

Pigeon Mountain Primary School
Board of Trustees

Minutes of Meeting Held on 18 February 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, Shirley Xiao, Ella Dunne

4. Declarations of Interest:

None

5. Minutes from the Previous Meeting

MOVED: The minutes from the meeting held on 17th December 2008 are accepted with the correction of that the payment run being authorised was for November.

RESOLVED: Astill / Hotter

6. Election of Board Chair:

Nominations were called for the role of Board Chair. G Keenan was nominated. The nomination was carried unanimously

7. Election of Sub Committee Chairs:

Nominations were called for the role of Property Sub-Committee Chair. D Pinker was nominated. The nomination was carried unanimously.

Nominations were called for the role of Finance Sub-Committee Chair. J Hand was nominated. The nomination was carried unanimously.

Nominations were called for the role of Policy Sub-Committee Chair. C Astill was nominated. The nomination was carried unanimously.

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

9. Under Action:

M Hotter to send a letter to the local Community Board regarding the need to increase the safety of the Prince Regent Dr and Pigeon Mountain Rd intersection.

Action: Hotter

G Keenan to construct a training program and circulate for comment

Action: Keenan

G Keenan to merge PDF files for the 2007 Annual Report and forward to the school office for loading onto the Pigeon Mountain web page.

Action: G Keenan

G Bigwood to circulate the revised School Charter within the school community by including it in an upcoming school newsletter and by providing a copy to the PTA for comment.

Action: G Bigwood

Closed Actions

- It was also noted that the success of students was heavily influenced by their skills in English. L Lowden to review options to increase the fluency of students.
- J Hand to advise L Bryant to withhold the two bonus payments pending Board understanding of what they are.
- G Keenan to ascertain what the Bonus payments represent.
- The Board requested that the Policy Committee review the Appointments Policy.

Curriculum

10. Student Achievement and Curriculum Presentation

T Leader and L Lowden provided an update on the development of the new curriculum.

11. New Curriculum

T Leader and L Lowden presented the Annual Plan.

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.

Reports

12. Principals Operational Report

G Bigwood tabled the Operational report.

MOVED: That a Teacher Only Day (TOD) is approved for March 2009. The date of the TOD is to be aligned with the other schools in the area to minimise impact on Parents and communicated to parents via a newsletter. The TOD has been requested by the Ministry of Education and is to be used for New Curriculum development work.

RESOLVED: Keenan / Bigwood

MOVED: That Parental Leave for Marie Wai-Poi and Jane Davies is approved.

RESOLVED: Clarke / Keenan

MOVED: That the school can proceed with the rental of a new photocopier to replace two old photocopiers at a cost of \$241.29 per month on a 42 month term with a monthly service fee of \$252.00

RESOLVED: Clarke / Keenan

MOVED: The Annual year 6 class camp is approved as per the EOTC policy

RESOLVED: Unanimously

MOVED: That the draft Annual Plan for 2009 is approved.

RESOLVED: Unanimously

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. It was agreed that the reminder would be translated into mandarin for those families who's first language is not English.

Action: G Bigwood

13. Finance Report

J Hand tabled the Financial Reports for January 2009

The process for authorising the main payment run was discussed. G Bigwood advised that the process has recently been revised to ensure that the payment run could not occur until after the Board had reviewed and approved the payments.

G Bigwood to discuss and obtain from L Bryant and understanding of how the payment run of December 2008 occurred after the Board had requested that some items from the payment run were to be with-held.

Action: G Bigwood

G Bigwood to review and confirm that the office manual has been updated to reflect the change in process for payment runs.

Action: G Bigwood

G Bigwood to review and confirm that PAYE is deducted for all payments to staff relating to wages and salary.

Action: G Bigwood

MOVED: The Board of Trustees have reviewed the useful lives of the asset categories listed on the February 2009 finance report and agree that these remain appropriate for our school.

RESOLVED: Hand / Clarke

MOVED: The property cyclic maintenance plan is approved.

RESOLVED: Hand / Pinker

MOVED: That the January 2009 finance report is accepted and accounts for January be approved and passed for payment.

RESOLVED: Hand / Keenan

14. Property Report

D Pinker tabled the Property sub committee report.

15. ICT Project Update

L Lowden tabled the ICT Special Project Meeting minutes.

General Business

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

Action: G Keenan

17. Policy Review: It was noted that the staff appointments and unit allocation policies have been posted on the Policy notice board for the public to review.

MOVED: That the Staff Appointments Policy is ratified.

RESOLVED: Unanimously

MOVED: That the Unit Allocation Policy is ratified.

RESOLVED: Unanimously

18. Board Focus for the Year: The meeting discussed and agreed that increasing the level of Customer Service through-out the school was a goal for this year. It was agreed that the standing agenda would be expanded to include a report / discussion on Customer Service.

19. Job Description for the Board Secretary: A draft job description was reviewed. An updated version to be emailed to the Board for review and agreement via email. Advertisement for the role to be made prior to the next meeting.

Action: G Keenan

20. 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

C Astill noted that the PTA had recently held elections and that Babette Mass had been elected Chair of the PTA. It was agreed to send a letter to the office holders at the PTA congratulating them on their election.

Action: C Astill

Meeting closed 10:40 pm

Upcoming Board Meetings

18 th March	Full Board Meeting, School Office
15 th April	Full Board Meeting, School Office
20 th May	Full Board Meeting, School Office
17 th June	Full Board Meeting, School Office
15 th July	Full Board Meeting, School Office
19 th August	Full Board Meeting, School Office
16 th September	Full Board Meeting, School Office
21 October	Full Board Meeting, School Office
18 th November	Full Board Meeting, School Office

Sub Committee Chair's

Finance	J Hand
Property	D Pinker
Policy	C Astill

Sub Committee Calendars

Finance	To be advised
Property	10 th March 2009 at 7pm in the school meeting room
Policy	3 rd March 2009 at 7:30pm in the school Board room

PTA Roster

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