



Minutes of the Dunsandel School Board of Trustees Meeting

Held on Tuesday 28th March 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

2.0 APOLOGIES

Nil

3.0 PREVIOUS MINUTES

It was agreed that the Minutes of the Dunsandel School Board of Trustees Meeting held on 14th February 2017 be adopted as a true and correct record. **Agreed**

4.0 MATTERS ARISING

Action Points – Action Points were reviewed and updated (see end of Minutes).

5.0 CORRESPONDENCE

5.1 Outward

G Dekker

5.2 Inward

- G Dekker
- NZSTA Conference (Board Chair)
- NZSTA News Issue 270 (All Board)
- NZSTA AGM (Board Chair)

6.0 REPORTS – KEY BOARD ISSUES

Student Achievement Targets and Strategic Aim One

- Annual Plan 2017, Analysis of Variance 2016 and National Standards data for 2016 have been submitted to MOE as per requirements.
- Parent Teacher Interviews were held on the 20/21 March. Bookings were similar to last year.

Strategic Aim Two

Time: 7:46 pm – That the public be excluded from the following proceedings of this meeting. The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:

| General subject of each matter to be considered | Reasons for passing this resolution in relation to each matter | Ground(s) under Sections 48 (1) for the passing of this resolution |
|---|--|--|
| 1. Student Issue | Good reason to withhold exists under Section 7 | 7 (2) (a) 48 (1) (a) |

- *This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:*
- *For the reasons of professional and legal privilege and to protect the privacy of natural persons.*
- **Time: 8:00 pm** – *That the meeting resume in public session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.*

DR & DL have met with the PTA to provide and discuss the “wish list” for the year

Strategic Aim Three

- PRIDE sports day was held on 16 March. A great day was had by both staff and children interacting in a variety of ways
- All visitors are required to sign in and out of the school. Visitor book is held in the foyer
- We have procedures in place to monitor children leaving school at the end of the day
- We held a successful working bee . Thanks to Ellesmere Transport who provided river stones. Thanks to LR for her organisation of this.
- The new playground is currently being installed
- All staff have signed their 2017 job description and have an understanding of the appraisal process.
- DR has had an initial meeting with his appraiser
- Leaders within the Nga Matapuna o Te Waihora have met and have written a draft plan for the Cluster. The draft plan has been broken into the following areas - ECES, School, Leadership, Staff, Community
- Discussion was held on communities of learning – DR and VP attended a second combined Board Meeting on the 27/3. Options for the Board to consider are
 1. A 4 school COL (Dunsandel, Leeston, Southbridge and Ellesmere College)
 2. Make an approach to be part of the existing COL
 3. Make the decision to not be part of the COL programme

The board need to consider the pros and cons of joining and not joining a COL. If we were required to join an existing COL it would require further discussion at Board level. We have until May. Discussion was held, will decide at the next meeting.

Admin Notes

- The January & February Financial Report was discussed and accepted by the Board **all agreed**
- The board has accepted the resignation of the R3 teacher. The position has subsequently been filled.
- The school roll currently sits at 137
- Sponsorship – discussion was held in regards to “sponsorship” guidelines surrounding big ticket items. It was agreed that as a board we could establish a sponsorship package that could possibly include a plaque acknowledging the business for their contribution, a mention in the school newsletter and community newsletter. It was agreed that DR and JW would liaise with the business in order to negotiate the package.

Policies

The following policies were discussed and reviewed and accepted by the Board

- Recognition of Cultural Diversity
- Staff Leave
- Separated Parents, Day to Day care and Guardianship **all agreed**

Health & Safety

- Documentation has been reviewed.
- All children have been spoken in regards to keeping away during the playground installation.

General

Principal Appraisal Executive Summary 2016 – was presented to the Board. DL acknowledged DR’s positive report and thanked him for his efforts.

There being no further business, the meeting closed at 9:20pm

Signed as a true and correct record.



_____ 16.5.17
Board Chairperson **Date**

