

Pigeon Mountain Primary School
Board of Trustees

Minutes of Meeting Held on 15 April 2009

1. Present: Cameron Astill, Craig Clark, Danie Jacobs, David Pinker, Gerard Keenan (Chair), Judy hand, Merv Hotter, Yugen He, Ginty Bigwood

2. Apologies:

3. Visitors: Linda Lowden, Tracy Leader, Paul Musson, Ella Dunne, Babette Maas

4. Declarations of Interest:
None

5. Minutes from the Previous Meeting

MOVED: The minutes from the meeting held on 18th March 2009 are accepted

RESOLVED: Clark / Astill

6. Correspondence: The correspondence to and from the school was noted.

7. Under Action:

G Keenan to construct a training program and circulate for comment

Action: Keenan

As part of the development of the new curriculum, a statement describing what attributes and skills a year 6 student would have is required. It was noted that the questionnaire had been sent home and is now being reviewed. The results of the questionnaire will be presented at a future meeting.

Action: T Leader

It was noted that the recent reminder to parents about the school fees had resulted in an increase in collections, the reminder had not been translated as originally requested, however, analysis indicated that the collection percentage from the Asian community was high. Future notices, including the main term newsletters would be translated.

Action: G Bigwood

G Bigwood confirmed that the two payments made to correct salary / wages had been re-processed and PAYE has been deducted and paid. It was noted that the IRD have a seven year window within which to review payments and G Bigwood was requested to ensure that all payments of this nature over the last seven years had the appropriate PAYE processing.

Action: G Bigwood

Board Calender: It was agreed that the Policy review calender would be extended to include other Board activities.

Action: G Keenan

Job Description for the Board Secretary: The draft job description has been updated and is ready for publication.

Action: G Keenan

G Keenan to organise advertisement for the Board Secretary role to the parent community. Interviews to be undertaken by G Keenan and C Astill.

Action: G Keenan / C Astill

Board Elections, 2010: It was noted that the Board of Trustee elections are due in 2010. G Keenan to develop a strategy to increase the level of awareness for the elections.

Action: G Keenan

G Keenan advised that the bi-annual parent survey normally conducted in September is being brought forward and a section on Customer Service is being added.

Action: G Keenan / G Bigwood

The property sub committee has been requested to review the Property Management policy.

Action: D Pinker

C Clark to review the flow chart attached to the Sexual Physical and Emotional Abuse policy.

Action: C Clark

Closed Actions

- As part of the development of the new curriculum, a statement describing what attributes and skills a year 6 student would have is required. It was agreed that the school would create a simple questionnaire, in both English and Mandarin, for the students and their parents to complete.
- G Bigwood advised that the collection of school fees was below budget, the Board requested that a polite reminder notice was

- posted to each house requesting payment.
- G Bigwood to review and confirm that the office manual has been updated to reflect the change in process for payment runs.
 - The Board reviewed the "Beginning of the Year Data Collection 2009" report prepared by T Leader and discussed layout and reporting options. P Musson was requested to provide assistance in this area.
 - It was agreed that C Astill would assist the PTA members who have undertaken the research on fleeces to identify potential suppliers.
 - G Keenan confirmed that L Bryant had agreed to be the Returning Officer for the 2010 elections.
 - G Bigwood advised that the parent community and the PTA have reviewed and contributed to the School Charter. It was agreed that the School's Senior Management Team would collate the inputs and prepare a draft Charter for review by the Board before 31st March 2009

Curriculum

8. Student Achievement and Curriculum Presentation

L Lowden presented a Junior Reading Report, this report outlined the reading achievements of the students for years 1-3. In general the report shows positive results for reading within the junior school.

The Board requested a proposal on options and opportunities for increasing the reading achievement of the students.

Action: L Lowden

9. New Curriculum

T Leader and L Lowden advised that progress on the new curriculum was good and that the curriculum would be completed on time.

Reports

10. Principals Operational Report

G Bigwood tabled the Operational report.

MOVED: That the Principals Operational Report for March 2009 is accepted.

RESOLVED: Bigwood / Hotter

11. Finance Report

J Hand tabled the Financial Reports for March 2009

MOVED: That the Financial Reports for March 2009 is accepted and accounts for February be approved and passed for

payment.

RESOLVED: Hand / Keenan

12. Property Report

D Pinker advised that there had not been a Property sub-committee this month

13. ICT Project Update

L Lowden provided a verbal update on the ICT project.

Board Focus

14. Customer Service

L Lowden advised that as part of the ICT project an electronic survey would be undertaken in conjunction with the paper based survey.

G Bigwood noted that the Schools Strategic Plan has been updated to include customer satisfaction.

G Keenan advised that the new section customer service within the survey was nearing completion.

15 Board Elections – 2010

G Keenan advised that L Bryant had agreed to be the Returning Officer.

General Business

MOVED: That the public is excluded. This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceeding of the meeting in the public are as follows;

The matter relates to an email sent about a member of staff, it is of a personnel nature but is not directly related to the school or its activities.

RESOLVED: Keenan / Pinker

Meeting closed 9:20 pm

Upcoming Board Meetings

20 th May	Room 16, Area E
17 th June	Library
15 th July	Resource Room
19 th August	Room 12, Area D
16 th September	Room 8, Area C
21 October	Room 5, Area B
18 th November	Room 1, Area A

Sub Committee Chair's

Finance	J Hand
Property	D Pinker
Policy	C Astill

PTA Roster

May	M Hotter
June	C Clark
July	C Astill
August	D Jacobs
September	J Hand
October	Y He
November	G Keenan
December	D Pinker