

LEVIN INTERMEDIATE

Board of Trustees Meeting

Date: 26th October, 2010
Time: 7.00pm
Location: Rimu Room
Present: Peta Hill, Sue Binning, Helen Irvine, Robbie Edwards, Neville Wagstaff, David Hollows, Erin Phelps, Kathryn Brown, Hugh Bentall, Rätä Cornell (secretary)
Apologies: Nicola Ryder, Richard Maclean
Administration Matters: Minutes of Previous Meeting – Matters Arising

Resolution: “I move that the minutes of the Board meeting of 21st September, 2010 are a true and accurate record (*Peta / Helen*)

Inwards Correspondence:

MOE Education Gazette 20.09.10, 11.10.10
STA News September & October 2010
NZSTA Newsletter
Carol Bloomfield Increase in accounting fees
NZSTA Election of NZSTA Central West Regional Rep
NZSTA Updates on PPTA negotiations
PPTA News September

Outwards Correspondence:

22.9.10 Accountability documentation re external funding Kingdom Foundation Trust, Endeavour Community Trust
Moved that the correspondence be received and endorsed. (*Peta / Erin*)

COMMITTEE REPORTS

Finance: Report tabled from Finance Meeting 19th October, 2010

- Concerns re paperwork not being done on time to accompany funding applications for various initiatives within the school, therefore expected funding is being missed out on. The impact of this on current and strategic finance planning is substantial.

Motion: BOT approve payment of \$720 to staff for hours worked at Study Centre (*Peta / Helen*)

Action: Sue to check if PB4L funding application has gone in

- Expenditure policy needs to be reviewed and processes updated
- All BOT members need to submit, to Lyn @ office, bank account numbers and deposit slips for BOT fees.

Action: Rätä to send reminder out to BOT members asking them to get this done ASAP.

- Athletics Programme needs to be reviewed to assess whether or not it is still running as a cost effective learning programme.

Action: Survey Athletics throughout school to ascertain whether or not it is still a viable learning tool to maintain school funding or invite parents to contribute.

- External funding applications are being submitted to two charities for hockey uniforms. The current uniforms are dishevelled and safety gear is no longer deemed healthy and safe. An application will be submitted to Horowhenua Community Trust asking for \$1500 towards Safety Hockey Gear valued \$1739. An application will be submitted to Eastern & Central Community Trust asking for \$2300 towards Hockey Uniforms valued \$2638

Motion: BOT move to approve the resolutions to seek external funding to outfit two hockey teams with safety gear and playing uniforms. The BOT approve the finance committee's recommendation to contribute \$200 towards uniforms. (*Kathryn / Peta*)

- The above external funding applications brought about the realisation that outfitting school sports teams with uniforms is expensive; these costs need to be built into strategic finance planning as well as becoming an integral part of sports fees.

Action: Helen to look at including sport uniform cost into strategic planning also reviewing current school sport fees and bringing these in line to include a uniform fee.

- Email received and acknowledged from Whānau Support Group asking finance committee to include funding in strategic plan for the redevelopment of hall and school frontage to simulate a marae.

- Digital Classroom financial report discussed. Unsure of numbers for 2011 as 2011 info evenings still to be held, laptops for incoming students will be purchased 2011 and contracts will be reviewed to become more robust. With the resignation of Lyndon there is now a vacancy for a staff member to oversee the effective implementation of contracts within the digital classroom.

***Motion:** BOT will continue to support the digital classroom using current pod of laptops for incoming yr 7 students (Kathryn / Helen)

- Parent debtor re EOTC Activities Week. Remuneration is being sought from parent re outstanding activities fee, at present payment of fees is reliant on the goodwill of parents. Sue would like the endorsement of the BOT (by way of letter) in recovering this debt.

***Action:** A letter to be written to the parent reminding them of their EOTC contractual arrangement with the school.

Property Health & Safety:

- Received a letter from Veronica Stevens (MOE – Property Advisor) in relation to the 5YA & 10YPP whereby she requires further information so that these plans can be approved. The information required is to ensure that the school meets core requirements of the Modern Learning Environment (MLE) and to meet submission deadlines.

***Action:** Send Terry Sanson and Beth Duff a copy email from Veronica Stevens that will advise them of the required information and asking them to attend an upcoming property meeting.

Property Meeting 11th November 7 pm LIS Rimu Room

Self Review:

EOTC policies were reviewed by staff as this was relevant due to recent completion of Activities Week.

Points for the BOT to consider - Medication form, make easier to follow

- Ratio 1:4 flowing water, are parent helpers confident in water?
- All forms in 1 week (min) before event
- Activities Week (Term 3) planning needs to happen Term 1 of year
- Tatum Park organisation needs reviewing
- Supersport checklist
- Police vetting – are we going to vet parents

***Action:** Robbie (EOTC) to investigate vetting procedure, check with other schools that implement vetting and report back.

- Permission from BOT for overnight stays

***Motion:** BOT have read RAMS and approve the overnight stay for Kapahaka (Peta / Dave)

Principal's Summary Report:

Roll: Current roll 327

Staffing: 2011 jobs advertised in Gazette – 1 Scale A permanent, 1 Scale A fixed term

Relief teacher appointed for Room 14 (if required) until end 2010

Teacher Aide appointed to work alongside Zak Davis thus enabling him to attend school for full day.

Student Progress and Achievement: Study Centre Report Term 3

After school program working to provide students identified at risk in Numeracy & Literacy, Terms 1 – 3. Term 3 Report revealed that of the 14 students who attended 6 advanced 3 levels, 6 advanced 2 levels, 2 students remained at current level.

3 Way Conferences – will not be held in Term 4, week 6, due to information overload re conferencing followed by reports.

Class Structure: conclusive results show that staff would like to stay with status quo and review at the end of next year as this will give better data. Students appear to be socially better as solid year cohorts are formed with separate year 7 & 8 classes, this is beneficial to Year 8 students as they leave as a cohort rather than leave their Year 7 friends behind.

Curriculum: Rotations: Class Rotations were a great way to deliver the curriculum, introduce students to various teachers and curriculum delivery.

GENERAL BUSINESS

BOT Dates for 2010:

30th November, 2010

10th December, 2010 EOY

Next Meeting:

11th November

Property Meeting 7 pm

Focus: 5YA & MLE requirements

Meeting closed at 9.40 pm

Focus: delegation over the Xmas period