



Glenorchy School



Glenorchy School Board of Trustees Minutes 18th October 2017

5.30pm – at Glenorchy School

In Attendance: Jenny Davies (Chair); Allie McHugo (Principal), Mike Kingan, Therese Kundig, Andy Aitken, Sharee South, Kate Scott (secretary).

Apologies:

Administration	Actions
<p>Declaration of conflict of interest. No conflicts of interest noted</p>	
<p>Decisions/Discussions</p>	
<p>2.1 Board Decisions/Discussions</p> <p>Principal's Resignation – everyone very sorry to see Allie go, has been a good learning for everyone and she will be sorely missed. Chair discussed the process for advertising the position – set up a committee for recruitment process. All Board members can attend interviews, but this committee to undertake the background work to get the ball rolling. Jenny proposes the formation of a committee to undertake the work of putting job specifications together and getting the advertising going, applicant's questionnaire and referee's questionnaire.</p> <p>Therese happy to take a role in the sub-committee. Jenny's goal is to have this finalised by Friday. Arrange to have ads placed in Mountain Scene, Lakes Weekly Bulletin and Otago Daily Times, and online version of Education Gazette. Closing date 5pm Monday November 6th, so 3 weekends for people to mull it over. Interviews between the 11th and 19th is the goal.</p> <p>Allie will tell students tomorrow.</p> <p>MoE have been in touch with school twice in the wake of this week's tragic death of Duayne Insley to offer support if required.</p>	<p>JD & TK Jenny & Therese to work together to create job description and place ads as discussed</p> <p>AM</p>





Glenorchy School



<p>Staffing – admin hours, new Principal may not be able do same amount as Allie within the time budgeted for admin, will be something to be aware of with regard to teaching hours / admin balance.</p>	
<p>Self – Review: Monitoring and Reports</p>	
<p>Principal’s report:</p> <p>Seclusion now banned – school will need to do a procedure for rest of year and work on a policy for next year. Jenny will bring information to next meeting.</p> <p>Health and Safety – school grounds checks, Andy will undertake for remainder of year, looking for hazards etc.</p> <p>Finance</p> <p>No questions forthcoming on the report. Next meeting will begin looking at the budget for next year.</p> <p><u>Motion</u> That the Board accepts that the overspend for school camp will be up to \$2,500 Moved: Jenny Davies 2nd: Andy Aitken Passed</p> <p><u>Motion</u> That the Board purchase chain / gate or bollards and signs for 5 school entrances – “Glenorchy School: Smoke Free and Dog Free.” Allie to circulate quote. Moved: Jenny Davies 2nd: Allie McHugo Passed</p> <p>BoT Self Review</p> <p>Jenny proposes that the Board to change “The performance of the Board is measured by outcomes from:</p> <ul style="list-style-type: none"> • The annual plan • The triennial review programme • The ERO report • Any other means deemed appropriate by the Board <p>To include “The annual report and related annual plan” in the first point.</p>	<p>JD</p> <p>AA</p> <p>AM</p> <p>Jenny to make the additions / changes as recommended in her document</p>





Glenorchy School



<p>Jenny presented a document "Triennial Review Programme" which will be filed with these minutes. Allie confirms that the Board, for the size of the school, are good at self reflection and reviewing</p> <p>Andy to review the RAMs for upcoming senior camp and return to Allie by Monday</p> <p>Chair distributed "Evaluation of Meeting" forms for BoT members to complete – this to be done occasionally after meetings to track feedback from meetings.</p>	AA
<p>Strategic Goals – Assurance reports</p>	
<p>Asset Protection – School house – bathroom floor and toilet in urgent need before new Principal arrives. Ben McHugo to provide list of things needing to attention. Fence at northeast corner of technology room will need replaced. School believes the 10 Year Plan maintenance is due this year but Ministry thinks is next year.</p>	MK to arrange
<p>Identifying Agenda items for next meeting</p>	
<ul style="list-style-type: none"> - Policy & Procedure for seclusion and restraint - Invite Andrew Soutar to next BoT meeting 	JD AM
<p>Administration</p>	
<p>Confirmation of minutes</p> <p style="padding-left: 40px;">Motion: that the board accepts the minutes of the August 2017 meeting as a true and accurate record of the meeting.</p> <p style="padding-left: 40px;">Moved: Jenny Davies</p> <p style="padding-left: 40px;">2nd : Therese Kundig Passed</p> <p>Principal presented the handbooks she has been putting together for new Principal or any new staff. Also showed the Steve Francis "Happy Schools" flyer and suggested it as a good</p>	





Glenorchy School



<p>resource.</p> <p>And also showed the "Triennial Review" folder that the BoT keeps for self review. Very good collation of resources and information.</p> <p>Any correspondence</p> <ul style="list-style-type: none">- Principal's letter of resignation- Property management agency – not relevant- Key update information for Boards (from STA) distributed by Chair	
<p>Next meeting – 15th November and December 6th</p>	<p>Next meeting November 15th 2017</p>
<p>Actions brought forward (things not completed from last minutes)</p>	
<p>Meeting ended 6:45 pm</p>	

