



Glenorchy School



Glenorchy School Board of Trustees Minutes 28th June 2017

5.30pm – at Glenorchy School

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

Apologies: Andy Aitken; Kate for lateness

Administration	Actions
<p>Declaration of conflict of interest. No conflicts of interest noted</p>	
<p>Decisions/Discussions</p>	
<p>2.1 Board Decisions/Discussions Ski camp <u>Motion</u> That the Board approve in principle the ski camp proposal. Moved: Jenny Davies 2nd: Therese Kundig Passed</p>	<p>Andrew & Allie to complete RAMs etc and present to BoT members for approval</p>
<p>Discussion about the letter from the Domain Name Commissioner about the “conflicted” domain name glenorchy.nz Principal to contact authorities to find out how much, cost, who can use it and</p>	<p>Principal to contact authorities to find out exactly what the story is and if it is of value for the school to retain</p>
<p>Self – Review: Monitoring and Reports</p>	
<p>Principal’s report: Quickly covered some errors in the OTJ data just about actual student numbers, percentages still accurate. Some clarification sought around “unjustified absences” and what exactly that means. Truancy office has become stricter about definitions there.</p>	





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Two new 5 year olds starting over course of the rest of the year.

Considerable discussion around CoL, now to be known as Kahui Ako. Still an evolving concept but will have some positives for Glenorchy School. "In school teachers" discussed.

Parent survey – very interesting reading. Should report back to parent community on it in some form.

Sharee is happy to do school photos again, which was another issue raised in the parent survey.

Finance

Auditor's report received. Basically a good report but a couple of issues raised which Board Chair ran through. One area of concern is petty cash having no oversight – Allie to institute random checks. Also some GST errors with rent on school house which accountants will remedy.

Also a savings account to be set up for Allie to pay rent into so can keep better track of school house finance and budget available for maintenance.

Activities budget – auditors commented that activities income and expenses don't reconcile but on checking it was found that they never have, due to the Board's policy of subsidising activities to encourage 100% participation. May be able to code PTFA donations to activities income to help business.

A Novopay overpayment from some years ago to a former teacher aide to be written off as bad debt.

Jenny to start a google doc to go into the newsletter as a Board response and others to add comments. Sarsha to be asked to provide some reassurance around yoga in terms of spiritual elements (yoga lessons do not include religion; a concerned parent raised this is an issue)

Allie to institute random checks on petty cash

New savings account to be set up to receive school house rent

Allie to work with Solutions and Services on this





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<p>Banked staffing – will be reduced to zero by year end so no dramas there.</p> <p>Principal’s discretionary fund – is not overspent but actually underspent, as it were. Community Trust of Southland gave \$1,000 to this area for support for underprivileged students. This has skewed the reporting as budget was only \$150...</p> <p>Dart River Jet local’s day fundraising \$5,000 – auditor picked up that it was never received and on enquiry it transpired that the staffer dealing with it at the NTTH end had left!</p>	<p>Allie to ensure this is completed and report back to the next meeting</p>
<p>Strategic Goals –</p>	
<p>Asset Protection – Smoke Alarm in the resource room needs replacing. Wormald guy recommended it just be replaced as continuously giving trouble. A new one has been purchased but not yet installed.</p> <p>School House floor – Rotten patch in bathroom floor that will need relatively urgent fixing. House also needs painted as wasn’t done at time school was. Note the discussion above in Finance re rent from school house.</p>	
<p>Identifying Agenda items for next meeting</p>	
	<p>Board review – Jenny to begin to work on this; Allie will ask Gigi if there is a template for this</p>
<p>Administration</p>	
<p>Confirmation of minutes Two corrections required on page 2 of May minutes;</p> <ol style="list-style-type: none"> 1. Under the heading “Annual Plan” it should read ‘Blue text last term, green this term’ (‘term’ to replace ‘year’). 2. Under heading “Finance” the word ‘Overspend’ should be changed to ‘Anomaly’ as it was not in fact overspending 	





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<p>but underspending, as discussed above.</p> <p>Motion: that subject to the corrections noted above, the board accepts the minutes of the May 2017 meeting as a true and accurate record of the meeting.</p> <p>Moved: Jenny Davies</p> <p>2nd : Allie McHugo Passed</p> <p>Any correspondence</p> <ul style="list-style-type: none"> - Board training (STA). Principal very keen to attend the governance one as is easy to get lines between governance and management blurred in small school particularly. - Domain name letter as previously discussed - One off maintenance contract template - Annual NZSTA report 2016 - Education Act changes - NZSTA monthly magazine - Gazette - Laws & bylaws Tenancy Act 	
<p>Next meeting –</p>	<p>Next meeting August 30th 2017 December meeting – to be moved from 13th to 6th.</p>
<p>Actions brought forward (things not completed from last minutes)</p>	<p>Electrical testing not yet done – Mike to be reminded</p>
<p>Meeting ended 7:00 pm</p>	

