



MINUTES OF THE HOKOWHITU SCHOOL BOARD OF TRUSTEES MEETING

Held at Hokowhitu School on Wednesday 22nd June 2016 at 5.30pm.

Present Tim Foss, Brett Calkin (Chair) Sam Bradnock, Juls Honoré, Philip Steer, Alison Arrow, Carlee Hodge (Staff Rep)

Gallery: Helen Griffin

Apologies Lin Dixon (Sabbatical)

Sam welcomed everyone to the first meeting of the new Board of Trustees for this term. He then called for nominations for the position of Chairperson.

Moved that Brett Calkin be nominated for the position as Chairperson. T Foss/A Arrow
Brett accepted the nomination Carried

Brett then took over the meeting and welcomed everyone

He suggested that half way through this term (in about a year and a half) the Board look at succession planning for the position of Chairperson for the following term.

Introductions were then made and Carlee was introduced to the group as the new Staff Representative.

Minutes of Previous Meeting – 18th May 2016

Resolved that the minutes be taken as a true and accurate record of the meeting.

B Calkin/A Arrow

Matters Arising

Judder bars have been purchased and have arrived however the incorrect bolts were sent. This has now been rectified and we are waiting for the builder to install them

Still waiting for the Shade Sail to be completed

Kapa Haka will be starting on the first Thursday of next term.

The netball uniforms have arrived and are really good.

Action List

Philip & Tim Will investigate the feasibility of school banking with the PTA and school

Philip Has advised that the PTA will be purchasing a 'cargo net' for under the fort.

Juls The arborist has come in and pruned the Palm Trees outside the school. They have also advised that this should be done annually.

Correspondence *Attached*

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| Plus | A letter has been received from the Community of Learning stating that the next step is a structure of formal governance. Brett and Sam will attend a meeting on 28 th June. |
| Audit | The 2015 audit report has been received. |
| Fire Service | A statement with two outstanding payments has been received. Brett will contact the local office. |
| Proarch | A letter from Proarch has been received stating that they feel we need gutter guards on the new building otherwise the leaves are going to cause problems in the gutters. Sam will organise quotes. |
| Laura Flaus | Laura has been appointed in a Fixed Term position to cover for Lynne during terms 3 and 4. |

Moved that the correspondence be accepted.

S Bradnock/B Calkin

Principal's Report *Attached*

Sam has really enjoyed his role as Acting Principal this term while Lin has been on sabbatical and thanked the supportive staff.

Data

Data was presented to the Board on maths and reading.

Maths – good improvement

Reading – good improvement especially in year 4

Mathex will be underway soon.

Sam feels that when online testing comes in it will make a big difference.

The Mowing Scheme has been dissolved and tenders have closed. A new operator is starting soon and schools will be paid out.

Moved That the Principal's report be accepted

S Bradnock/T Foss

Community

A Board newsletter will be done next term.

A morning tea to be scheduled at the beginning of Term 3 so that the Board can meet the staff.

Philip would like to look further ahead so long term plans to be scheduled to the agenda for the next Board meeting.

Personnel

To be discussed 'in committee'.

Staff Report ~ *attached*

Moved That the Staff Rep report be accepted

C Hodge/B Calkin

Finance Report ~ attached

Financially we are tracking well.

The audit report has been received and while there are no real areas of concern there are points that the Board need to be aware of with regard to the new financial standards.

The following are recommendations from the auditors:

Annual Budget

“It is important that the budget is prepared at the commencement of the year and that the formal adoption of the budget is clearly recorded in the minutes with the budgeted surplus being shown”

Reporting to the Board

“The reporting to the Board could be strengthened by the inclusion of a Balance Sheet and Cashflow Statement”

Provision for Cyclical Maintenance and MOE Capital Works

“The plan that has an annual impact on the Board’s financial result is the 10 year Cyclical Maintenance Plan (CMP). It is therefore important that this plan is kept up to date. We recommend that the CMP is reviewed at the end of each financial year when the budget is being prepared for the next year, and that this review is clearly recorded in the minutes.

The last plan for the school was prepared in 2012 and with the completion of a significant amount of MOE funded works, we feel that the Board should be renewing this plan in 2016.”

Review of Internal Controls

“During the audit we noted the following matters which if acted upon will improve the internal controls in operation at the school:

- *The Principals credit card and expense claims to be approved by a Board member*
- *Payments are not always evidenced as approved on the face of the invoice*
- *Payments are sometimes made without a GST invoice*
- *Cash on hand being banked promptly”*

Novopay

“The board continues to ensure that it has appropriate processes and controls in place to be satisfied that all information sent to Novopay has been appropriately approved and correctly submitted and checked”.

Accounting for MOE Capital Works

“We recommend that separate codes are established for each new project”

Interest on Funds Held

We suggest that the Board review its policy for the investment of surplus funds.

Board FTE Calculation

“We recommend that the Board put in place a formal process to record the number of hours contributed by each Board member each month”

Legislative Compliance

“That the annual budget process include figures for the balance sheet and cash flows statement as required by Section 87 (3) (i) of the Education Act 1989.

Fraud

“That the Board adopts a fraud policy based along the lines of the model made available by the Ministry”

Moved That the Finance report be accepted

T Foss/B Calkin

Property

As before

Health and Safety

Sam will check out the area outside Room 4 in the corridor which can be dark and slippery in the winter.

Each meeting we will print off a ‘sick bay report’ for the Board from e-tap.

Reece and Sam will also provide the Board with a Health and Safety report each meeting.

Policy and Planning.

Healthy Food Policy

Alison presented a draft Healthy Food Policy. After discussion it was decided to send this out for further consultation with the staff and the PTA and ask them for feedback.

Sunsmart Policy

This was presented in draft form and will also be sent out for further consultation to the staff.

The school will provide sunscreen for the staff and children during Terms 1 and 4.

General Business

With the Board in a new term Brett asked for portfolio thoughts.

All members are happy to stay with the portfolio they have:

Tim ~ Finance

Alison ~ policy

Philip ~ Community

Brett ~ Personnel

There is a possible vacancy on the Board for a project person. The main projects have been completed however there is still the roof, toilet upgrade, frontage and 5ya to be completed. We may shoulder tap or Philip may put it in the Board of Trustee newsletter next term.

The Board needs to sign a code of conduct which Juls will e-mail to Brett.

The Board also needs to appoint a Deputy Chairperson.

Moved That Tim Foss be appointed to the position of Deputy Chairperson

P Steer/A Arrow

Carried

Moved that the Board go into committee to discuss personnel

B Calkin/S Bradnock

Moved that Board go out of committee:

B Calkin/S Bradnock

Next Meeting: Wednesday 10 August 2016 5.30pm in the staffroom

Closure: 7.40pm

Signed..... Chairperson Date.....
