



**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
OF BANKS AVENUE SCHOOL  
HELD AT THE SCHOOL ON TUESDAY 26 MAY 2015 AT 6:15PM**

**1. PRESENT:**

Mrs Toni Burnside, Mr Aaron Reid, Mr Trevor Wilson, Mr Glenn Bongartz,  
Ms Noella Gould, Mr Kirk McKay, Mrs Helen Stowers, Ms Tracey Mora,  
Ms Tricia Carroll and Mrs Colleen Lucas (minute secretary)

**2. APOLOGIES:** Karen Elliott

**Motion**

**A Reid**

*That Tricia Carroll and Tracey Mora be given speaking rights at this meeting.*

**Carried**

**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. CORRESPONDENCE:**

As per the schedule

**4.1. Shannon Rogers** – her emailed resignation was received and accepted. Her time and contribution while on the Board was acknowledged. To send card and flowers **Colleen / Kirk**

**Motion**

**K McKay / G Bongartz**

*That the Board send flowers and a card to Shannon.*

**Carried**

➤ Toni & Colleen to develop procedure for gifts for resigning BOT members – **Toni / Colleen**

**Motion**

**A Reid**

*That the inwards correspondence be received and the outwards correspondence be approved.*

**Carried**

**5. REPORTS:**

**5.1. Principal's Report – Toni Burnside**

5.1.1. **Writing** – outline focuses across the school. Identify the needs and celebrate the great teaching. Team Leaders are building confidence to be observers of members of their own team.

5.1.2. **Funding Applications** – MLE alterations and class furniture – we are not able to get funding for these sorts of items. To put application in for technology, e.g., 3D printer via Community Trust - **Toni**

**Motion**                      **T Burnside / G Bongartz**

*That the Board authorise Thea Mickel Services to proceed with a funding application for \$10,000.00 for the purchase of technology equipment, e.g., 3D printer.*

**Carried**

Kirk and Glenn to set up a meeting with Thea to start building a relationship for future funding applications – **Kirk / Glen**

- 5.1.3.     **Swimming Pool** – Opportunity to purchase portable pool for the school. Some research done. Running costs \$15,000 per year. A sub-committee could investigate. Board do not see this as a good investment.
- 5.1.4.     **PMI for the Application to use The Rae McDonald Library Information Centre as a MLE prototype space.** Teams are the in consultation process now.
  - 5.1.4.1.     Steve working on quotes for heating etc., for other areas.
- 5.1.5.     **MOE warning** today re threat to a school. Information a bit vague but a need for heightened awareness for schools. Nothing for us to do but be aware and vigilant.
- 5.1.6.     **Lockdown Procedure** – we have yet to have our practice for this year.
- 5.1.7.     **Parent Information Evening** – Derek Wenmoth – leading educationalist in MLE who works for Core Education. His seminars are funded by MOE. We will video his seminar at school and put on website. We will continue to promote up to start time. Permission from Derek - **Toni**. Julian to video, Toni to set up - **Toni**
- 5.1.8.     **Hanmer Springs Camp Report** – Review, feedback and camp report to come.
- 5.1.9.     **Edge Radio** – filming promotion with some of our youngest students – all our processes around permissions have been followed. This is part of a radio promotion. Link will go on our website - **Tracey**
- 5.1.10.    **BAS New Website** – watch this space – the launch is coming soon. Big job to set up - well done and thank you Tracey.
  - 5.1.10.1.    BOT page – get group photo at next meeting **Colleen / Tracey** No cell phone numbers on web page. – create BOT email address for each member alias to each own email address.  
e.g., [aaron.board@banksave.school.nz](mailto:aaron.board@banksave.school.nz). **Tracey or Colleen**

**Motion**                      **T Burnside / N Gould**

*That the fixed term appointment of Sharon Walsh-Grieve for our new entrant class be ratified.*

**Carried**

- 5.1.11.    **Focus Report:** Toni talked the Board through first Focus Report for the year.
  - 5.1.11.1.    EEO – staff survey has been completed. Information collated, actions completed where required and data stored digitally. To be completed at the start of each school year - **Colleen**
  - 5.1.11.2.    Student Survey – to be completed - **Toni**
  - 5.1.11.3.    **Red Cross Funding** - to acknowledge as a school what a difference this money has made to our children. Tricia is doing a great job to ensure these funds are all spent by the deadline of 5 June 2015.
  - 5.1.11.4.    Next steps: refer to report for the detail.

## 5.2. Finance Report

- 5.2.1. Finance committee meets prior to each BOT meeting. Happy with our current position. The commentary answered all the potential questions.
- 5.2.2. Couple of variances currently working in our favour.
- 5.2.3. Reporting getting tighter.

### Motion

**A Reid / K McKay**

That the finance report as tabled be adopted.

**Carried**

## 5.3. Self Review

- 5.3.1. Board Overview – update at each meeting with current form going to next meeting. Include with meeting documents. We are behind with some but all will be completed by year end. Colour code to make easier to follow – **Colleen set up and keep up to date**
- 5.3.2. **Protected Disclosure Policy** - bring to next meeting for audit. Have there been any and how were they dealt with?

## 6. GENERAL BUSINESS:

- 6.1. **Monthly Meetings:** update to stretch to 4 weeks and get round holidays. 23 June, 28 July, 25 Aug, 22 Sept, 20 Oct.....update school calendar/diaries - **Colleen**
- 6.2. **PTA** – struggling for membership. Need an incentive. Bring PTA business back to the Board. Meeting times could be changed to help get parents to meetings; offer a crèche to support parents - report once a month from enrolment forms to PTA. Professional Development needed. Is there a hand book on events - create one. Connections with other school PTA's in cluster. Survey parents on how they want their school information / notices. Email ChCh East Cluster for information - **Colleen**. Aaron to talk to Al Fone for advice – **Aaron**
- 6.3. **Agenda** – to include item 'Board only Business'

## 7. PREVIOUS MINUTES:

### 7.1. Amendments:

- 1. 6.2.2 - That the emailed motion to ensure the inclusion of the 31 December 2014 Annual accounts is recorded.
- 2. Speaking rights be included in the open minutes.

### Motion

**A Reid**

*That the minutes of the meeting held on 26 April 2015, be taken as read and are accepted with the amendments outlined in 1 and 2 above.*

**Carried**

## 8. MATTERS ARISING:

### 9. Next meeting:

- 9.1. Tuesday 23 June
- 9.2. Tuesday 28 July
- 9.3. Tuesday 25 August
- 9.4. Tuesday 22 September

The meeting closed at 8.35pm

Signed .....Aaron Reid, Chairperson