

PIGEON MOUNTAIN PRIMARY
SCHOOL
BOARD OF TRUSTEES

**MINUTES OF MEETING HELD ON 17th SEPTEMBER 2008
AT 7.30PM**

1. Present: Cameron Astill, David Pinker, Gerard Keenan, Ginty Bigwood, Judy Hand, Merv Hotter

2. Apologies: Craig Clark, Danie Jacobs, Yugen He,

3. Visitors: Linda Lowden, Tracy Leader

4. Declaration of Interest:
None

5. Minutes From The Previous Meeting

MOVED: That the Minutes of the Meeting held on August 20th be accepted as a true and correct record, a number of minor spelling mistakes were noted upon review.

RESOLVED: HAND / HOTTER

6. Correspondence

The correspondence to and from the school was noted, together with an email, not recorded in the summary from the Board Secretary, resigning due to personnel commitments.

7. Under Action

Open Actions from the previous meeting

- 1) G Bigwood advised that he would attend the next meeting of the Local Residents Association. It was determined by the Board that this action would be modified to G Keenan and G Bigwood sending a letter to the Community Board and the action closed.

Action: BIGWOOD

- 2) G Keenan discussed professional development for the Board. A draft training program has been developed and is in review.

Action: KEENAN

- 3) 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. T Leader advised that the plan was in development.

Action: BIGWOOD

- 4) Finance Sub-Committee to discuss with the Auditors regarding using forward provisions for the painting and associated works and how to

treat these. J Hand advised that feedback from the Auditors has not been received to date.

Action: Finance Sub-Committee

- 5) Property Sub Committee to check out the state of the boys toilets and report back to the Board. D Pinker noted this item is on the agenda for the next property meeting.

Action: Property Sub-Committee

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

Action: BIGWOOD

- 7) G Bigwood to confirm costs of the visit to Korea with the Agent and advise the Board Chair.

Action: BIGWOOD

- 8) Y He to confirm to the parents that the matter of Room 8's staffing had been discussed by the Board and that an analysis would be undertaken.

Action: HE

- 9) G Bigwood to invite the parents of Room 8 to a meeting to discuss the current approach.

Action: BIGWOOD

Closed Actions from the previous meeting

G Keenan to obtain details on dates, costs and items being presented at the STA conference and circulate to the Board. G Keenan advised that the costs were \$1,124.

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

AP Appointments Committee: G Bigwood distributed a time-line of activities for the appointments committee. It was determined that the following Board members would participate: G Keenan, G Bigwood, D Pinker, C Astill together with T Leader.

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. L Lowden advised that students in Room 8 were on par with students in a single teacher class room.

Curriculum

8. Student Achievement and Curriculum Presentation

T Leader provided an overview of the "Pigeon Mountain Primary School Approaches to Learning" document included in the Board pack.

The Board reviewed the Area A classrooms and common area's. It was noted that the various class rooms were well organised and contained examples of student achievement and the current Learning Intentions.

9. New Curriculum

G Bigwood advised that limited progress had been made on the new curriculum project this month, an update would be provided at the next meeting.

10. Charter

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.

The Board completed its review of the Charter's "What we value" section. The "Our Vision", "Our Mission" and "Our Values" page now reads as follows;

Our Vision	Caring, confident lifelong learners
Our Mission	'Education with a hart' Quality education within a caring environment.
What we Value	<i>Learning:</i> striving for excellence; comprehensive literacy and numeracy skills; the can do attitude <i>Partnerships:</i> the open and positive role of parents in the learning partnership <i>Continuous Improvement:</i> giving our best, taking responsible risks; effective leadership <i>Respecting and caring for ourselves, others and the environment:</i> in our school, our community and beyond <i>Cultural diversity:</i> our bi-cultural heritage; know about the cultures that are in our school; value and respect differences <i>Being honest, fair and making wise decisions</i>

It was determined that the next step in the Charter review process was to circulate the changes for comment from within the school and community

Action: BIGWOOD

Reports

11. Principals Operational Report

G Bigwood tabled the Principals operational report.

MOVED: That the Principals Operational report be accepted as tabled.

RESOLVED: BIGWOOD / KEENAN

12. Finance Report

J Hand tabled the August 2008 financial report

MOVED: That the finance report be accepted as tabled.

RESOLVED: HAND / HOTTER

The Board discussed the use of credit cards by the school.

MOVED: That issue of credit cards to the Senior Management team is approved subject to the School's operational processes being reviewed by the Finance Sub-Committee to ensure that the necessary controls are in place.

RESOLVED: UNANIMOUSLY

13. Property Sub-Committee

D Pinker tabled the August report

MOVED: That the property report be accepted as tabled.

RESOLVED: PINKER / BIGWOOD

14. ICT Project

L Lowden provided a verbal update on the ICT project. It was noted that a number of printers have been replaced, the wireless network deployed and two mimios installed.

It was noted that requests from the teachers for additional mimios was increasing. It was determined that a number of applications should be made seeking funding contributions from the local chartable trusts.

Action: C Clark

General Business

The Board's Leadership award was discussed. It was agreed that the teaching staff would be asked to identify and recommend to the Board at the November meeting, a student who has shown leadership through out the year or who has demonstrated leadership during a crises during the year.

The award is available to all years within the school and it is envisaged that each year would nominate a student for consideration by the entire teaching staff.

The successful student would have their name engraved on a plaque and receive a trophy to keep.

G Keenan to identify options for the trophy.

Action: KEENAN

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

Action: BIGWOOD

The meeting concluded at 10:30 pm

Upcoming Board Meetings

BOT Meeting Wednesday 22nd October 2008 at 7:30pm in Area B

BOT Meeting Wednesday 19th November 2008 at 7:30pm in Area C

BOT Meeting Wednesday 17th December 2008 at 7:30pm in Area D

Sub Committee Chairs

Finance - J Hand

Property - D Pinker

Policy - C Astill

PTA Roster

October 15th - C Astill

November 12th - Y He