

Rotorua Adventist School

Board of Trustees Minutes of Meeting:

25th September 2013 @ 630pm

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| 1 - Chairperson Welcome | Maraea Van Gent |
| Present | Paul Jonker, Nalau Burt, Mary Bates, Jennifer Burt, Maraea Van Gent, Lanea Strickland, Bobby Howard, Pam Ewing. |
| Apologies | Justine Esposito, Raynor Shipgood. |
| In Attendance |  |
| Declaration of conflicts of interests | Maraea is Lanea’s mother; Nalau and Jen are husband and wife. |
| Devotion | Paul Jonker – Opening Prayer  Nalau Burt – Word for today from Friday September 23 2013 |

Strategic Focus Discussions:

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| 3 Matters arising from previous minutes:  4 Correspondence in  5 Correspondence out           6 Principal report              7 Personnel Report | ASB credit card – process unclear to some BOT members. Pak n Save account must be closed as soon as ASB account is up and running. Motion to approve ASB bank account credit card.  Cleaning checklist for cleaner; Bobby Howard asked her dad – go back to job description. A basic checklist was created by Jennifer Burt after phoning around different cleaning companies who also specialise in School cleaning.  S.W.I.S.I – Uria Jenkins will be attending our next SENCO meeting.  Motion to approve July minutes.  S.W.I.S Family works are available to come to school, to discuss the needs of the school. Social workers are in partnership with M.O.E.  We were able to attend the EXCEL launch at Rotorua Primary and Boys High.  Overdue account sent a follow up call/letter from Lanea to confirm they received. Letter of thanks sent to Bunning’s for plants donated to school garden, letter of thanks to Open Home Foundation for funding, letter of thanks and application of funding to Kiwi sport kick start for $2000.00 grant.  SENCO report. 2 students high behaviour needs (maybe coming up to 10 per cent). Help coming in, both students have regular meetings now. Looking at how we manage incidents, may setup behaviour management team. Propose to do some team building with students possibly at Tui Ridge. Paul and Nalau to investigate.  ERO verification visit 12th and 13th November for BOT to look at National Standards. Senior students 5 – 8 75% are below. Maths year 6, 4 students below.  Outcome Mrs Foote. Mary Bates met with Mrs Foote on 2 separate occasions. Offered 2 more hours a week to do Toe by Toe programme (TOTAL 4 HOURS PER WEEK). Mrs Foote still wants 6. Mary sent email with recommendation letter to give to Mrs Foote, to give her hours that are needed. A meeting was then arranged with Peter Murphy from NZSTA. Outcome Mrs Foote verbally agreed to 4 hours per week, has still not signed contract. Lanea has requested the contract 2 times since meeting; Mrs Foote saying she is still having someone looking over it. Time frame to have contract has passed (10 days from date given).  Mrs Foote still wants to come in and volunteer. Policy committee to meet and create a ‘Volunteer’ Policy for school. Staff Appointment/personnel committee to look at process of time frame, Mrs Foote’s request for volunteering and discuss matter further, report back at next BOT meeting on outcome.  Cleaner. Meeting with Peter Murphy. Official warning letter sent out that RE cleaner not working full amount of hours he is paid for. Will make up 57 hours of cleaning he has been paid for (going back 2 – 3 months) and not done, over October school holidays and over Christmas school holidays 2013.  Times from latest security log in show cleaner is still missing around 20 – 30 mins per day. OSH issue – bringing someone with him to clean. Looking at reducing hours to 1.5 per day. Staff appointment/personnel committee to meet and discuss this further, report back at next BOT meeting on outcome.  Funding for Teacher Aides – Term 4. This funding has been approved for Senior room student until end of Term 4, funding approved for student in Junior Room has been approved 2 hours per day for Term 4. | Moved Jennifer Burt seconded Nalau Burt.  Checklist and job description to be looked over by staff appointment/ personnel committee who will report back at next BOT meeting.  Moved Pam Ewing seconded Lanea Strickland. |
| 8 Finance Report | Some things have not been budgeted for; budget still needs to be re-worked. Approval of finance report. | Motion to approve finance report July and August 2013 Mary Bates seconded Lanea Strickland. |
| General Business | Mrs Foote presentation. Mrs Foote was given opportunity to come to BOT meeting and present to BOT about her volunteering role, Mrs Foote accepted. Jennifer Burt phoned Mrs Foote on afternoon of 25th September to confirm she still coming, Mrs Foote informed her she will not to attend, but has given letter to Paul Jonker to present to BOT. Letter was tabled at BOT meeting.  Volunteering. Policy committee are to arrange a time over school holidays to create Volunteer policy.  Open Meeting Outcomes. Developing God’s Character, Academic Achievement.  60th Anniversary. Mrs Foote is being asked to organise catering by Maraea Van Gent. Face book page for school, lots of interest from former students to attend 60th Anniversary. Setup Anniversary team to organise. Plaque ordered to commemorate.  Chapman College. Decided not to support Chapman College application, letter was not sent out as time frame had expired.  Protocols for BOT members. Confidentiality. BOT members not discuss matters outside of meetings.  BOT fees. Jennifer Burt has emailed, phoned or text each BOT member to offer BOT fees paid to them or donated back to the school. Each BOT member has responded.  BOT meeting dates. Changed to every month, 3rd Wednesday.  School Van. For Transportation. Needed for going sports etc. ASB fund for Vans for school. Lanea Strickland and Paul Jonker to investigate. See if we can ask for donations from S.D.A church members.  Caretaker. Hours as required. Will discuss with persons interested. Advertise in our Churches and school newsletter.  Hours for secretary. Amount of work in the hours is not enough; can spend 20-25 hours per week and get paid for 12.5, needs to be looked at, Jennifer Burt and staff appointment/personnel committee to look at how many hours needed during school holidays, before Term 4 starts.  Proprietor for BOT seat. Conference still looking for names. Names need to be put forward again.  Accept procedure for sun smart accreditation. | Motion to accept procedure for sun smart accreditation moved Jennifer Burt seconded Lanea Strickland. |
| Agenda Items for next meeting |  |  |
| Chairperson Closing:  Comments |  |  |
| Closing Prayer | Bobby Howard |  |

Signed Chairperson Maraea Van Gent:

Date:

Meeting concluded: 9:15 pm

Next meeting: 23rd October 2013