



# Glenorchy School



## Glenorchy School Board of Trustees Minutes 31<sup>st</sup> May 2017

5.30pm – at Glenorchy School

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

Apologies: Sharee for lateness

Administration	Actions
<p><b>Declaration of conflict of interest.</b> No conflicts of interest noted</p>	
<p><b>Decisions/Discussions</b></p>	
<p>2.1 Board Decisions/Discussions Discussion of the outdoor classroom – still in progress, still many people keen to help. Needs very little in the way of consents as is a temporary structure, technically, only the steel supports for the structure require approval of Council. <u>Motion</u> That the money in the PD budget allocated for Principal to attend Principal's Conference in 2017 be used to initiate coaching as a leader PD with Mark Sweeney, which may not happen until next year as he is very busy. Moved: Jenny Davies 2<sup>nd</sup>: Therese Kundig                      <b>Passed</b></p>	
<p><b>Self – Review: Monitoring and Reports</b></p>	
<p><b>Principal's report:</b> Need to ascertain that the school is teaching the right health and well-being stuff, so the parent community need to be surveyed. Should be put together by the Board, not just the Principal; Allie has consulted Marie Roxburgh for advice. Jenny, Sharee, Therese and Allie to form sub-committee to create, meet at school 5:30 next Thursday to create draft.  Jenny asked Allie to confirm that she has included in school documentation information on how to access funding and help</p>	<p>Sub committee to meet next Thursday 8<sup>th</sup> at school at 5:30</p>





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for students with particular areas of difficulty – not every Principal might necessarily know how to do this, or who to ask, so going forward would be good to have this recorded for future reference.

**Annual Plan** – Blue text last term; green this term. Board perused document. New maths books and programme to address lower maths results than expected. Year 7 and 8s visiting Glenorchy Library on Friday afternoons to expand their reading opportunities. No further queries.

## Finance

Student stationery is an overspend – have been billing junior room parents flat fee but school is spending more on it than anticipated.

Jenny explained new format of report that Gorette worked on – would have cost \$800 to get it looking exactly the same as last year, so have modified with a little DIY.

Anomaly in Principal's Discretionary that is a bit of a mystery – Allie working to solve it as it shows a huge overspend but there is nothing showing up in the ledger. Most likely some kind of data entry fault.

IT – had big bill and bought new iPads but can offset that against the money saved discussed at last meeting.

Building repairs also a discrepancy but is explainable.

Pool costs have risen.

The format is less confusing than it was previously.

## Strategic Goals –

Discussion around CoL Student Well-being Survey and Maori Parents survey. Was some concern that one student felt had no say, but on discussion with student it was realised this is because student does not just get to do what they want all day!

Ngai Tahu have been contacted by CoL collectively so there is a liaison with iwi around Maori issues for local schools. A Matariki breakfast has been organised but wasn't enough notice for Glenorchy to be able to organise to be there and take part, in Queenstown very early in morning.





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<p><b>Asset Protection –</b>  Mice – still a real issue. PTFA shed heaving – may have to put poison in there, all needs to come to out for good cleanout.</p> <p>Electrical testing – is due again. Mike will undertake again.</p> <p>Mike cleaned the heat pump filters after the meeting.</p>	
<p><b>Identifying Agenda items for next meeting</b></p>	
<p>Strategic Goal 4 – to encourage participation of the school community and environment.</p> <p>Have to survey the parents about reporting – are they happy with school reports and the amount of information in them?</p> <p>Goal setting – ERO are very keen to have all students doing this regularly but are competing theories on this. Do a lot of reflecting already but is probably something the school does need to work on.</p>	
<p><b>Administration</b></p>	
<p>Confirmation of minutes</p> <p style="padding-left: 40px;">Motion: that the board accepts the minutes of the March 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;">2<sup>nd</sup>: Allie McHugo      <b>Passed</b></p> <p>Any correspondence</p> <ul style="list-style-type: none"> <li>- STA news</li> <li>- Gazette</li> <li>- School Transport Service Agents letter</li> <li>- Publishing of National Standards data</li> </ul>	
<p><b>Next meeting –</b></p>	<p>Next meeting June 28<sup>th</sup> 2017</p>
<p><b>Actions brought forward</b>  (things not completed from last minutes)</p>	
<p>Meeting ended 6:30 pm</p>	

