

**Minutes of a Meeting  
Of the Board of Trustees  
Epsom Normal Primary School  
7 April 2009**

Agenda Item	Discussion	Decisions/Actions
Apologies	Richard Adams, Adrian Dale	
Present	Shona Harvey, Michael Worth, Lynley Sheweiry, Matt Riesterer, Jane Cavanagh-Eyre, Gita Jayaram, Mark Hassall,	
In attendance	Shelley Quinlivan, Therese Bakker, Shawn Creamer, Paula Looker, Kate Cope, Lisa Poynter, Andrea Morgan, Holly Denchfield	
Minutes from previous	Moved, seconded	Michael and Matt
Matters Arising	<ul style="list-style-type: none"> <li>Bible in schools - discussed how the process is progressing</li> </ul>	
Correspondence	<ul style="list-style-type: none"> <li>Invitation to attend local Community Board Meeting and discussions related to future zoning of the area. Crossing and lights might be a possibility to discuss at the meeting</li> </ul>	
In depth Review: Strategic Area 2 Enhancing Potential	<p>Presented by Kay Wight and her Team</p> <p>Discussion Points</p> <ul style="list-style-type: none"> <li>How talent will be spotted? Indicators of talent? By setting up rich programmes where children have the opportunity to show a special intelligence and be identified and extended</li> <li>Gifted and Talented – how will this affect this in the future? We want to move towards a model where they are catered for in house.</li> <li>Group composition – will be determined based on Talents available</li> <li>Parent information to follow in newsletters, parent information evenings and on website</li> <li>Jane thanked the team for their efforts</li> <li>Chair sees as a profound, positive change to the school and we need to approach/communicate in a way to ensure success</li> </ul>	
Principal's Report	<p>Presented by Jane Cavanagh-Eyre</p> <p>Discussion Points</p> <ul style="list-style-type: none"> <li>P/T interviews – positive format change</li> <li>Possible candidates mentioned for ongoing policy support and BoT professional development</li> <li>Chair confirmed there had been no feedback from the community on the vision and values. <b>Motion to adopt the Vision and Values was put (Gita, seconded Matt)</b></li> </ul>	<b>Carried unanimously</b>
Yearly timetable	Discussion Points	

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	<ul style="list-style-type: none"> <li>• Focus for the Term 1 programme briefing could include core subjects</li> <li>• Possible pre-questions/pre-information for the parents regarding the classroom programmes to facilitate the evening</li> <li>• Enrolment evening in Term 4 could also be in Term 1. Possibly a pamphlet/induction pack to follow.</li> <li>• The Board discussed how do the new values become integrated into the interviews to create/deepen more home and school partnerships</li> </ul>	
Sustainability Unit created in partnership with SKM	<p>Discussion Points</p> <ul style="list-style-type: none"> <li>• Congratulations to Shelly Quinlivan for bringing success to the school and wide publicity for the Units created.</li> <li>• Widely available in local and educational papers here and abroad.</li> </ul>	Plans to communicate to Community in place
Report from Sub-committee  Finance	<p>Presented by Jane Cavanagh-Eyre</p> <p>Discussion Points</p> <ul style="list-style-type: none"> <li>• Some architects have been approached to provide some initial impressions of what might be possible. These discussions are continuing</li> <li>• Property and environment have been identified as major areas for the Board to work on. Various matters were discussed <ul style="list-style-type: none"> <li>○ How to spend: less money in many areas, or lots in few areas.</li> <li>○ Parent initiatives</li> <li>○ Drive to beautify the school</li> </ul> </li> <li>• Overall plans are needed looking to how the school will look as a cohesive unit over a 10 – 15 years horizon</li> <li>• <b>Annual Financial Report tabled from the last meeting. There were no issues from BoT members. Motion the report be adopted.</b></li> </ul>	<b>Carried (unanimously). Michael and Jane will sign off the document</b>
Report from Sub-committee  Property	<p>Discussion Points</p> <ul style="list-style-type: none"> <li>• Need for an overall plan to set long term goals for our school</li> <li>• MOE consultant invited to come to discuss this plan to see if we can modify the current 5 year plan to better suit the needs of the school</li> <li>• Structural work will need to be carried out to improve current spaces</li> <li>• Priority area. (BoT have all offered to help even though it may not be in their portfolios.)</li> </ul>	Property team will be reporting in June.
Update from PTA	<p>Presented by Lynley Sheweiry (Chair of PTA)</p> <p>Discussion Points</p> <ul style="list-style-type: none"> <li>• Resource consent may be needed around electronic billboard proposal (can be irritating for neighbours)</li> <li>• Barometer idea around donations paid to</li> </ul>	

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	<p>date. Could show how many have / how many have not.</p> <ul style="list-style-type: none"> <li>• Discussion around succession around the key offices held within the PTA, noting the reliance on a few key members (ERO also noted)</li> <li>• BoT concerned with how to enlist more of the community in different ways to enrich the school (topic raised during Community Consultation)</li> <li>• How to involve more of our ethnic community groups / cater more to the other cultural groups to expand upon current fundraising and community involvement</li> <li>• How can the BoT help in identifying people or ideas for the PTA? <ul style="list-style-type: none"> <li>○ Word of mouth</li> <li>○ Big push in Junior School</li> <li>○ Positive encouragement from BoT,</li> <li>○ Create a database and contact those interested, extend to areas of interest, resources, clarify the data sheet</li> <li>○ Benefit (beyond contribution to the community) is as a career move ie on a CV.</li> </ul> </li> <li>• Need to tap into community more and show them that they have the skills that are very valuable to our school</li> <li>• Parents who are already helping in the Junior School should be the first approached due to current commitments they have in the classrooms</li> <li>• Bringing back of Parent Liaisons? Have to be educated/managed/structured very well</li> <li>• ENPS and BoT is really grateful for the fundraising and effort that the PTA has put into their work this year.</li> <li>• Question around bringing back a school fair/gala as a fundraiser. Last one was about 6-7 years ago</li> </ul>	<p>BoT to review the data sheet to improve and focus on how it could be used</p> <p>Talk to Adrian about how the cricket club uses community</p> <p>Chair and Principal to attend PTA meeting to communicate new Strategic Plan</p> <p>Currently being investigated by the PTA</p>
Employment Meeting	<p>Presented by Gita Jayaram</p> <p>Discussion Points</p> <ul style="list-style-type: none"> <li>• No discussion points</li> </ul>	
Enrolment Scheme	<p>Discussion Points</p> <ul style="list-style-type: none"> <li>• Data reported about children in catchment area</li> <li>• Is this data typical of the type of area that our school is in?</li> <li>• Development of a Marketing plan could affect this (along with Development of Talent days and communication of points of difference of ENPS)</li> </ul>	

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	<ul style="list-style-type: none"> <li>• How to attract people to move into the zone as a long term prospect?</li> <li>• Questions around the zones of neighbouring schools on our boundaries</li> <li>• If overlapping zones, our “marketing plan” could ensure that we attract students</li> </ul>	<p>Conversation with MOE about our neighbouring schools and their zoning intentions(Michael)</p>
Minute Taker	<p>Discussion Points</p> <ul style="list-style-type: none"> <li>• BoT would prefer that it is someone in the community</li> </ul>	<p>Re-advertise through website (Shawn )</p>
Meeting closed	<p>The meeting closed at 8.50 pm</p> <p>Next Meeting will be Tuesday, May 20<sup>th</sup> at 6:30 pm</p>	