

## Hutt Central School Board of Trustees Meeting 23<sup>rd</sup> September 2008 - 7.30pm

**Present:** Cate Hall, Dee Young, Steve Crilly, Suzanne Matheson, Jayne Sorenson, Greg Tetzlaff, Judy Pemberton, Tony Horsfall, Rosalie O'Neill

**Apologies:** nil

Cate formally welcomed Greg Tetzlaff on to the Board of Trustees. Greg was co-opted on to the Board of Trustees for his expertise in the property field.

Minutes of previous meeting - 12<sup>th</sup> August 2008 - approved SHM/DY

### **Matters arising from minutes:**

- Theft and Fraud Policy - deferred until next meeting
- Action:** Tony to contact other schools requesting a copy of their policy
- Management Report from BDO Spicers - Tony has emailed auditors for clarification on comments made
- Action:** Tony to follow this up as haven't heard back from them

### **Correspondence In:** as reported +

- Ministry of Education - 10-Year Property Plan (10YPP) Quality Assurance Programme
- MOE/NZSTA - October changes to retirement savings schemes
- FIPENZ - Technology in The New Zealand Curriculum
- Education Gazette - 22 September 2008
- Matthew Isles - Resignation

### **Correspondence Out:**

- Email - BDO Spicers (refer above)

### **Treasurer's Report:**

Treasurer reported all budgets on track

Schedule of accounts for payment - 31.07.08 - \$16,598.44 - approved SC/CH

Schedule of accounts for payment - 31.08.08 - \$12,213.26 - approved SC/CH

Schedule of Payments - 31.07.08 - \$52,627.53 - approved SC/CH

Schedule of Payments - 31.08.08 - \$ 6,838.55 - approved SC/CH

### **Principal' Report:** as reported

- **Health Education Consultation document** - Staff will be updating the 2004 version
- Action:** Updated version will be sent out to community for consultation in Term 4, 2008
- Professional Development and New Curriculum Development for 2008 and 2009.
    - Bruce Hammonds, independent educational adviser, has been booked to work with staff in 2009. First meeting with Bruce will be Teacher Only Day, Tuesday 3<sup>rd</sup> February, 2009
    - The senior management team of Tony Horsfall, Judy Pemberton, Martin Hodge and Alison Butler will travel to New Plymouth on 6<sup>th</sup> and 7<sup>th</sup> November, 2008 to visit schools that Bruce has worked in, and to meet with him to discuss planning for 2009
  - Board reluctantly accepted resignation from Matthew Isles, Resource Teacher of Learning and Behaviour, as from Tuesday 3<sup>rd</sup> February, 2009. Matthew is leaving Hutt Central School to move to Nelson.

**Appointments Committee for this position** - Cate and Dee will represent the Board of Trustees on this committee

- **Staffing and Organisation Discussion Paper for 2009** - Tony spoke to this document and presented scenarios for proposed staff and syndicate setup for 2009  
**Action:** Tony to talk to staff about these scenarios and email Board of Trustee members with the preferred options

- **Review of Enrolment Scheme**

**Action:** Cate and Dee to meet with Tony early in Term 4 to discuss this scheme

- Caroline Scott has been employed fixed-term part-time for Term 4, 2008 to work alongside Martin Hodge in Room 6
- Nicola Pritchard has been employed fixed-term part-time for Term 4, 2008 to fill maternity leave position for Jane Kenworthy
- Tony talked to Ministry of Education Staffing and Funding Notice 2<sup>nd</sup> September 2008

**Action:** Steve and Tony to meet to work on preliminary budget for 2009

- Tony gave board feedback on the PDPC (Principal Professional Development Centre) week he attended

- **Extensions/Refurbishment to Room 6**

First set of drawings presented by Barry Possenniskie, project manager, were too expensive. He has since submitted alternative plans which Board discussed, it was decided that further alterations are necessary to keep within budget, board approved going ahead with alterations to drawings

**Action:** Tony/Martin/Greg to work on this concept with the view to this project starting November/December 2008 and it being completed by the beginning of the 2009 school year

- **Hall Upgrade** - Agenda for next meeting
- **Lawn Mower**

**Action:** Tony to contact other schools regarding their lawn mowing arrangements

**Policies:**

- |      |  |                            |
|------|--|----------------------------|
| 1.10 | Assessing Achievement Levels of Maori Students | - Ratified with one change |
| 1.2  | Assessment and Evaluation                      | - Ratified with one change |
| 3.7  | Retirement of Staff                            | - Ratified                 |
| 5.7  | Non Violence                                   | - Ratified                 |

**Property:** discussed in Principal's Report

**Fundraising:**

Jayne gave feedback on money raised to date.

Fundraising committee put to board that they would like the bulk of money they have raised to go towards the hall upgrade.

**General Business:**

- BOT Training - Suzanne and Greg were advised of WWSTA free training sessions for new members taking place in October

**Meetings for Term 4** - Tuesday 28<sup>th</sup> October 2008 - 7.30pm  
- Tuesday 2<sup>nd</sup> December 2008 - 7.30pm

**Meeting closed:** 9.00pm

Confirmed ..... Date .....