

Pigeon Mountain Primary School  
Board of Trustees

Minutes of Meeting Held on 21st October 2009

---

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

**2. Apologies:** Merv Hotter, Cameron Astill

**3. Visitors:** Linda Lowden, Tracey Leader, Ella Dunn, Ellis Levy

**4. Declarations of Interest:** None

**5. Parent Survey Results:**

**6. Minutes from the Previous Meeting**

**MOVED:** The minutes from the meeting held on 23 September 2009 are accepted.

**RESOLVED:** **Clark / Pinker**

**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 sub committee, it has now been passed to the Finance sub committee to review the asset life components of the policy.

**Action: J Hand**

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

**Action: C Astill**

Include the initiatives into the standing agenda item on customer service.

**Action: G Keenan**

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**

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**

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.

**Action: G Keenan**

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.

**Action: Linda Lowden**

The meeting discussed the proposed zone creation by Buckland's Beach Primary. It was agreed that G Keenan would reply to the Ministry of Education on behalf of the Board.

**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**

L Lowden and D Pinker to create a notification parents and students on the acceptable use of school computers and the distribution and or publication of images of students.

**Action: L Lowden / D Pinker**

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

**Action: G Keenan**

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.

**Action: G Bigwood**

## **Closed Actions**

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

Create a newsletter summarising the parent's survey and the initiatives that the board is undertaking in response to the survey.

G Bigwood to provide a copy of the PTA questions/feedback to the PTA.

G Keenan advised that an update to the parents on the findings from the parent survey had been sent home that day.

---

## **Curriculum**

### **9. Student Achievement and Curriculum Presentation**

L Lowden provided an update on the development and implementation of Inquiry Learning

### **10. New Curriculum**

T Leader provided an update on the development of the New Curriculum.

---

## **Reports**

### **11. Principals Operational Report**

G Bigwood tabled the Operational report.

- MOVED:** That the Principals Operational Report for September is accepted.
- RESOLVED:** Bigwood / Keenan
- MOVED:** The school donation and the associated discount scheme were reviewed and confirmed for 2010 with no changes.
- RESOLVED:** Keenan/Bigwood
- MOVED:** The school's international student fee was reviewed and confirmed for 2010 with no change.
- RESOLVED:** Hand/Bigwood

### **12. Finance Report**

**MOVED:** That the Financial Reports for September 2009 are

accepted and accounts for September 2009 be formally approved and passed for payment.

**RESOLVED:** Hand/Keenan

**MOVED:** That the budget allocation for Teacher Aides is increased by \$14,000 for the current financial year.

**RESOLVED:** Bigwood/Hand

### **13. Property Report**

D Pinker tabled two sets of minutes from Property sub committee meetings.

### **14. ICT Project Update**

L Lowden tabled an update on the ICT project.

---

## **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 is of a Human Resources nature

**Resolved** Keenan/Pinker

In-Committee completed at 10:30pm

---

## **Meeting closed 10:30 pm**

### **Upcoming Board Meetings**

18<sup>th</sup> November Room 1, Area A

### **Sub Committee Chair's**

Finance	J Hand
Property	D Pinker
Policy	C Astill

**PTA Roster**

November	G Keenan
December	D Pinker