



Glenorchy School

Glenorchy School Board of Trustees Minutes 6th December 2017

5.30pm – at Glenorchy School

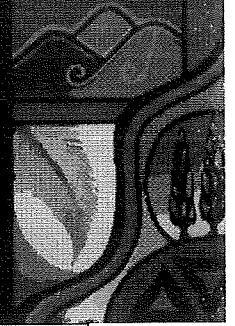
In Attendance: Jenny Davies (Chair); Allie McHugo (Principal), Mike Kingan, Therese Kundig, Sharee South, Andy Aitken, Kate Scott (secretary).

Apologies:

Administration	Actions
Declaration of conflict of interest. Mike to be doing the work on the school house – time constraints, location and availability of tradespeople contributing factors.	
Decisions/Discussions	
2.1 Board Decisions/Discussions	
Draft Budget Very similar to last year. Clarification sought around travel allowances – much of this through the CoL. Some new ledgers proposed by Solutions and Services.	
Motion – That the Board approve the operating budget for 2018 which includes a depreciation value of \$15,189.00 Moved: Jenny Davies 2 nd : Andy Aitken Passed	
Self – Review: Monitoring and Reports	
Principal's report: Board Chair thanked the Principal for her excellent report. Discussion around the scheduled pay rise for support staff (teacher aide and secretary): Principal has left documentation around that for incoming Principal. Approving Charter for next year is one of first tasks for Board and new Principal next year. New Principal is applying for MoE "Portal" access over holidays to be ready to use it next year.	



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<p>Discussion of Analysis of Variance results. Spelling an area of concern that shows up in the writing area.</p> <p>Mid Term Elections – Jenny has been in touch with Ministry and the date has been set as 12th March. Leslie Van Gelder has agreed to be the Returning Officer again. Andy and Mike are the Board members up for re-election.</p> <p>BoT Self Review Seclusion and physical restraint – Jenny has done some research and drafted a policy and procedure. Discussion around this. Motion – that the Board accept that draft policy put forward by Jenny Davies, and that Paula Miller will draft a set of procedures Moved: Jenny Davies 2nd Mike Kingan Passed</p>	<p>2018 – child restraint and seclusion procedure will need to be written that meets Ministry requirements.</p>
<p>Strategic Goals – Assurance reports</p>	
<p>Asset Protection – School house – Mike has had a look and has presented a quote with a list of recommended maintenance for the school house. Motion – That the Board asks Mike Kingan to proceed with the work recommended, to the value of \$12,750. Moved: Jenny Davies 2nd Sharee South Passed</p>	
<p>Identifying Agenda items for next meeting</p>	
<ul style="list-style-type: none"> - Welcome Paula - Re-sign Board Code Conduct - Approve charter - Election of Chair and agree the role of Chair (#9 in the Framework Policy) 	
<p>Administration</p>	
<p>Confirmation of minutes Motion – That the board accepts the minutes of the November 2017 meeting as a true and accurate record</p>	





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of the meeting. Moved: Jenny Davies 2 nd : Therese Kundig	Passed
Any correspondence - Gazette - Principal to Principal magazine - STA news	
Next meeting – May change day to Thursday but stick with 5:30	Next meeting February 2018
Actions brought forward (things not completed from last minutes)	Andy still to check the grounds; will do imminently
Meeting ended 6:30 pm	

Jenny Davies 20/2/18