

PIGEON MOUNTAIN PRIMARY
SCHOOL
BOARD OF TRUSTEES

**MINUTES OF MEETING HELD ON 20RD AUGUST 2008
AT 7.30PM**

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

2. Apologies:

3. Visitors: Tracy Leader, Linda Lowden

4. Correspondence

The correspondence to and from the school was noted

5. Minutes From The Previous Meeting

MOVED: That the Minutes of the Meeting held 23th July be accepted as a true and correct record with the following amendment, Cameron Astill was present for the duration of the meeting.

RESOLVED: KEENAN/ BIGWOOD

6. Under Action

Open Actions from the previous meeting

- 1) G Bigwood advised that he would attend the next meeting of the Local Residents Association and obtain an update on any action planed for the intersections. G Bigwood advised that todate no further meeting have been held.

Action: BIGWOOD
- 2) G Keenan discussed professional development for the Board. It was agreed that an on-site training course covering a range of subjects would be developed for consideration by the Board. G Keenan to circulate the training agenda once it has been agreed.

Action: KEENAN
- 3) G Keenan to obtain details on dates, costs and items being presented at the STA conference and circulate to the Board.

Action: KEENAN
- 4) The Board asked the Management team to formulate a high level plan / strategy on how to encourage and engage parents with children's learning needs for reading and maths.

Action: BIGWOOD
- 5) Finance Sub-Committee to discuss with the Auditors regarding using forward provisions for the painting and associated works and how to treat these.

Action: Finance Sub-Committee
- 6) Property Sub Committee to check out the state of the boys toilets and report back to the Board.

Action: Property Sub-Committee

- 7) G Bigwood to organise a copy of the 2007 Annual Report to be put on the Pigeon Mountain Web page.

**Action:
BIGWOOD**

- 8) J Hand to ask L Bryant to send an amended copy of the 2007 Annual Report to the MOE.

Action: BIGWOOD

Closed Actions from the previous meeting

None

Reports

7. Finance Report

J Hand tabled the July 2008 financial report

MOVED: That the schools 2009 budget be prepared in a phased format, with income and expenditure predicted on a month by month basis.

KEENAN

RESOLVED: UNANIMOUSLY AGREED

MOVED: That the finance report be accepted as tabled.

RESOLVED: HAND / HOTTER

The Board agreed to table the Principals Operational report and the Property Sub-committee reports.

Principals Operational Report

The principal's operational report was tabled.

RESOLVED: That the Principal's report be accepted as tabled.

BIGWOOD / CLARKE

Property Sub-Committee

D Pinker tabled the August report

RESOLVED: That the property report be accepted as tabled.

PINKER / KEENAN

Curriculum

8. Student Achievement and Curriculum Presentation

The board determined that this agenda item would be consolidated into item 9.

9. New Curriculum

The board discussed the importance of the School Charter as a foundation stone for the new curriculum. It was noted that with the development of the new curriculum it is timely to review and update the school charter.

Copies of the current school charter were disbursed and reviewed with the following amendments made:

Our Vision

Changed from:

"Confident lifelong learners and caring citizens"

to:

"Caring, confident lifelong learners".

Our Mission

Was reviewed and confirmed as representing the views of the Board.

What we Value

Learning:

Changed from:

"Aim for excellence; learn to learn; learn to take responsibility for our learning, think creatively, critically and reflectively; focus on literacy and numeracy; give every thing at school a' go"

to:

"Strive for excellence; learn to learn; learn to take responsibility for our learning, think creatively, critically and reflectively; literacy and numeracy skills; the can do attitude"

The section "learn to learn; learn to take responsibility for our learning, think creatively, critically and reflectively" was discussed at length and whilst the Board agreed with the concepts the wording still requires review. The Board undertook to consider alternative wording and discuss at the next board meeting.

Action: ALL

Continuous Improvement:

Changed from:

Give our personal best; take responsible risks ; persist; grow leadership"

to:

"Giving our best, taking responsible risk; effective leadership"

Respect and care for ourselves, others and the environment – in our school, our community and beyond

changed to:

"Respecting and caring for ourselves, others and the environment – in our school, our community and beyond"

Cultural diversity was reviewed and confirmed as representing the views of the Board.

Being honest, fair and making wise decisions was reviewed and confirmed as representing the views of the Board.

MOVED: That the school charter be updated as agreed

KEENAN

RESOLVED: UNANIMOUSLY AGREED

General Business

National Education Monitoring Project (NEMP)

G Bigwood advised that as part of the Governments analysis of student achievement a four yearly review was undertaken. Pigeon-Mountain has been selected to participate in the 2008 review.

MOVED: That the school accept the invitation to participate in the 2008 NEMP review.

RESOLVED: UNANIMOUSLY AGREED

International Students

The Board discussed a proposal to contribute to the costs of our International Student Agent attending a Trade show on October 4th and 5th in Korea. The Board also discussed the extension of G Bigwood's China visit to include the trade show.

MOVED: To contribute to the Agents trade show expenses upto \$5,000 and for G Bigwood to extend the Chinese visit to include the Trade show.

RESOLVED: UNANIMOUSLY AGREED

G Bigwood to confirm costs with the Agent and advise the Board Chair.

Action: BIGWOOD

It was noted that the school's management structure resulted in the following delegated authority:

- in the absence of the Principal, the Senior school AP
- in the absence of the Senior school AP, the Junior school AP

Appointments Committee

The pending recruitment for the Junior school AP's position was discussed and it was confirmed to utilise Ash Newth's skills to manage the process. Board policy requires that Principal and Board Chair to sit on the appointments committee for AP and Principal roles, however, all Board members are invited to participate.

G Bigwood undertook to obtain and distribute a time-line of activities for the appointments committee so that members of the Board could ascertain their availability to participate.

Action: BIGWOOD

Room 8 Teacher Job Share

Y He noted that two parents had approached him to understand how the teacher job share worked for room 8 and queried the effectiveness of this approach.

G Bigwood provided an overview of the approach, noting that the job share had arisen as a result of the shortage of high quality teachers.

The Board noted that finding high quality teachers is a priority and was in general happy with the approach.

Following the discussion on the approach it was determined that the following actions would be undertaken:

Y He to confirm to the parents that the matter had been discussed by the Board and that an analysis would be undertaken.

Action: HE

L Lowden to review the achievement of the students in Room 8 with a view to identifying if there were any issues with the job share approach and report back to the Board at the September meeting.

Action: LOWDEN

G Bigwood to invite the parents of Room 8 to meeting to discuss approach.

Action: BIGWOOD

The meeting concluded at 10:10 pm

Upcoming Board Meetings

BOT Meeting Wednesday 17th September 2008

BOT Meeting Wednesday 22nd October 2008

BOT Meeting Wednesday 19th November 2008

BOT Meeting Wednesday 17th December 2008

Sub Committee Chairs

Finance - J Hand

Property - D Pinker

Policy - C Astill

PTA Roster

September 10th - M Hotter

October 15th - C Astill

November 12th - Y He