

THE MONTHLY MEETING OF THE CLUTHA VALLEY PRIMARY SCHOOL BOARD OF TRUSTEES WAS HELD AT 7.30 PM IN THE SCHOOL STAFF ROOM AT CLUTHA VALLEY PRIMARY SCHOOL ON THURSDAY 7 SEPTEMBER 2017.

Present: Val Ward, Maurice Judson, Chris Hunter, Shane Bocock, Geli Landerer, Deb Kinder, Gail Allan (Minutes Secretary).

Visitors Emma Omelvena - Flame and Tony Omelvena

Apologies:

Confirmation of Agenda (App.)

Declaration of Interests

NAG 1 - Student Achievement & Curriculum

Aim 1 (App.)

(As per report)

Staff worked on Spirals of Inquiry at the beginning of the year and they continued working on this on the Teacher Only Day in 2 June 2017.

The scanning process of Teaching As Inquiry takes a lot of time and will continue into 2018.'

Val explained PaCT (Progress and Consistency Tool). Rachel explained how the staff has used PaCT to assess some students writing as OTJs in writing are difficult to do.

Developing capabilities of children - Rachel works with Year 3 to increase their knowledge of using Chromebooks so they will be ready for Year 4 at the beginning of 2018.

Ricoh are donating ten chromebooks when the new photocopier arrives. The new Photocopier contract will cost an extra \$100 more per month. Under the new agreement we still don't pay for toner and we retain the use of the present photo copier. The agreement has locked in the cost of copies for colour and black and white. Val is to encourage everyone to get the school newsletter on line instead of hard copies.

VW

With the assistance of Community Trust Otago and Clutha Valley PTA the school has purchased some robotics. The spheros and makey makeys have arrived.

The Digital Technology curriculum begins next year. Recently Val and Rachel attended a course on Digital Technology. At this course it was emphasised that the learning the children do in this curriculum is the most important part of it. The digital devices are only part of it.

National Standards

RESOLUTION TO EXCLUDE THE PUBLIC

At 9.40 p.m. it was moved that the public be excluded to discuss the Principal's appraisal, in accordance with Section 48 of the Local Government Official Information and Meetings Act 1987. The reason for passing this resolution was that the Board wished to discuss matters which if discussed in public may infringe the privacy of a natural person under Section 9 (2) (a) of the Official Information Act 1982.

At 10.10 p.m. it was moved that the Board of Trustees came out of in-committee after discussing National Standards data.

Charter Update

Targets (App)

Val shared and explained the reading and writing targets for 2017.

Principal's Report - (App)

(As per report)

- 120 on the school roll. There are two students who are on MOE approvals (There will be no funding for these children until their visas come through). Immigration issues are continuing to be a challenge.
- There have been visits from many schools to see Self Directed Learning. There have been so many that they are beginning to come intrusive. It was decided to designate specific times for these visits.

V Ward/C Hunter
Carried

MONITORING AND SELF REVIEW

NAG 2 Self Review

- Principal Appraisal is ongoing. Tim Armstrong last visited on 16 August.

Policy Review

- **Child Protection Policy**

Reviewed and discussed. One amendment is that any staff member can contact authorities.

- **Surveys**

The surveys are not yet available.

NAG 3 – Personnel

- ACC received to reimburse the school for the cleaners wages during her time on leave related to ACC.
- Jody Louw has been on sick leave and due to return to school next week.

It was moved that the Board endorse the appointment of Rebecca Suangoon to one of the positions of Across School Teachers.

V Ward/ D Kinder
Carried.

- Fi Wilson will cover the class until the end of the year when Rebecca is absent. At this stage no start date has been confirmed.
- Liana Brown is on LWOP for a week until next Wednesday.
- **Staffing**
Val presented her and the staff's thoughts on how to organise classes within the school for the next three years. Class numbers in 2019 and 2020 have also been considered when looking at school organisation for next year.

It was moved that Val advertise a fixed term position for a sixth teacher for 2018.

C Hunter/ M Judson
Carried.

NAG 4 - Property

- **School house**
We are waiting for an assessment to work out exactly where the leaks in the roof are. There has been some discussion about the school house sewerage system and whether it is up to standard when selling the house.
- **School flats**
There has been some interest in renting the flats. One person was unsuitable.
- **Leaky roof**
There is nothing to report.
- **Toilets**
The plumbers are to install new buttons on the flush systems of the school toilets. The staff and one of the girls' toilets will be done first to see if the new buttons will be suitable for all the toilets.
- **Swimming pool**
Shane has spoken to Stephen Crawford about setting up a community committee to do fundraising to help operate and maintain the swimming pool. Shane suggested using the old OPUS report for maintaining the pool until the new one is completed.
Val is to follow up the quotes for painting the pool. **VW**
- **Heating**
We are still awaiting quotes for repairs to the heating system after the recent boiler room

fire. Yesterday some servicemen took away the worm for repair or replacement.

- After a recent power cut the computer server was damaged. Val is applying for insurance to cover the cost of repair/replacement.
- **School Shed**
P Gouman needs to sign another agreement for the use of the school bus shed. He would like to purchase it. If this is to happen the sale would need to go through the MOE.

NAG 4 – Finance (App)

- **Playcentre** Val and Maurice are to organise a time to meet with the Playcentre about the Playcentre agreement. **VW/MJ**
- **Stock scheme**
There is a verbal agreement that 20 plus calves will be donated to the stock scheme. With fewer sheep farmers in the district finding grazing for the calves can be difficult.

- **Lawn mowing**

It was moved that the Board accepts the quote from Demi Contracting for mowing the school lawns in 2017.

M Judson/G Landerer
Carried.

- **Financial Report (App)**

Budget Summary August 30

The budget for the full year is forecasted a \$93 148 deficit

Less \$42 000 depreciation, leaving a cash deficit of \$51 148.

This means our opening cash position on 1/1/17 of \$146 393 will drop to \$95 245 by the end of the year.

After the budget update meeting, forecasting expenditure and income for the remaining 5 months, the year end cash balance will be \$90 644.

The deficit has increased to \$55 749 or \$4 601 more.

The increase in the deficit has been caused by small increases across the board.

The income has been affected by the lower school roll.

NAG 5 – Health & Safety

- **Emergency procedures**

The emergency procedures have been reviewed.

Val has checked with Worksafe about Luana's accident at the school cross country.

As no one was admitted to hospital they don't need to become involved in the matter.

As a result of the review of the Cross Country procedures it was decided that the name of the road and the rapid number of the venue in future RAMs.

NAG 6 - ADMINISTRATION

Confirmation of Minutes (App)

The minutes from the 2 August meeting were confirmed.

M Judson/G Landerer
Carried

OTHER MATTERS

Community of Learners

- The two Across School teacher positions have been filled. The successful applicants are Rebecca Suangoon (Clutha Valley) and Heather Willocks (Balclutha Primary School).
- **Danone**
Shane has spoken to Danone and there are up to 15 security cameras available. A server will need to be installed. Shane is to contact with Jared Cowley about doing this work.

SB

Task List/Work Plan (App)

- Health and safety meeting.
- Playcentre meeting.
- Curtains for school flats. Deb to measure on Friday

LB/MJ/VW
MJ/VW
DK

- **Workplan**

Aim 2
Arts
NZ Curriculum update
Set price for pool keys
Term 4 policies
Full school survey

Inwards and Outwards Correspondence (App)

It was moved that the inwards correspondence be accepted and the outwards be endorsed.

V Ward/ D Kinder
Carried.

MEETINGS

Meeting with Playcentre
Health and Safety meeting

VW MJ
LB MJ VW

MEETING CLOSURE

Comments on Meeting Procedures & Outcomes

Agenda Items for Next Meeting

- Workplan items
- Pool update
- Danone Update
- Appointments committee

Items for the Newsletter

- Congratulations to Rebecca
- National Standards
- Funding of sixth teacher

Next Meeting

Tuesday October 24 at 7.30pm

Other dates:

The meeting closed at 10.30 p.m.

..... (Date)

..... (Chairperson)

(Chair to sign this at next meeting when minutes are approved)