

**Ngakonui Valley School
Board Agenda
Month- February 23rd 6:30pm
NVS Staffroom**

Administration	Led by
<p>Present- Aaron Dodunski, Luke Pepper, Maria Gillard, Scott Young, Kelly Robertson, Paul Tocker</p> <p>Visitors: John Goldsworthy</p> <p>Apologies- Kiel Smit</p>	Luke
Strategic decisions made- from last meeting	
<p>Te Uranga Money came in. We have sent a letter thanking them.</p> <p>Still chasing teardrop flag. Maria will start looking for someone to give. Want to find a decent one.</p> <p>Property side of things Maria will update from Olivia during minutes.</p> <p>Moved- Paul Seconded-Aaron</p>	Luke
Monitoring	
<p>Teacher appraisals discussed.</p> <p>James Nottingham trip discussed. Explained to board what it is and why we want the staff to go.</p> <p>A \$2000 package all up once everything is included. 6 Teaching staff going plus Maria. Money coming from Professional Budget. We have not spent much on PLD before in the past.</p> <p>Have agreed that at the following board meeting after the trip Maria will bring a report of how it went and what the staff got out of it.</p> <p>Moved-Paul Seconded-Aaron</p> <p>Maria's Appraisal.</p> <p>Luke did Marias appraisal he signed it off 2015. Last year the board chose Luke to do Marias principal. This year we need to decide how we are going to do it. To make sure Maria is meeting the standard and keeping the school moving forward.</p> <p>Luke says he thinks that we should get Maria's appraisal done independently every second year. We cannot afford to get it done independently every year because it costs \$1200.</p> <p>Pauls asks how long it took Luke to do Marias appraisal. The main thing is spending time with Maria and talking to her about the school.</p>	Maria

We will try to hunt someone down. If we cannot find someone for less than \$1500 then Luke will do it again.

Principals' conference.

There is a principal's conference run by the NZ principals Federation in Auckland and Maria would like to attend. It is June this year, 2016. Held in Auckland. The Australian Principals' Federation will be joining as well.

Moved- Luke

Seconded- Paul

EOTC

The outline if for what's coming up this year. Before any event the risks and RAMS forms will be signed by Luke,

With the skiing trips we have broken down the groups so we have smaller groups so the kids get more out of it.

Paul asked how we can get transport to the Mountain. Maria has spoken to Go Bus and they have all of our dates.

Moved- Paul

Seconded- Scott

Achievement targets for 2016.

These have been made from looking at our data from last year.

We look at where to next and move the goal posts.

We are still focusing on reading. Ministry wants us to be 80% or over so that is what we have set our goals at.

Kahikatea is to have 85% at or above in reading.

Rimu is to have 90% at or above in reading.

Oak is to have 85% at or above in reading.

Matai Year 5's is to have 85% at or above in reading.

Rata Year 7's in reading is to have 75% at or above in reading.

Each teacher is given these targets; They have a diary where they report on the target students and how much progress they make. It is important to look at progress not just the outcome.

At the end of last year on teachers only day the teachers analyzed the data and then made the targets together,

Property update from Maria:

Fire alarm is now in and has been paid for. It was \$21,000

They gave us the invoice straight away and we paid it.

The invoice should not have come to us it should have gone through Paul the Property Manager.

We have paid for the trenching.

Paul Tocker asked if the light was in the fire design system.

Wormald changed the fire design system when they should have gone with the plan. Now they have to take it to the fire service and get an amended plan. It needs to be amended and changed so it fits the plan and is signed off.

Paul the property manager has charged us \$691 to do the first lot of paper work. When it is signed off he will get another \$691.

Debbie is the Manger of TPM and she has asked us to pay the outstanding \$4000, Luke said no don't pay it until we have clarification.

Paul is meant to come back and do a property condition assessment.

Paul is meeting with Olivia and she was going to go away and review our top up of our 5YA. She has not done that. Now she is going to meet with Paul and get him to do a property assessment and from there, they will hopefully top up our 5YA.

We had a property assessment done a couple of years ago for water tightness and we are at high risk.

Next step: We need to talk to the fire alarm firm and tell them they have changed the plan so we need amended plans.

Another agency will come around and check that Wormalds system will work.

Maria will go back to Debbie and say we are not happy we need paper work from both parties. We need it to be signed off.

We need sign off from Wormald and from the other agency who will commission it.

OAK CLASS

The new room is in. Dave Caddy has done it and it's a really good job. We have shifted the rooms and its all good.

All board minutes must be sent in hard copy to NZ archive.

ICT room is all up and running.

Health and safety, there is a big metal pipe sticking out by the wood pit, its sharp and needs to be pulled out or grinded off.

We need to go around the school and check for health and safety.

Septic tank bill is still not paid. It is sitting with the ministry and they will pay it in due course.

Olivia has said once property assessment is done we will most likley get 5YA top up.

ICT

To buy 10 new ipads it is \$2,300

Oak class need a TV suggestion from Cathy is to move Ruapehu Room TV into Oak Class and get a smart TV for Ruapehu Room.

PLD for ICT

We have put PLD down to 3 years.

We are moving to ETAP this year.

We had our first workshop on how to download apps this week.
Cathy will talk to us about saving things to the server next time.

Cathy will be our PLD ICT for this year.

Salary accrual report

Salary accrual report from novopay to say that the staff names are true and correct. Luke needs to sign it.

Annual and Strategic plan need to be sent to the ministry by next week.

Annual Delegations

Each year the Board of Trustees delegates specific authorities to the Principal. They are listed below, in the form of a resolution.

Resolution

The Board of Trustees authorizes the following areas to be delegated to the Principal:

1. Financial expenditure within budget limitations.
- 3.** Employment of staff – teacher and support.
4. Allocation of salary units.
6. Managing the banked staffing provisions.
7. Staff Appraisals.
8. Initial investigations relating to a complaint against a staff member.
9. In the absence of the Principal, the Deputy Principal delegated these authorities.
10. Issue formal warnings to staff.

2. SUE Report

1. BOT Chair to Sign of end of year SUE report; minute at Board of Trustees meeting.
We accept that the staff names present on the salary accrual report are true and correct.

Other recommendations- That we agree to

Staff-

Ratify Scott to have 1 permanent and 2 fixed term units for 2016-
Ratify the 1 fixed term salary unit allocation to Kelly Robertson for 2016-
Ratify the 1 fixed term salary unit allocation to Jacki Sinclair for 2016
Ratify the 1 fixed term salary unit allocation to Natalie Gow for 2016

MOE requirements-

We accept the NVS annual plan for 2016-
We accept the NVS Charter
We accept NVS strategic plan for 2016-2018
We accept and approve the NVS budget for 2016.

BOT give permission for the Teachers to attend a workshop by James Nottingham
BOT also approve Maria's attendance at a conference for her learning this year.
BOT also approve the Year 3 and 4 camp to go ahead in week 6, Luke to view the final plans.

Moved- Aaron

Seconded- Luke	
Achievement Data- - See targets	Maria/ Scott
Curriculum reports - none	Maria/
Finance and Audit Report-	Luke
<ul style="list-style-type: none"> - Finance analysis report to look through - Luke thought the cost of Dave was \$2500 but the extra was \$1410 for mitre 10 for the wood, \$385 was for blinds and tables. - Electrician cost was \$1013 for photo copier plug and light in library. - Window Matai was fixed \$134 - Enviro Waste bin bill was \$870 that's because we had a big clean out over the holidays heaps of rubbish 11 skip loads. We got a good deal. - No one had any issues with Oak class. - Etap is \$200 per class each year, that is the normal cost. Because we have set it up this year it will be a bit more. The ministry gave us \$2300 last year for updates on assembly but we didn't use it so we can use it on etap. -Ministry is looking at streamlining all the schools for school systems and they are looking ETAP so that will be good. - Maria said a painter came through by chance she met him at BP. He came and did a quote for the school. He is much cheaper than the TimaTanga. He will do it for \$39, 000 compared to existing quote which was approximately. \$55.000 - 	
Marketing	Aaron
<p>We are at a good place with our role. We are at around 120 and that's where we want to stay.</p> <p>We want to keep utilising the paper, keep our name out there and for people to know what we are doing,</p> <p>We need to make sure we are getting new entrants are coming to replace the year 8's who are leaving.</p> <p>We will have 2 open days this year but if we have too many new entrants coming in then we might flag them.</p> <p>13th April and 21st September 2016 are the tentative dates for open days.</p>	
Community	Paul
Paul Tocker giving update.	

<p>Discussed bus, and that we have changed to Go Bus and Dave Caddy will eventually be our new bus driver.</p> <p>Paul Tocker suggested we look around for sponsors for the back of our newsletter.</p> <p>John Goldsworthy suggested we have our pre-enrolments on our news letter list so they are getting it.</p>	
<p>Policy</p>	<p>Scott</p>
<p>Scott young delivery policy.</p> <p>Appraisal parts of the policy. Boards responsibilities. Principal's appraisal. The chairperson of the board appoints the agreed principal appraiser.</p> <p>Staff part. Boards responsibilities of staff appraisal. Make sure staff appraisals are being done.</p> <p>Standing orders. Rational and purpose. 10 months a year, the meeting dates have to be agreed in advance. We have one person in charge of each thing. We are going to try and make our meetings shorter and not so long. Conversations that are personal and long conversations can be saved for afterwards.</p> <p>Changing the time of the board meetings to 6pm instead of 6.30pm.</p> <p>Confidentiality- something we talked about last year.</p> <p>The chairperson must be elected on the first meeting of the year. But because it is election year we will do it in the first meeting after the election. The election is in June.</p> <p>We will have to do health and safety; Now with the new law being passed all the board are part of health and safety. Paul suggested we should call a separate meeting for the health and safety because it will take a long time</p>	
<p>Property</p>	<p>Kiel</p>
<ul style="list-style-type: none"> - Update on 5YA progress- fire alarm. Done above. - Sewage maintenance outlined- sent to MOE. Taumarunui plumbing have sent the bill ministry is to pay. Talked about earlier in minutes. - Soak hole working bee- still going - Next steps on 5YA- put in annual plan - Cyclical maintenance plan- 3 year plan 	
<p>Strategic Discussion (special issues/ projects)</p>	<p>Luke</p>
<p>Decided we will continue to have Duffy books, as we still have the KCE grant to help us along.</p>	

Administration	Maria
<p>Correspondence</p> <p>Education service's are doing our accounts for 2016</p> <p>Owen Mcleods are our auditors they have a letter for Luke to sign to say Luke is happy for them to be our auditor.</p> <p>Ipads and Plug adaptors from cyclone. We need to give plugs back.</p> <p>Novo pay still chasing our debt.</p> <p>Darroch has answered questions about our school house.</p> <p>Work safe comes into affect by April.</p> <p>General business:</p> <p>Luke: Whether or not the school will consider giving a little for Lucy Marshall's treatment. Maria said that the school did our shop day for her and raised over \$1000.</p> <p>Maria suggested that we do mufti day and/sausage sizzle for her.</p>	Luke
Confirmation of Meeting minutes	Luke
<p>Items for next meeting</p> <p>Health and safety meeting at some point?</p> <p>Staff VS board cricket match 19th March.</p>	Luke
Meeting Closure	
<p>Comments on meeting procedures and outcomes-</p> <p>Meeting closed by Luke Pepper at 9.37pm</p> <p>Actions and Preparations for Next meeting- March 22nd 2016 6.30pm</p>	Luke
	Luke
Note- correspondence listed below	

Inwards Correspondence for November/ December	Brief outline of correspondence	Discussion needed?
Paul Millar	Fire alarm- underground cable cost	✓
Debbie Hoefft	Fire alarm charges and overdue account	✓
Sai Ek-ananthum	Darroch school house disposal and questions	✓
Paul Millar	School Bell	✓
NZSTA	Appointing a board chair	✓
GO Bus	Agreement	✓
Debbie Hoefft	Account due	✓
Cyclone computers	Apple plug recall	✓

