

MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING

HELD ON 8TH MAY 2019

Present: S Seel (Chair), P Wright (Principal), S Nagels (Staff Rep), J Fitzgerald, A Munro, L Nelson, D Robson, T Balvert, G Bobsien, C Taylor.

Welcome: Meeting opened at 7.00 pm. S Seel welcomed the board to the last meeting and thanked them for all the work they have carried out as Trustees.

Motion: that G Bobsien has speaking rights.

MOVED from chair

CARRIED

ACTION TABLE LIST - April 2019

Survey for our Maori community.	G Bobsien.
Hautu for the Board.	Next board
Insurance Rebate – finance meeting.	D Robson
Storage options. Shelving and repairs to storage shed. Removal of shed on Putikitiki.	P Wright & G Bobsien
Blinds for withdrawal rooms in the new block.	P Wright
Board Newsletter – Term 2	S Seel
Add to the Board Newsletter that people are welcome to attend Board Meetings	S Seel
Internal Evaluation Tool – discuss further?	S Seel
Draft the Animal Code of Ethics Policy.	D Robson
Fire alarm and lockdown systems	P Wright
Add lockdown information to Board Newsletter	S Seel
Investigate invoicing systems	P Wright & S Reyneke

Discussion:

- Survey for our Maori community. G Bobsien. Dr M Webber is carrying out a research paper on Maori Students. The school will take part in her survey and we will ask her to meet with our Whanau Group, Maori parents and students.
- Insurance Rebate. D Robson - Finance Meeting, to be held on 21st May.

- Storage options. Shelving and repairs to storage shed. Removal of shed on Putikitiki. P Wright & G Bobsien. Investigating storage, discuss next meeting. D Brugh is getting quotes for the removal of the shed.
- Blinds for withdrawal rooms in the new block. P Wright - have asked for quotes.
- Board Newsletter. S Seel. Added lockdown information. A paper copy and email version was sent to families last week. Will add the invitation for people to attend meetings to the next Board Newsletter.
- Letter to sKids Organisation. S Seel & T Balvert. sKids have carried out a Parent Survey.
- Internal Evaluation Tool – discuss further? S Seel.
- Animal Code of Ethics Policy. To discuss under Policies.
- Fire alarm and lockdown systems. P Wright. We have not held a lockdown yet. The alarms were checked today to make sure that they can be heard throughout the school. Plan to have a lockdown when the system is upgraded.
- Investigate invoicing systems. P Wright. This can be done through our Linc-ed student system.

Action:

- Survey for our Maori community/Dr M Webber. G Bobsien.
- Insurance Rebate. D Robson - Finance Meeting
- Storage options. Shelving, repairs to storage shed. Removal of shed on Putikitiki. P Wright & G Bobsien.
- Quotes for the blinds in the new block. P Wright.

Declarations of interest: none

Strategic Planning

None

Charter Check Ins

None

Policies

Animal Code of Ethics Policy Discussed by D Robson

- Researched policies which covered animal wellbeing before writing this policy.
- A Munro, T Balvert and J Fitzgerald suggested amendments.
- Discussed by the Board.

Motion: that the Board accepts the Animal Code of Ethics Policy with amendments.

MOVED

D Robson/T Balvert

CARRIED

GENERAL BUSINESS/REPORTS

S Seel addressed the Board

- Asked the Board to attend the next meeting on 26th? June for the Board's farewell and to welcome the new board.
- Thanked the Trustees for being on the Board, and all the work they have carried out over the years. Has found the board to be supportive and easy to work with.
- What has the Board achieved over the past 5-6 years (this includes the previous term, as Adam, Jenni, Pippa and Sheryl were on the BOT during this time);
 - We have four new classrooms.
 - Build two new playgrounds.
 - Financially the school is in a good position.
 - We have cut down on number of policies required.
 - Refreshed the Charter.
 - Set in place a new Vision and Whakataukī.
 - The school Zone has been put in place.
 - Employed a new Principal and two new Deputy Principals.
 - Hamilton East School has gained in popularity - more and more people are keen to enrol their children.
 - Parents are more involved with our school - 66% of the parent body attended the last parent conferences.
 - The school is putting in programmes to accelerate learning.
 - The annual Food Festival is a success and very well attended.
 - We have a Gold Standard as an Enviro School.

Principal's Report: As tabled. Discussed by P Wright

- Roll stands at 447 - a record for this time of year.
- Thanked the outgoing Board for all that they have done for the school.
- Spoke of the years of service that retiring Trustees - S Seel, S Nagels, A Munro, and J Fitzgerald - have given to the school.
- G Cox-Wright has been approved for the Science Teaching Leadership Programme. She will take this up next year.
- We have employed another Learning Assistant.
- J Green is teaching part-time in the school.
- We have four student teachers at present.
- A number of HES staff presented at the recent conference.

Motion: that the Principal's report is accepted.

MOVED P Wright/S Seel

CARRIED

Finance Report Discussed by S Seel

Finance Committee Meeting - none held since the last Board Meeting.

- The school is financially sound.
- Payment of \$12,565.19 to Cyclone is for the Chromebook lease.
- Banking Staffing balance is \$105,219 plus GST.

Motion: that the board accepts the Finance Report for the month of March 2019.

MOVED from chair

CARRIED

Motion: that the board authorises the Finance Committee to pay the batch payments for the month of April 2019.

MOVED from chair

CARRIED

BOT Elections Discussed by S Seel

- The nomination forms for staff were handed out yesterday.
- The main parent roll was closed today. Parent Nomination forms are ready and will be posted tomorrow.
- We have received one nomination for the Staff Representative so far.

ADMINISTRATION

Correspondence:

IN

STA News

MOE – Heat, Light and Water Funding. As tabled.

HCC – Heritage Fund 2019/20 Funding Round. As tabled.

NZEI – Paid Union Meetings. As tabled.

MOE – Banking Staffing. As tabled.

Education Services – School Accounting. As tabled.

Boys High – Support re new Cricket Nets. As tabled. Letter to be sent in support of the Cricket Nets. P Wright & C Taylor

Ed Gazette

Out

Science Teaching Leadership Programme – re G Cox-Wright. As tabled.

Motion: that the Inwards and Outwards correspondence be accepted.

MOVED from chair

CARRIED

Board Minutes

Motion: that the Minutes dated 10th April 2019, be accepted as a true and correct record.

MOVED from chair

CARRIED

In Committee Meeting – no items to discuss.

Schedule Next Committee Meetings:

Finance – 21st May 2019, 1.30pm

ACTION TABLE LIST - May 2019

Survey for our Maori community/Dr M Webber	G Bobsien.
Insurance Rebate. Discuss at the Finance Meeting	D Robson
Storage options. Shelving, repairs to storage shed. Removal of shed on Putikitiki.	P Wright & G Bobsien.
Quotes for the blinds in the new block.	P Wright.
Letter to Boys High – re Support of new Cricket Nets	P Wright & C Taylor

Next Board Meeting: 26th June 2019

To discuss at the June meeting:

Meeting closed at 8.00pm

Signed as a true and correct record

Date