

Rotorua Adventist School

Board of Trustees Minutes of Meeting:

17th April 2013 @ 7pm

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| Chairperson Welcome |  Phil Laws |
| Present |  Lanea Strickland, Jennifer Burt, Charles Barsdell, Tata Strickland, Justine Esposito, Paul Jonker and Phil Laws |
| Apologies |  Raymond Howard, Richard Schmidt and Wendy Hague |
| In Attendance |   |
| Declaration of conflicts of interests |   |
| Devotion |  Micah 6:8. Paul Jonker opened with Prayer |

**Strategic Focus Decisions**

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| **Principal’s Report – Lanea Strickland** |  Roll increased by 1 student, this student has been previously accepted in board meeting last year.School roll is critical, we need to increase roll by five students per year by 2015 or we go down to a sole teacher school. Phil read letter from proprietors, signed by Rosalie Macfarlane dated 2 April 2013.Suggestions for how to increase rollPurchased Caxton maths books and mathletics.Organised maths resource materials. Purchase of ne maths equipment.Completed standardised tests for class. National Standards displayed in class, no names or faces will be displayed, and this will let children know where they should be at in their learning, for their year level. Accelerated learning plan put in place. Professional development for lead teacher (principal release teacher).Staff to review Behaviour Management policy and procedures. A social worker has been assigned to our school from MOE.Constable Watson is coming in to a ‘keeping ourselves safe’ programme, there will be a parents meeting around 28th May.Support from Hali Osbourne from NZSTA – on roles of BOT etcNext term will be our School service.MOE approved teacher aide for Junior room. Permanent Principal position is being advertised in Gazette, there was a mix up between Phil and Geoff Beissner as to who was meant to advertise. Applications close 26th April 2013. **Date for special meeting to decide permanent principal position Wednesday May 1st @ 7PM**.Police vetting and renewing of contracts for Junior room teacher and permanent teacher aideSenior Camp in Auckland |  All BOT to bring suggestions to next meetingPhil to follow up with Hali OsbourneLanea will review Moved to accept Phil seconder Paul |
| **Proprietors report-** **Charles Barsdell** | No major concerns | Moved to accept proprietors report Paul seconder Phil. |
| **Finance – Justine Esposito, Treasurer**  |  Justine – Finances are all going ok. Budget will moved around to reflect CharterLanea and Jennifer visited Education services (accountants) Spoke in length to Hillary Christmas. Hilary was able to provide advice in certain areas of budget with Lanea. Budget will run a deficit this year of around $12,000.00.Allow internet access to bank accounts |  Moved to accept treasurer’s report Phil seconder LaneaMoved to accept Paul seconder Justine |
|  Property Report |   |   |
| Special Issues/Projects |  Wiki spaces – links for all BOT members have been emailed, all BOT can access. Please read and print if required, all documents. This gives BOT time to read and prepare for future meetings. ONLY BOT members have access, and can upload to the site also. Also links to online board training.Justine suggested we add a third goal to charter to nurture the accelerant children; this will help lift profile of school. Charles will talk with Whakatane Principal about the programme they run, Charles will also look into how we can cater for those students.Eco schools – Justine will head this and enrol; our school.Update at next meeting |  Charles Justine Esposito |
| **Monitoring and Decisions required**e.g Board discussion and decisions on compliance and audit | Behaviour management – disciplinary action for student still disrupting other children. Anymore incidents, Lanea will follow required process including stand downs. Any physical deliberate attacks on another child will be stood down. Disciplinary committee will only be called in, on stand downs. |  |
|  Actions completed from last meeting |   |   |
| **Administration:**Correspondence |   |   |
| Matters arising from previous minutes and  Confirmation of previous minutes | Board elections new returning officers – Jennifer Burt (parent election) and Cherie Ormsby (staff election) |  Moved to accept previous minutes Phil seconder Justine |
|  **Agenda for next meeting:**Identified Items |  If anyone has any items please put it up on Wiki Spaces. |   |
|  **Chairperson Closing**:**Comments**On meeting procedures and outcomes |   |   |
|  **Preparation for next meeting**  |   |   |

Signed Chairperson Phil Laws:

Date:

Meeting concluded: 9:30 PM

Next meeting: TBC by Lanea Strickland