

02-1278-0016888-00 **Kokopu School Board of Trustees Meeting Monday 13th February 2017**

Opened: 6.05pm

Welcome:

Present: Shaun McMurchy, Katrina Cowie, Mark Ashcroft, Paul Ruddell, Trent Guy, Judy Woods.

Apologies: Haylee Matthews.

Election of Chairperson: Mark nominated Katrina to be elected as chairperson, Trent seconded, unanimous. Katrina accepted.

Strategic Decisions

1. Health and Safety – Report. Our health and safety meeting has been delayed until Friday 17th February. A report will be presented at the next meeting. Mark explained an accident that happened in the pool area where Jennifer fell down the hole of the deck. This has now been repaired. An incident report needs to be filled in. The back door has now been repaired. We have emphasised to parents that they must come into collect their children from the school grounds and not expect them to go into the car park unsupervised. A temporary sign will be put up on the fence.
2. Healthy Food/Water only policy as presented by NDHB - carried forward. We need more time to do a questionnaire for parents and caregivers before we can finalise the policy.
3. After School Care stand down policy – see existing discipline and anti-bullying policies. This will be incorporated in our existing school policy. Trent moved changes are accepted, Shaun seconded, unanimous. Mark reported an incident about a younger child being bullied and this has been dealt with.
4. Gift and Entertainment policy – Katrina moved this policy is accepted, Judy seconded, unanimous.

Discussions

1. Charter 2017 (principals report) – Mark presented the charter and explained the document. Mark explained the new format for the 1st parent interviews and how the group meeting will be presented. The term 3 interviews will be one on one. Mark will send the charter out via email and the BOT will send any feedback by Monday 20th. Katrina commented on the tremendous amount of work Mark has put into this document and thanked him for this.
2. SAF update – SAF is Student Achievement Function where a specialist (Jenny) comes into the school and helps staff come up with fresh ideas to help struggling learners and take a new approach with these students. This program also works with all other students to keep them engaged in their learning. The school has voluntarily asked for this help. Jenny will facilitate the working group which includes staff, principal and BOT Chair. They will meet fortnightly and keep the BOT informed.
3. BOT Approval for Camps – Approval has already been given for the overnight camp for Room 5 to Whangarei Heads on 28th Feb to 3rd March. Room 1 and 2 seek the approval of the BOT to have an overnight camp at school. They will go to Matapouri on day one, camp at school in the classrooms overnight, tabloid sports games at school on day two on the 2nd and 3rd March. A letter will be sent out to parents tomorrow for discussion at the meet and greet. Police vets will be sort for those parent volunteers who have not already had vets. We need to reiterate that due to all classes having camp during week 5, children not attending their class camp will not be able to come to school due to no supervision. There

will also be no after school care on Thursday. Room 3 and 4 will be going to Algie's Bay from 1st March until 3rd March. Each class will need a point of contact in emergencies. All three camps are approved.

4. Storage – We need more storage space due to roll growth. Discussed purchasing a shipping container. We need to get a wish list to the PTA...refurbishment of the tuckshop area (\$8000), a container (\$3000), Room 4 teaching station (\$700), refurbishment of the library (\$20000), new tables (\$2000). Vicki will look at the best price for containers.
5. Budget – The budget was presented. Katrina moved the budget is accepted, Trent seconded, unanimous.
6. 5 YA update – Thanks to Shaun for all his effort with the working bee. New LED lights have been installed in Room 4 and will also be done in Room 3 and 5. New carpet will be put in classrooms and autex on the walls. Blinds will be installed in classrooms. We will have a non-slip coat put on front concrete. This will all be done between now and April. Awaiting MOE sign off.
7. Caretaking and Grounds – Shaun, Mark and Pete met today regarding his job description. They discussed the tool situation and \$1000 would cover the basic tools for caretaking. Mark will get a job template to get the job priorities right. Trent offered his water blaster for the school to use and keep here. Shaun will get quotes for tools and control the purchase of tools. Katrina moved \$1000 budget for tools, Shaun seconded. Unanimous. Shaun is looking at the drainage on the top field and will approach Lazer Drainage to question their work on drainage of the top field.
8. 2017 Staffing – As we started with 103 students at the beginning of the year, we will be back paid for these students from the 2nd February in the operations grant and staffing. Katrina will get hold of our advisor from the MOE and talk to them about more space, i.e. a hall. Katrina will also mention zoning and expansion of the school. A discussion ensued regarding restructuring of classes if growth continues. Mark is looking at employing another teacher aide to go into Room 1 when more new entrants start next term. The staff will also put the word out to whanau to gather interest in coming into the school to help with reading. Mark, Paul and Tania will be interviewing a special needs teacher aide tomorrow. Becky Overeem, Marks release teacher, has had a great start. Katrina moved Mark have 3 days release and Becky teach for 3 days from week 6, Shaun seconded, unanimous. The BOT moved that this release time is accepted.
9. Resolution to apply for funding – Katrina moved a resolution is made to apply to Pub Charity for 30 laptops due to our extreme roll growth. Trent seconded, unanimous.

Monitoring

1. Financial Reports – Katrina moved the accounts are accepted, Shaun seconded. Unanimous.
2. Banked Staffing Report – We are in credit with our banked staffing and will be back paid until the 2nd February at our next roll return on 1st March.
3. Roll 103

Confirmation of Previous Minutes & Matters Arising - Judy moved the previous minutes are approved, Trent seconded. Unanimous.

Correspondence

In: MOE – Op grant January

- Procurement for 5ya approval.

ERO – Partners in Learning

Out: MOE – Staffing increase for roll growth

Date & Agenda items for next meeting: Monday 27th March at 6pm.

In Committee – Nil

Closed at 9.10pm.

I certify this is a true and correct record of the meeting of the Kokopu School Board of Trustees for February

Signed: Mark Ashcroft

Principal