

Pigeon Mountain Primary School
Board of Trustees

Minutes of Meeting Held on 22 October 2008

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

2. Apologies:

3. Visitors: Linda Lowden, Paul Musson, Tracy Leader

4. Declarations of Interest:
None

5. Minutes from the Previous Meeting

MOVED: That the minutes of the meeting held on 17th September 2008 be accepted as a true and correct record.

RESOLVED: Asttle / Clarke

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

7. Under Action:

G Keenan and G Bigwood 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: Keenan / Bigwood

G Keenan to construct a training program and circulate for comment

Action: Keenan

G Bigwood to organise a copy of the 2007 Annual Report to be put on the Pigeon Mountain web page.

Action: Bigwood

Y He and G Bigwood to discuss with the parents of room 8 on the job share approach for teaching and the positive results from the student achievement

assessment.

Action: Bigwood / He

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.

The Board's Leadership trophy was discussed and it was agreed that a glass trophy, preferably of a Maori design would be selected.

Action: G Keenan

G Bigwood to source a plaque, which is to be mounted in the school office.

Action: G Bigwood

Closed Actions

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.

Finance sub committee to discuss with the Auditors regarding using forward provision for the painting and associated works and how to treat these. *This action item has been transferred to the Finance sub committee.*

Property sub committee to review and where necessary, address the state of the boys toilets and report to the Board. *This action item has been transferred to the Property sub committee.*

G Bigwood to discuss costs associated with the visit to Korea with the Agent to attend the international student trade fair..

Curriculum

8. Student Achievement and Curriculum Presentation

T Leader and L Lowden circulated and discussed the National Education Monitoring Project (NEMP) focus 2008 document.

9. New Curriculum

G Bigwood advised that an action plan for the development of the new curriculum has been created and circulated.

Reports

10. Principals Operational Report

G Bigwood tabled the Operational report

MOVED: That the Principals Operational report be accepted as tabled

RESOLVED: Hotter / Pinker

MOVED: That the Board agrees with the Draft Unit Allocation Policy Policy guideline, that the Senior Management Team allocates units

RESOLVED: Keenan / Pinker

G Bigwood provided a report on the recent visit to China as part of the Confuses Institute program and the subsequent visit to Korea to attend the International Student Trade Fair. In summary both trips went exceptionally well. The attendance at the trade fair was productive with a number of leads established. The International Student agent is following up on them. It was agreed that the trip would be added to the calendar of events for next year.

11. Finance Report

J Hand tabled the Financial Reports for September 2008

MOVED: That the September 2008 finance report be accepted and accounts for September be approved and passed for payment.

RESOLVED: Hand / Keenan

MOVED: The school donation for 2009 remain at \$220 per student, but \$200 if paid before 31 March 2009. If paid quarterly donation to remain at \$200. If the student starts during the year the fee is \$50 per term,

RESOLVED: Keenan / Hotter

MOVED: The International Student Fees for 2009 remain at \$11,815.50 (incl GST) for one year, \$5,906 (incl GST) for on semester and \$2,953.13 (incl GST) per term.

RESOLVED: Clarke / Asttle

MOVED: That in principal, the supply of student stationery (excluding school fees) could be done directly from the stationery company, as an operational issue, the decision to do so, rests with the Principal.

RESOLVED: Pinker / Hotter

12. Property Report

D Pinker tabled the Property sub committee report.

MOVED: That the report is accepted as tabled.

RESOLVED: Asttle / Jacobs

13. ICT Project Update

G Keenan advised that a draft list of items to be included in the web site has been circulated for comment.

General Business

D Pinker advised that parents of the year 1 classes have provided feedback that the disruption to the classrooms as a result of moving students around. G Bigwood acknowledged that the students had been disrupted and whilst an essential activity to maintain classroom sizes, alternative means of maintaining reasonable classroom sizes would be considered in order to minimise or avoid disruption in the future.

The meeting excluded the public under Section 48, Local Government Official Information and Meetings Act 1987 in order to discuss a matter relating to the appointment of the Junior School Associate Principal.

Meeting closed 10:17pm

Upcoming Board Meetings

19th November Full Board Meeting, location Area C

17th December Full Board Meeting, location Area D

Sub Committee Chair's

Finance J Hand

Property D Pinker

Policy C Asttle

PTA Roster

12th November Y He