

MINUTES OF THE MEETING OF THE VOGELTOWN SCHOOL BOARD OF TRUSTEES
HELD IN THE STAFFROOM TUESDAY 13TH AUGUST AT 7.00 P.M.

PRESENT: Trustees: Linda Agar, Ashley Smith, Philippa Fairclough, Nita Hutchinson, Louise Tester, Blair Johnson (arrived 7.30pm), Mark Luff (arrived 7.45pm)

Staff: - Chris Johnston

Visitor: - Laura Keenan, MOE Property Officer

APOLOGIES: -

Laura introduced herself to Board members and spoke about her role as New Plymouth based liaison between MOE and schools re property matters.

She outlined the legally binding process the BOT will be required to commit to preceding the proposed earthquake strengthening of C Block.

Process according to MOE guidelines:

- **Evaluation panel** of MOE representatives, Mark and one BOT member (to be nominated - is a representative role) will choose Project Manager from tenders submitted.
- **Project Control Group** formed - Laura, Mark, one BOT member, Project Manager & a quantity surveyor. To meet weekly and be responsible for day to day management of project.
- **Process** - Contract begins 1st November 2013
Design
Procurement for construction
Construction commencement 25th September 2014
Project closed 2015 (MOE aware of preferred date February 2015)

Questions to Laura :

- **Cost?**
In region of \$500,000.
- **Financial implications to BOT?**
Some of school's 5 year plan allocation will be held back. (Laura to come back to Board with figures)
- **Gable ends?**
MOE appreciates they are worthy of preservation but cost of this has to be considered.
- **Is there opportunity to include items in project brief that will tie in with building?**
Yes

Ashley thanked Laura for attending the meeting.

Meeting proceeded at 7.55pm

MINUTES of the meeting held 26th June 2013 were taken as read and declared a true and correct record excepting for General Business section - Marks Report - should read 'Administration Block Upgrade - please look at admin drawings and comment via email.'

Blair/Philippa

STRATEGIC DISCUSSIONS

- **Policies** - Procedural information Nag's 7 & 8 tabled. Feed back from members to Mark please by 30th August.

STRATEGIC DECISIONS

Financial Report

- Blair tabled financial statements for 1st Jan - 30th June 2013. Figures align with 2013 budget at half year stage.
- **2012 Financial Statements** - Matters arising and management responses:
 - **Budget** - Balance sheet figures need to be included in future budgets.
 - **Preparation of deficit budget for 2013 year** - *This was not the case. 2013 budget to be resented to auditors*
 - **Unspent Grant** - **TSBCT grant not fully spent in 2012 year** - *Was, but one invoice not paid until January 2013*
 - **Unsigned policies** - **Policies reviewed by BOT during 2011 financial year have still not been signed off.** - *Ensure relevant 2011 policies are signed by BOT Chair. Check that current policies and all reviewed and new policies are physically signed off by BOT Chair.*
- **Access to Xero accounting programme by Board Chair** - Hold until current BOT validated by MOE
- **NAG 4 - Finance** - Reviewed 3 yearly. Needs to record change of accounting system. Mark and Blair to review.
- **5 Year Plan** - Blair to forward copy of project budget to Craig

Property & Health & Safety

- **Moved** that Mark and Louise represent Vogeltown Board of Trustees on Evaluation Panel and Project Control Group for proposed C Block earthquake strengthening project. **Carried** Ash/Philly

Principal's Report (Tabled by Mark)

- **Reports** tabled by Mark and discussed by BOT :
 - Reading 2012
 - Special Needs 2012
 - Whanau Strategy
 - Reading Recovery
- **Ultra Fast Broadband** - Cables being laid outside of school at present
- **Whanau Meeting** - To be held early in Term 4 . All BOT members invited
- **Welbourn School Zone** - Mark meeting with Welbourn Principal re this shortly

GENERAL BUSINESS

- **Rippa Rugby trip to Wellington** - Mark presented his report on next week's planned trip by 10 children and 2 chaperones to Rippa Rugby Championships in Wellington. RAM sheet attached requires amendment to return date and inclusion of BOT Chair's contact phone number. **Moved** that Rippa Rugby team trip to Wellington be approved **Carried** Ash/Blair
- **Police check on chaperones and parent helpers for EOTC** - No legal requirement as yet. The school endeavours to check parent helpers etc when there is time.. All staff are police checked on a 3 yearly basis.
- **BOT Communication** - All members are to be copied in to all emails circulated re BOT business
- **Correspondence** - Not all formally tabled. Most correspondence circulated by email.
- **Tutorials for BOT members** - available online through NZSTA website
- **Status of current BOT** - Contact has been made with Mary Claver who is leading the

election review. The information requested by MOE is with them, but we have had no response as to whether our election has been invalidated as yet.

AGENDA ITEMS NEXT MEETING

Nag's 7 & 8 - Amendment, adoption and sign off

Nag 4 - Review

2012 Financial Statements/Letter of Rep/Management Letter - sign off and return to auditor

Whanau Meeting - Date in Term 4

Meeting closed 9.10 p.m - NEXT BOT MEETING Wednesday 18th September

CONFIRMED

DATE

ACTION LIST:

Policies (Nags 4/7/8)

2012 Financials

5 year plan to Craig

Welbourn zone meeting

Linda/Mark/Louise?

Mark/Blair

Blair

Mark