

Minutes of a meeting
of The Epsom Normal Primary School Board of Trustees
at ENPS, 16 Feb 2010

Agenda Item	Discussion Points	Decisions/Actions
Apologies	Lynley Shewiery	
Present	Jane Cavanagh-Eyre, Michael Worth, Adrian Dale, Shawn Creamer, Matt Riesterer, Richard Adams, Gita Jayaram and Shona Harvey	
Matters arising		Clarification from last minutes - Donations are 92 % of budget
Correspondence	<ul style="list-style-type: none"> Items have come in for the Returning Officer Letter from NZEI regarding meetings and requirement to grant paid leave for stopwork. Jane's note to BoT on how schedule cover will be managed refers. 	
Annual Item	<ul style="list-style-type: none"> Matt nominates Michael Until elections in May 	Michael is carried as the chair, unanimous
In Depth Review	<p>EMPOWERING LEARNING</p> <ul style="list-style-type: none"> New teacher standards to be implemented in 2011 – these lead to development pathways for the teachers Values could be incorporated into the teacher appraisals Student voice and how the students will have a dialogue to influence their learning objectives <p>ENHANCING POTENTIAL</p> <ul style="list-style-type: none"> Inclusive programmes Children grouped in classes based on reading ages but not streamed <p>ENRICHING ENVIRONMENT</p> <ul style="list-style-type: none"> Cultural week/parent consultation week in term 4 <ul style="list-style-type: none"> Next step is to finalize the draft and have them confirmed by the BoT Discussion around ERO requirements in regards to the strategic plans presented 	<ul style="list-style-type: none"> Jane will share curriculum design document if it is ready BoT will receive plans for next meeting
Principal's Report	<ul style="list-style-type: none"> Jane expanded upon the current planning for topic and the main ideas of each sector explored. 	<ul style="list-style-type: none"> Jane to share a topic plan to the BoT at the next meeting
	<ul style="list-style-type: none"> Proposed Homework policy – Great to have a consistent, written homework policy, will be discussed at parent communication evening, is it enough?, does it teach self management?, suggested that it is a good compromise, work life balance is important, lots of discussion of spelling in the homework, other schools have very similar policies 	Homework policy proposed by Michael, seconded by Gita and passed

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	<ul style="list-style-type: none"> • Playground review – no mention of bullying in the report (report was based on 4 weeks of observation), shortened lunchtime to promote more positive behaviour, brain snacks to be reviewed with the staff, duty around the school has been changed for better coverage and an “Aunt Daisy” (stationary adult) has been introduced 	<ul style="list-style-type: none"> • Brain snacks to be reviewed to make sure they are happening at all levels • Kiwi direct funding could be used for recommendations of the playground report • Recommendations will be put into place during the year • Adrian has offered to help source funding towards the repair of the cricket pitch (Liaise with PE Coordinator)
	<ul style="list-style-type: none"> • Roll indications are greater in zone enrolments than in past years. (Kohia and Mt Eden report same). May mean ballot not required • Last ballot small and 2/3 siblings • Discussion around how the decile ratings are given to the school • School picnic – introducing ourselves, better way to bring in new parents?, excellent feedback from staff and parents 	<ul style="list-style-type: none"> •
Reports from Committees	<p>FINANCE</p> <ul style="list-style-type: none"> • Financial policies next in review cycle - major item for 2010 • Accounts should be ready for next meeting <p>PERSONNEL</p> <ul style="list-style-type: none"> • No meeting <p>PROPERTY</p> <ul style="list-style-type: none"> • No questions for the property manager report • New plan shared for proposed draft of admin block located at the current location. • Map shown of possible plan for new information hub • Explained how the new property plan could be financed from school and 5YP • Discussion points – Library changes, shrink the roll instead of new classroom – Are we future proofing? • Importance of having a term 4 classroom and communication with the community 	<ul style="list-style-type: none"> • Current stage of the archives? <p>Property has put motion of being able to use financial reserves to start the project, carried, subject to normal process</p>
Update from PTA	<ul style="list-style-type: none"> • No update tabled 	
Enrolment Scheme	<ul style="list-style-type: none"> • No new news 	<ul style="list-style-type: none"> • Michael to seek response from Kohia
Policy Review	<ul style="list-style-type: none"> • As detailed in development plans • Financial Policies due • Self review discussed 	<ul style="list-style-type: none"> • Finance subcommittee to progress and bring back to BoT in 2010

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Board Development	<p>Date of Election</p> <ul style="list-style-type: none"> 7th of May <p>Returning Officer</p> <ul style="list-style-type: none"> Has been selected and agreed upon (M Tomlins) <p>Succession plan</p> <ul style="list-style-type: none"> See below <p>Canvassing</p> <ul style="list-style-type: none"> The returning officer will contact the current BoT members that will be standing again <p>General discussion</p> <ul style="list-style-type: none"> Debate whether to move to staggered election cycle as this will ensure at least half the BoT in the future will be retained each election vs. having to have twice as many elections, discussed information about the process that ANI uses Discussed how to encourage the community to become new BoT members 	<ul style="list-style-type: none"> Proposed to move to a staggered election cycle. Carried Michael to generate a notice to the community, Community evening is a good place to canvas new members and inform the community Michael to draft a communication for the newsletter
	<p>Resignation</p> <ul style="list-style-type: none"> Shona will need be able to attend any other meetings and issued notice of her resignation The BoT thanked Shona for her time and efforts as a BoT member to improve ENPS during her term Jane thanked Shona on behalf of staff for her contribution 	
Meeting closed	<p>The meeting closed at 8.22 pm</p> <p>Next Meeting will be Tuesday, March 23rd at 6:30 pm</p>	