

Rotorua Adventist School

Board of Trustees Minutes of Meeting:

31 July 2013 @ 630pm

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| 1 Chairperson Welcome | Maraea Van Gent |
| Present | Lanea Strickland, Nalau Burt, Maraea Van Gent, Jennifer Burt, Raynor Shipgood, Pamela Ewing, Bobby Howard, Mary Bates. |
| Apologies | Paul Jonker, Justine Esposito |
| In Attendance |  |
| Declaration of conflicts of interests | Maraea is Lanea’s mother, Nalau and Jennifer are husband and wife. |
| Devotion | Joshua 24:15 But if serving the Lord seems undesirable to you, then choose for yourselves this day whom you will serve, whether the gods your ancestors served beyond the Euphrates, or the gods of the Amorites, in whose land you are living. But as for me and my household, we will serve the Lord. |

Strategic Focus Discussions:

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| 2 Elect Bot Secretary  3 Matters arising from previous minutes  4 Correspondence in         5 Correspondence out  6 Principals Report | Pamela Ewing nominated, Pamela accepted.  Windows 7 labour is free.  Decision to close Pak n Save account; just use new eftpos card account operating.  Finance committee to discuss whether we go ahead with Bunning’s account.  School server has been approved  Approval of minutes from previous meeting  Pamela Ewing left meeting @ 730pm.  School accreditation, all looks good. Has been full review of Job Descriptions. ERO support meeting, mins up on wiki spaces, ERO very happy with things. Social worker in schools. Julie Burns liaison for SWIS.  Website, Rosalie emailed re: generic website @ $10 per month, we can localise.  Letter for overdue account sent out. No response as yet, Lanea Strickland will re-send.  Presented data on mid year report for national standards.  Performance appraisals – will be put up on wiki spaces for BOT to read over.  Good start to term, almost full staff on, taking it day by day; focus on top priorities, there is a lot of work to be done.  Acceptance of principals report | Moved Maraea Van Gent seconded Lanea Strickland  Bobby Howard moved seconded Mary Bates  Finance committee  Moved Lanea Strickland Seconded Nalau Burt  Bobby Howard to investigate, and report back at next meeting, if we have to go with Family Works or if we can choose another organisation.  Moved Nalau Burt seconded Mary Bates |
| 7 Finance | Mary Bates – Eftpos card for senior camp is setup. Signatories dealt with. Debt collection on account to be dealt with. In discussion with Hillary Christmas from Education Services (accountants), budget to be re worked. Wanting to put more money into professional development for all staff. School is is a good healthy position.  Approval of finance report | Moved Bobby Howard seconded Raynor Shipgood |
| 8 Personal report | Bobby Howard – Confirmed appointment of Jennifer Burt for Teacher Aide hours 7.5 per week for senior room. Confirmed appointed of Marewa Hale for Teacher Aide hours 21 per week for Junior room. Discussed concerns over Justin Campbell principal release position, Justin indicated he would not re-apply for the position.  Lanea to speak with Eileen Onekawa for principal release.  Juleen Foote Teacher Aide position- Juleen did not apply for any of the other advertised Teacher Aide positions.  Caretaker position – Lanea Strickland to get someone in, as and when required. |  |
| 9 General Business | Proprietor for Board seat. BOT recommended Grant Booth and Raymond Howard. Lanea will send through to Rosalie McFarlane for discussion.  School has no mission statement or vision. Policy committee to meet and discuss, report back to Board at next meeting.  Juleen Foote on was on fixed term 6 hours per week for term 2. When this was re advertised she did not apply as the days did not suit her. Juleen’s hours reduced to 2 hours per week. Offer of Increase in Juleen’s hours to 4 hours per week to do deliver toe by toe programme to students most in need. Lanea Strickland will monitor toe by toe programmes progress. Bot has declined Mrs Foote offer of volunteering her time in the classroom.  Approval to offer Mrs Foote 4 hours per week to deliver toe by toe programme only  Locks have been put on doors in toilets. Children must ask teacher for key. This is to monitor who goes in and out. Children will be told at school assembly why these have been installed. Advice from MOE was that we are allowed to install locks, BOT must be made aware.  Cleanliness of school- Food left lying around I school holidays and very smelly. This attracts cockroaches and mice. Cleaners must insure they clean after the last day of school, not to be left like that over the holidays. Checklist is to be created by Bobby Howard.  Principal appraisal coming up, in process of arranging Tony Pope to do this. BOT organises this. | Moved Mary Bates Seconded Nalau Burt  BOT Chair Maraea Van Gent will phone Merle Ramsay. |
| Agenda items for next meeting | If you have any issues to add to the agenda please let Lanea Strickland, to update accordingly. |  |
| Chairperson Closing: | Closing prayer Lanea Strickland.  Nalau burt on Worship for next meeting |  |
| **Preparation for next meeting** |  |  |

Meeting concluded: 9:10 pm

Next meeting: Wednesday 25th September 2013

@ 630pm

Signed Chairperson Maraea van Gent:

Date: