

**Minutes of a meeting
Epsom Normal Primary School
21 October 2009**

Agenda Item	Action/Person Responsible	Decisions/ Actions
Apologies Present	- Jane Cavanagh Eyre, Matt Riesterer, Shawn Creamer, Michael Worth, Adrian Dale, Shona Harvey, Gita Jayaram, Richard Adams, Lynley Sheweirey (arrived later)	
In Attendance	-	
Minutes from previous meeting	Moved, seconded	Michael/ Shona
Matters arising	-	
Correspondence Inwards	<ul style="list-style-type: none"> o STA Guidelines for BOT o STA September news o NZEI – support staff paid meetings o NZSTA memorandum to Boards 2009/18 o NZSTA memorandum to Boards 2009/17 o NZSTA Auckland Branch Report o MOE Northern Network Team – Regional News 	
Outwards	-	
In Depth Review	-	
	<p>Presented by Jane Cavanagh-Eyre</p> <ul style="list-style-type: none"> o Update on curriculum for 2010 o Culture survey o School wide planning o Auckland Normal Schools Principals Meeting with staff from the Auckland University Education facility <p>Discussion Points</p> <ul style="list-style-type: none"> o Various ENPS staff have been asked to participate in University initiatives o Staff resignations & appointment o Principles of curriculum design explained o Planning formats and improved structure 	

	<p>schoolwide explained</p> <ul style="list-style-type: none"> ○ Achievement targets aligned to national standards. Reporting Nov/Dec on achievement target ○ Parent Consultation survey presented, Further information will be sent to parent community summarising key points and further development areas <p>Moved, seconded</p>	Jane/Adrian
<p>Report from Sub-Committee</p> <p>Finance</p>	<p>Presented by Adrian Dale</p> <p><u>Recommendation – That the credit card limit to be increased on the office administrator side</u></p> <p>Moved, seconded</p> <p>Discussion Points</p> <ul style="list-style-type: none"> ○ The draft budget to be discussed more at the next finance meeting. Michael Worth requested donations/trips be considered at this meeting. <p>Moved, seconded</p>	<p>Adrian/Gita Carried</p> <p>Adrian/Matt</p>
<p>Report from Sub-Committee</p> <p>Personnel</p>	<p>Presented by Gita Jayaram</p> <p>Policy for Scholarship Funding discussed</p> <p>Moved, seconded</p> <p>Discussion Points</p> <ul style="list-style-type: none"> ○ Staffing entitlement ○ Appointment of an Assistant Principal & one more permanent staff member to be made <p>Moved, seconded</p>	<p>Matt/Richard Passed</p> <p>Gita/Matt</p>
<p>Report from Sub-Committee</p> <p>Property</p>	<p>No report tabled – see Property Manager report as additional paper</p> <p>Shona Harvey spoke to meeting on behalf of Property Sub-Committee</p>	

	<p>Discussion Points</p> <ul style="list-style-type: none"> ○ Property Manager, 4 applicants short-listed, decision required T4 ○ Work soon to be commenced under Library ○ Notice Board, electronic board suggestion. Decision required. To be decided at November BOT meeting ○ Swimming pool, decision to be made at November BOT meeting <p>Health & Safety Policy tabled</p>	Adopted & Signed
Update from PTA	<p>Presented by Lynley Sheweiry (Chair of PTA)</p> <ul style="list-style-type: none"> ○ Calendars – not a good return ○ Senior Management wish list – happy to assist <p>Shawn Creamer thanked the PTA on behalf of the staff</p>	
Enrolment Scheme Update	<p>Presented by Michael Worth</p> <ul style="list-style-type: none"> ○ Currently awaiting discussion with the Chairperson from Kohia BOT 	
Board Development	Governance Manual Signoff	Carried
Board Development	<p>Succession Planning</p> <ul style="list-style-type: none"> ○ Election Procedure explained – Richard Adams ○ Returning Officer – Michael Worth to Approach STA ○ Q & A session for anyone interested in standing ○ Enable interested candidates to observe a BOT meeting 	
Other Business	<p>Jane Cavanagh-Eyre extended an invitation to the BOT to attend Mark Hassall's farewell morning Tea and afternoon school assembly</p> <p>Sports Uniform recommendation from working group: Tops compulsory for Y5 & Y6, optional Y4 Cost approximately \$35-40 Shorts (blue) to be provided by parents Phase in commencing 2010. Parents to be advised prior to end of 2009 A Dale asked re wear / durability specifications.</p>	Passed/ Carried

	Similar to those used at other schools and sports clubs.	
In Committee	The Board went into committee at 9.05pm Discussion re student matter	
Out of Committee	The Board came out of committee at 9.30pm	
Meeting Closed	9.35pm	