

**Minutes of a Meeting**  
**Epsom Normal Primary School**  
**16 September 2009, ENPS**

Agenda Item	Action/ Person Responsible	Decisions/Actions
Apologies	Matt Riesterer, Adrienne Dodge	
Present	Michael Worth, Shona Harvey, Adrian Dale, Lynley Sheweiry, Jane Cavanagh-Eyre, Richard Adams, Gita Jayaram, Therese Bakker, Shawn Creamer, Mark Hassall	
Minutes from previous	<ul style="list-style-type: none"> <li>Letter from ERO to say that they would come in at the end of Term 2, 2010</li> </ul> <p>Moved, seconded</p>	Richard/Adrian
Matters Arising	None arising	
Correspondence	<ul style="list-style-type: none"> <li>Mark Hassall's letter of resignation to the BoT</li> <li>Jane has stated that we will miss Mark, his professionalism and his skills and he will be greatly missed by the children of the school. The staff wish you well in your future career.</li> <li>On behalf of the BoT, Michael also expressed the best wishes of the Board and valued his contributions to the school during his time at ENPS. The BoT also wishes Mark the best in his future career.</li> <li>A letter from R Harvey has been passed on for the Property team to consider.</li> <li>Letter from Kate Cope to thank the BoT in their support</li> </ul>	
Strategic Area 3  Enriching Environment	<p>Presented by Shawn Creamer</p> <p>Discussion Points</p> <ul style="list-style-type: none"> <li>Clarification on Strategic point three and will resend to the BoT with the correction stated</li> <li>Some general questions that were clarified</li> <li>Sports uniforms</li> <li>Kamar discussed</li> </ul> <p>Moved, seconded</p>	Michael, Lynley
Principal's Report	<p>Presented by Jane Cavanagh-Eyre</p> <p>Discussion Points</p> <ul style="list-style-type: none"> <li>Parent morning and afternoon teas report will be presented at a later meeting</li> <li>Key points of parent morning teas – it was very positive, friendly office, teachers are friendly, pleased with the learning programmes, happy with the vision, kiwi experience with less pressure, to look more into the educational needs of boys, sports uniform, phone trees and ways to link up with other parents, curriculum meetings</li> <li>Meetings were different based on the groups being met with. Common topics were about their experience of schooling and what they would like for their children</li> <li>Involvement of parents within the community and how we provide for them to participate</li> </ul>	Michael, Mark

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	<p>within the school</p> <ul style="list-style-type: none"> <li>• Jane will personally contact one group who did not attend the morning teas. This is in accordance with their cultural protocol</li> <li>• Can be difficult for two working parents to approach the school but still interested</li> <li>• Could be possibly changed next year to have cultural groups within the year levels meet</li> </ul> <p>Moved, seconded</p>	
Report from Sub-committee	<p>Finance Presented by Adrian Dale</p> <ul style="list-style-type: none"> <li>• Questions around school donations as compared to last year. Partial fees still to come in over the next term.</li> <li>• Questions on current surplus and how it will be spent by the end of the budget lines due to expenditures to come</li> </ul> <p>Moved, seconded</p>	Adrian, Richard
	<p>HR Presented by Gita Jayaram</p> <ul style="list-style-type: none"> <li>• Scholarships available is good to attract and retain staff. Also leads to excellent discussions between the staff about later development</li> <li>• Draft policy to come to the BoT for the next meeting</li> </ul> <p>Moved, seconded</p>	<ul style="list-style-type: none"> <li>• Permanent position recommendations have been carried</li> </ul> <p>Michael, Adrian</p>
	<p>Property Presented by Richard Adams/Shona Harvey</p> <ul style="list-style-type: none"> <li>• Discussion around the pool and current progress</li> <li>• To have Matrix check the pool area as part of their rounds</li> <li>• Question around where the process is for the water quotes</li> <li>• Questions around the PM for the proposed works</li> </ul> <p>Moved, seconded</p>	Michael, Gita
Update from PTA	<p>Discussion Points</p> <ul style="list-style-type: none"> <li>• Meeting is on Friday so no minutes available</li> <li>• Thank you from ANI for the borrowing some of ENPS</li> </ul>	
Enrolment Scheme	<p>Discussion Points</p> <ul style="list-style-type: none"> <li>• Michael has met with the MOE and will be meeting with other schools in the coming weeks</li> </ul>	
Governance Manual	<p>Discussion Points</p> <ul style="list-style-type: none"> <li>• Michael has asked all to get back to him within a week within any changes or it will be signed off</li> </ul>	
Board Development	<p>Discussion Points</p> <ul style="list-style-type: none"> <li>• E-Learning discussed and how to use it effectively</li> <li>• Shona is to represent our BoT in this format</li> </ul>	
Policy Review	<p>Discussion Points</p>	

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	<ul style="list-style-type: none"> <li>• Health and safety to come to the next meeting</li> </ul>	
In Committee	There was a discussion about the process of suspensions and subsequent Board Meeting.	
Meeting closed	<p>The meeting closed at 8:02 pm</p> <p>Next Meeting will be Wednesday, 21<sup>st</sup> at 6:30 pm</p>	