

**BOT meeting Minutes
Tuesday 15th March 2016**

Administration	Led by
<p>Present- Luke Pepper, Paul Tocker, Kiel Smit, Maria Gillard, Scott Young, John Goldsworthy</p> <p>Visitors-Ginny Dodunski and Louise Walker - PTA</p> <p>Apologies- Aaron Dodunski</p>	<p>Luke</p>
Strategic decisions made- from last meeting	
<p>Ginny from the PTA is here to say she would like the PTA to take over more of the fundraising so the board can get on and do the governance.</p> <p>Luke agrees that the board do a lot of fund raising, and says it would be great if the PTA wanted to do more.</p> <p>Luke states that the main board fundraising is the \$10,000 for the bus. He says that if the PTA did want to take over all the fundraising it would need to be roughly \$15000 because \$10000 for the bus and then the \$5000 the PTA usually makes.</p> <p>Luke asks if anyone has any views on the PTA getting more involved? He explains he doesn't want to get a \$10,000 bill at the end of the year because the PTA hasn't done it properly.</p> <p>Kiel suggests that we have a separate committee, some members from the PTA and some from the board. Everyone says that they think that would be another night and another worry and its not a good idea.</p> <p>Ginny asks is it worth having a PTA member come to the board meetings and checking in on the fundraising so they know what is happening.</p> <p>PTA would like to help in more capacity than they have done before.</p> <p>What are the targets for the PTA?</p> <p>PTA has three targets.</p> <p>Junior Classroom Furniture. Shade sails for playgrounds. Playground matting, surfaces for the playgrounds.</p> <p>Twilight fair was all teachers on deck, and PTA did not help.</p> <p>Paul Tockers concerns are that he has heard some parents think that if they pay their school fees they don't have to help fundraise. Thought that there was some confusion with the letter send home about the \$200 donation. Decided that the board will make up a budget and say what we have raised in</p>	<p>Luke</p>

<p>previous years and what we spent it on and show them how it has previously worked. PTA want effective communication so they know what they can do to help.</p> <p>Maria will give Ginny a copy of Strategic plan and standing orders and a copy of complaints policy.</p> <p>Last Months minutes</p> <p>Discussed cricket game Discussed if thankyou cards went out- Maria will check Discussed change of times for meeting – Definitely 6PM.</p> <p>Moved- Luke Seconded- Maria</p>	
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Monitoring	
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<p>Principal Report- Summary of progress to date in relation to our Annual Plan</p> <p>Kelly gave camp report. Went well. Money covered everything and still have money left over</p> <p>Marias said we are coming to the end of swimming</p> <p>We need to talk about fire alarm. Paul has asked to come back and do the next part of the 5YA but Maria is getting confused with all the invoices coming in. Paul Tocker said don't pay anything.</p> <p>Our charter was sent off though the portal.</p> <p>We practiced our fire alarm, it went well but kids took 5 mins to get out- too long. We changed the meeting place to on the grass after the courts, instead of the courts because of more children now and also if fire engines etc needed to come in.</p> <p>We need to get an assembly point sign nailed on the post. Maria to ring Wormald to ask where the sign is.</p> <p>Maria said we have to be careful because our phone signal runs out down by the courts.</p> <p>John said we need signage by each door and wheelchair access signs. There is one in every class.</p> <p>Recommendations</p> <p>David white will be Maria's principal appraiser.</p> <p>NVS will set Fixed assets to the value of \$500</p>	<p>Maria</p>
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	<p>Maria/ Scott</p>
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-	Maria/
Finance and Audit Report-	Luke
<ul style="list-style-type: none"> - \$23,000 left in our operating account - 1st of April is our next instalment - \$19 000 in our savings account - Currently staffed on 7.6 but we are allowed 8.25 teachers. Maria is going to check if they have made a mistake or if it is right. - We have banked \$10 000 already from the start of the year. - We have bank staffing owing to us. We currently have \$9767 owing to us from the ministry. They will give it to us percentage wise. - Swimming bus \$600 - Photo Copying \$1200 - Cheques to be cleared \$1300 - We have tried to update asset register. They will put trailer on. They are negotiating whether or not to put building on. - <p>Moved- Paul Secoded- Scott</p>	
Marketing	Aaron
<p>Scott is going to pre schools tomorrow 16th March to get an idea of how many children are coming. He is going to Akoranga and Rata Street.</p> <p>Had family out last week with 7 children, and another family with 1.</p> <p>Open day- we are delaying it for this term. We will hit 130 by the end of the year if all goes well and that's all we want otherwise we will be defeating the purpose of having a 6th classroom.</p> <p>Eventually we may have to have a cap and a waiting list but that is further on.</p>	
Community	Paul
Policy	Scott
Ministry will give us a new health and safety policy. We will use that as a template to update our Hand S policy..	
Property	Kiel

<p>Fire Alarm</p> <p>We need to decide which part we will pay- If any.</p> <p>We have paid alarm installation, and what the alarm cost.</p> <p>We have to pay Paul from TTPM for the fire plan \$920.</p> <p>Paul can come down and explain to us how he came to the \$4140, and explain what it is for and why we owe it to him.</p> <p>At the moment we are happy to pay the 1 lot of \$619 because that is what we agreed to work before hand he needs to explain.</p> <p>Before we pay the \$4140 he needs to come and have a meeting with us to explain everything. Meeting will be held with Paul, Maria and the board.</p>	
<p>Strategic Discussion (special Issues/ projects)</p>	<p>Luke</p>
<p>Administration</p>	<p>Maria</p>
<p>Correspondence</p> <p>Bus- Discussing a set run. We have made the stops and we are giving it to IVAN from GO BUSSES and telling him to make a route and they need to stick to it. Our stops are Simmonds road, Lardivale, Rangaroo, Bottom of incline, Hillcrest Dairy, High School, Then the ones on the way to school along our road.</p> <p>Water testing, we send it Parongia.</p> <p>Marias appraisal, David White. \$2000 plus GST This includes aa interview with the full board.</p> <p>Nova Pay over payment, Sonya Fletcher. We just push it off onto Nova Pay again.</p> <p>BOT elections are in June. Luke will contact Cathy to ensure she has registered us. We need to re registered because we registered prior to 22nd of February. This is to make sure Cathy is doing it. Cathy V is our returning officer. John is on the BOT induction programme.</p> <p>Currently cleaning- Chubby is working 3 nights a week and Inneke 2 nights a week. We will keep them on till the end of the term.</p>	<p>Luke</p>
<p>Confirmation of Meeting minutes Moved -Luke</p>	<p>Luke</p>

Confirmed- Maria	
Items for next meeting Next meeting is May 10 th Property- Fire Alarm New Health and Safety Policy.	Luke
Meeting Closure	
Meeting closed at 9.10	Luke Luke
<i>Note- correspondence listed below</i>	

Inwards Correspondence for November/ December	Brief outline of correspondence	Discussion needed?
Paul Millar	Fire alarm- underground cable cost	✓
Debbie Hoeft	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 Hoeft	Account due	✓
Cyclone computers	Apple plug recall	✓
NZSTA	Professional learning	✓
Owen Mcleods	Annual audit- letter to sign	✓
Work safe NZ	Awareness of health and safety act	✓
Ministry of Health	Vaccines 2016	✓
KCE	voting	✓
Education services	Letter outlining services- to be signed	✓
Novopay- debt agency	S Fletcher	✓
MOE	Health and Safety act	✓
MOE	Operation instalment notice January	✓

Outwards Correspondence January/ February	Brief outline of correspondence	Discussion needed
Thank you cards		

