.2. BoT Self Review - refer to Feb 2017

7. BOARD OVERVIEW 2016:

- 7.1.1. Draft Budget - complete - next review February 2017.
- 7.1.2. Fire Drill - completed
- 7.1.3. Reports to Parents - completed
- 7.1.4. Target Reports - refer to February 2017

8. GENERAL BUSINESS:

- 8.1. New School Preparation - Toni to ring David Hobern re community release.
- 8.2. Meeting Dates 2017 - discussion. Move them to the 4th Tuesday in the month
- 8.3. Aaron verbally resigned from the Board. Written resignation to follow. Toni thanked Aaron for all he had achieved for the Board and BAS during his time here. Glenn acknowledged Aaron's ability to lead the team and keep them on track. . Kirk also acknowledged Aaron's work, his leadership and his desire and dedication to putting things in place that make a difference to the learners at BAS. All the very best Aaron.

9. PREVIOUS MINUTES:

Motion A Reid

That the minutes of the meeting held on 15 November 2016, be taken as read and are accepted.

Carried

10. MATTERS ARISING:

10.1.

11. BOARD ONLY BUSINESS:

11.1.

12. Leave:

The following leave was approved:

- Ann Meikle - 5 days leave without pay from 1 - 5 May 2017 was approved.

13. Next meeting:

- 13.1. Tuesday 28 February 2017
 - 13.1.1. Finance Committee Thursday 23 February
 - 13.1.2. Health & Safety - Tuesday 21 February

The meeting closed at 6:30pm

SignedAaron Reid, Chairperson

