



## Minutes of the Dunsandel School Board of Trustees Meeting

Held on Tuesday 14th February 2017 at 7:30pm in the Dunsandel School Reading Area, Irvines Road, Dunsandel

*The meeting began at 7.35pm*

### Present:

T Harrold, D Lough, D Robinson, K Paterson, V Pettit, P Newton, J Wolff, S Colenso (Minutes)

### 1.0 WELCOME

DL welcomed everyone to the meeting special mention was made to PN & JW for their first meeting as a member of the Board for Dunsandel School

### APPOINTMENT OF CHAIRPERSON

DR then called for nominations for board chair for 2017

VP nominated DL to continue as board chair - seconded by KP.

There being no other nominations DL accepted the role as Board Chair for 2017

### 2.0 APOLOGIES

Nil

### 3.0 PREVIOUS MINUTES

It was agreed that the Minutes of the Dunsandel School Board of Trustees Meeting held on 7<sup>th</sup> December 2016 be adopted as a true and correct record. **Agreed**

### 4.0 MATTERS ARISING

**Action Points** – Action Points were reviewed and updated

### 5.0 CORRESPONDENCE

#### 5.1 Outward

#### 5.2 Inward

- STA News Nov/Dec 16

### 6.0 REPORTS – KEY BOARD ISSUES

- Charter & Annual Plan for 2017 – discussion was held to make sure that recommendations around the ERO report were included in the Annual Plan and to realign the budget figures to agree with the Annual Plan. It was agreed that once this was done we would submit this plan to MOE as per requirements **all agreed**
- National Standards Reporting for 2016 – The Board of Trustees approves the National Standards 2016 data to be sent to the MOE as per their requirements **all agreed**
- Analysis of Variance 2016 – The Board of Trustees approves the Analysis of Variance report to be sent to the MOE as per their requirements and to the auditor as per their requirements. **all agreed**

#### Student Achievement Targets and Strategic Aim One

- Curriculum Reviews for 2017-2019 have been established
- PR1ME maths resources have been purchased
- Annual Student Achievements targets have been set

#### Strategic Aim Two

- Music Programme has started again. This is extremely well supported.
- A School events Google site has been established to record files and relevant information for all staff
- Reading Recovery will continue in 2017
- Teacher Aides timetables have been established based on Annual Plan targets
- The following resolutions were passed at this meeting for the accountants and auditor:-

- **Resolution One**
- The Board authorises the Board Chairperson and Principal to sign the statement of responsibility for the 2016 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.
- **Resolution Two**
- The Board approves the inclusion of a budget for the 2016 Statement of Financial Position and a budgeted cash flow which are derived from the Board's 2016 operating and capital purchases budget
- **Resolution Three**
- The Board approves the inclusion of a budget for MOE paid teacher salaries in the 2016 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2016 year and will include amount and an equivalent expenditure budget
- **Resolution Four**
- The Board approves the inclusion of a budget for the use of land and buildings equal to the MOE estimate of notional lease cost for 2016. The 2016 figure will include an income amount and an equivalent expenditure budget.
- Budget for 2017 – Discussion was held it was agreed to accept the proposed Budget for 2017 **all agreed**
- Parent Contribution – After discussion it was agreed to keep the school contribution the same 2016 but it is to be reviewed for 2018 **all agreed**
- Banked staffing recommendation – it was agreed for 2017 fulltime staff and relievers will be charged to Teacher Salaries where appropriate and any overuse which cannot be managed within banked staffing entitlement will be managed by charging our cheapest salary to Bulk Grant for sufficient time to clear or reduce the overuse. **all agreed**

#### Strategic Aim Three

- Fire Drill was held on 9/2/17
- All children's records have been updated -
- Playground upgrade – new playground to be installed towards the end of March. It was agreed the Board would fund an additional \$2500 to enable the old playground to be joined with the new playground (this was left off the original quote) **all agreed**

#### Admin Notes

- The November & December Financial Statements were discussed and accepted by the Board **all agreed**
- ERO Report Survey to be completed by the board chair
- Bible in Schools is to be offered as an opt in programme again for 2017

#### Health & Safety

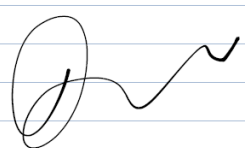
- Documentation has been reviewed.

#### General

- DL to table Principal Appraisal Summary for 2016 at next meeting
- "Dads" Breakfast – Discussion was held on whether to hold a "Dad's" breakfast down at the 'café' to help involve Dads in school life. A few ideas were discussed. More thought required before a date can be set.
- BOT - PD – Principal and Board Chair to meet with new Board members to discuss board requirements
- Fundraising Options – Discussion was held on whether it was worth employing "a person" to use in order to apply for grants that could be used for the playground equipment. DR to investigate.

**There being no further business, the meeting closed at 9:40pm**

**Signed as a true and correct record.**



28.3.2017

**Board Chairperson**

**Date**

Dunsandel School PRIDE of the Plains Participate Respect Initiative Determination Excellence