



Minutes of the Dunsandel School Board of Trustees Meeting

Held on Tuesday 26th February 2019 at 7:30pm in the Reading Room, Dunsandel School
Dunsandel

The meeting began at 7.30pm

Present:

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

1.0 WELCOME

DL welcomed everyone to the meeting

2.0 APOLOGIES

P Newton

3.0 PREVIOUS MINUTES

It was agreed that the Minutes of the Dunsandel School Board of Trustees Meeting held on 8th December 2018 be adopted as a true and correct record. **Agreed**

4.0 MATTERS ARISING

Action Points – Action Points were reviewed and have finally all been completed!!

5.0 CORRESPONDENCE

5.1 Outward

- To P Newton accepting her resignation from the board

5.2 Inward

- Email received from P Newton advising she was no longer in a position to commit to the board
- STA News Jan/Feb 2019 Issue 289
- STA News Nov/Dec 2019 Issue 288
- Letter SDC and email from MOE (Board Chair)

6.0 REPORTS – KEY BOARD ISSUES

Charter & Annual Plan 2019

DR presented the Draft Charter and Annual Plan for 2019. Format has been kept the same. Key Charter Initiatives are Kahui Ako participation, Wellbeing (H/S) Bounce Back, Maori Programme, Digital Technologies, Property Issues, Board Elections and our PRIDE values. Discussion was held including DR involvement on the Springboard Trust. It was agreed to accept the Charter & Annual Plan for 2019 **all agreed**

Analysis of Variance 2018

The Board of Trustees approves the Analysis of Variance report to be sent to the MOE and auditor as per their requirements

All agreed

Student Achievement Targets

Strategic Aim One

- Annual Student Achievement targets have been set in the Charter/Annual Plan 2019

Strategic Aim Two

- Music lessons will continue in 2019
- School Council has been elected for children Yr 4-6
- Teacher Aides have had timetables confirmed based on Annual Plan.
- Parent Contribution – Budget has been based on keeping the current contribution the same for 2019. Discussion was held it was agreed to keep the contribution the same as last year **all agreed**
- The following resolutions were approved by the board as per requirements
- **Resolution One**
The Board authorises the Board Chairperson and Principal to sign the statement of responsibility for the 2018 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 2018 Statement of Financial Position and a budgeted cash flow which are derived from the Board's 2018 operating and capital purchases budget
- **Resolution Three**
The Board approves the inclusion of a budget for MOE paid teacher salaries in the 2018 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2018 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 2018. The 2018 figure will include an income amount and an equivalent expenditure budget.

Approved by the Board

all agreed

- **Budget 2019**

After discussions the board approved the school budget for 2019.

All agreed

Strategic Aim Three

- Buddy system has been introduced where new children at the school are teamed up with a Year 4 child
- All classes will visit Taumutu Marae
- A meeting is set for early March with a Kapahaka tutor – with the intention of having an opt in programme for Years 4-6
- Bounce Back Programme has been introduced based on survey conducted with parents and staff last year this ties in well with our PRIDE values
- DR thanked SC & JW for their work on the school house during the Christmas holidays. The house is now tenanted
- Boiler House was demolished over the Christmas holidays – thanks to CH for clearing the boiler out
- Playground committee is to get together again to look at Stage 2. DR thanked JW for offering to join this committee
- Support staff job description have been signed off and all staff have current police vets on file
- It was agreed to engage CES to run our Parent and Staff board elections for 2019 **all agreed**
- DR moved that TH be given due authority allocated to the Principal when DR is offsite or unavailable **all agreed**

Finance

- November/December accounts were presented to the board. It was agreed to accept the accounts **all agreed**

Health & Safety

- Some branches have been cut down above the tyres in the playground. Thanks to Stu Reid for organising this

Staff

After discussion it was decided to obtain new bus signs to ensure no cars are parked over the road in order to allow the bus to turn around at the end of the day

There being no further business, the meeting closed at 9:00pm

Signed as a true and correct record.

A handwritten signature in black ink on a set of three horizontal blue lines. The signature is cursive and appears to start with a large loop.

2.4.19

Board Chairperson

Date