

Pigeon Mountain Primary School
Board of Trustees

Minutes of Meeting Held on 18th November 2009

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

2. Apologies:

3. Visitors: Tracey Leader, Ella Dunn, Ellis Levy, Paul Musson

4. Declarations of Interest: None

5. Leadership Award

6. Minutes from the Previous Meeting

MOVED: The minutes from the meeting held on 21st October 2009 are accepted.

RESOLVED: **Hotter / Clark**

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

8. Under Action:

The review of the Property Management policy has been completed by the Property committee, it has now been passed to the Finance committee to review the asset life components of the policy.

Action: J Hand

Feedback related to communications and availability of information is being taken into the ICT special project for inclusion into the updated school web site.

Action L Lowden

It was agreed that C Astill would do the next Board notice, providing an update to the parent community on the school policies and the process for updating them.

Action C Astill

It was agreed that the Policy Committee will write a policy to deal with uniformed absences.

Action: C Astill

The Policy committee to review and update the Cybersafety Use Policy at the next meeting.

Action: C Astill

The meeting discussed the strategy for the effective use of the Special Education Grant and requested the Senior Management Team to consider the options and make a recommendation.

Action: G Bigwood

G Bigwood to clarify to parents that the recently distributed Cybersafety Use Agreement is effective from next year.

Action: G Bigwood

G Bigwood to review the Annual Plans and verify that the "Parent Engagement Strategy" (PES) is contained in the plans.

Action: G Bigwood

The Board discussed the Education Review Office review scheduled for February 2010 and confirmed that a Friend of the School would be sought to assist with the review.

Action: G Bigwood

G Keenan to send the draft response to Bucklands Beach Primary on their proposed enrolment zone.

Action: G Keenan

G Keenan to approach Buckland's Beach Intermediate in regards to re-establishing their school zone to include students of the school who live on the west side of Pigeon Mountain Road.

Action: G Keenan

Include customer service on the standing agenda.

Action: G Keenan

G Keenan to create a survey for the parents on the inclusion of Religious Education during class time.

Action: G Keenan

Closed Actions

Linda Lowden discussed class wiki's. D. Pinker asked Linda Lowden to provide the wiki addresses for each class to be made available in the next newsletter.

The Payroll Update included on the "Board View", which is attached to the Operations Report was noted and discussed. G Keenan to review previous motions provided delegated authority to the Principal for the review and management of the Payroll and confirm if existing delegated authority is sufficient to meet the requirements of Novopay.

The meeting discussed the Board Leadership award, it was agreed that Team Leaders would be invited to attend the November board meeting to discuss the nominations with the board.

Curriculum

9. Student Achievement and Curriculum Presentation

A report on the ICT PD Cluster Contract was tabled.

10. New Curriculum

T Leader provided an update on the development of the New Curriculum and outlined the process moving forward.

Reports

11. Principals Operational Report

G Bigwood tabled the Operational report.

MOVED: That the Principals Operational Report for October is accepted.

RESOLVED: Bigwood / Keenan

12. Finance Report

MOVED: That the Financial Reports for October 2009 are accepted and accounts for October 2009 be formally approved and passed for payment.

RESOLVED: Hand/Astill

13. Property Report

D Pinker provided a verbal update on the progress for the various 5YA projects.

MOVED: That the Property Committee is provided with delegated authority for the recruitment of a long service project manager to manage the 5YA projects.

RESOLVED: Pinker / Hotter

Meeting Note: G Keenan abstained from discussions on the long service property manager and the associated resolution.

MOVED: The Board utilise the \$41K of deferred liability for the painting of the school to paint the school roof.

Additionally, that the Board contribute an additional \$25K towards this project.

RESOLVED: Pinker / Hotter

14. ICT Project Update

L Lowden tabled an update on the ICT project.

General Business

C Asttil tabled minutes from the 3rd November 2009 Policy Meeting.

MOVED: That the following policies are passed for consultation;

- a) Sickroom Facilities
- b) Internet
- c) Administration of Drugs and Medicines
- d) Unit Allocations
- e) Units
- f) Fundraising
- g) Hurtful Behaviour

RESOLVED: Keenan / Asttil

MOVED: That the following policies are Ratified

- a) ELLS Students
- b) Curriculum Delivery
- c) Road Safety
- d) School Hours
- e) Keyholders
- f) Sexual Physical and Emotional Abuse
- g) Animal Welfare

RESOLVED: Asttil / Keenan

MOVED: That the following policies are removed as they are no longer relevant or come under the natural law of New Zealand

- a) Contraceptive Advise
- b) Smoking

RESOLVED: Asttil / Pinker

Meeting closed 9:25 pm**Upcoming Board Meetings**

16th December Staff Room

Sub Committee Chair's

Finance	J Hand
Property	D Pinker
Policy	C Astill

PTA Roster

December	D Pinker
February	M Hotter
March	C Clark
April	C Asttil
May	D Jacobs