

**Minutes of a Meeting of the Board of Trustees
Epsom Normal Primary School
20 May 2009**

Agenda Item	Discussion	Decisions/Actions
Apologies	-	
Present	Gita Jayaram, Adrian Dale, Mark Hassall, Jane Cavanagh-Eyre, Michael Worth (Chair), Lynley Sheweiry, Richard Adams, Matt Riesterer, Shona Harvey, Shawn Creamer	
In attendance	Shelley Quinlivan (Deputy Principal), Therese Bakker (Deputy Principal)	
Minutes from previous meeting	Moved, seconded	Lynley/Matt
Matters Arising	<ul style="list-style-type: none"> • Adrian Dale will discuss how to utilise community skills at the next BOT meeting. A designated time will be slotted for this. • Ministry conversation regarding enrolment – to be raised under agenda item 	
Correspondence Inwards	<ul style="list-style-type: none"> • NZSTA AGM 4th July • NZSTA - Boards of Trustees – their place in National Standards and plain language reporting <ul style="list-style-type: none"> ○ Jane Cavanagh-Eyre reported teachers from the staff will attend a meeting with MOE regarding consultation around the standards 	
Correspondence Outwards	<ul style="list-style-type: none"> • MOE – Enrolment Scheme 	
In Depth Review Strategic Area 3 Learning Environment - Property Plan	<ul style="list-style-type: none"> • Presented by Shelley Quinlivan and her Team. Shelley outlined the long-term and short-term property plans. • Three priority areas were discussed (see separate plan). • The school property team has met with architects to discuss progressing the initial three concepts. 	

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	<ul style="list-style-type: none"> • The property committee now to work out a process to move forward to the next stage of property development. <p>Discussion Points</p> <ul style="list-style-type: none"> • Architect has a brief and will come back with a bigger look at the property plans, needs not to impinge on choices made in the future. • The procurement process is to identify possible providers by reputation. The team have spoken with a couple of architects who have links to our community, and identified some schools to gain advice from. Should this fail to give us concept plans we like within an affordable budget we will consider casting the net wider (e.g. RFP on GETS). • Discussion about how to communicate long term property plans with community • Discussion as to what locally raised funding would go to • Going up a level, has that been considered? What can we afford to do will constrain our plans • The 'whole school' is being included in the picture – we have the first 3, in the next 10 years... • The Chair commended property team on the work done and the process so far 	
Principal's Report	<p>Presented by Jane Cavanagh-Eyre</p> <p>Discussion Points</p> <ul style="list-style-type: none"> • Receptionist/Administrative Assistant Appointment – The <u>Appointments Committee recommended</u> that Sarah Kennelly be appointed to the permanent role of Office Receptionist Moved, seconded • Appointments for two teaching positions are in progress • Reading achievement data for years 4 – 6 was presented by Therese Bakker. AsTTle graphs were handed around. Improvement across Years 4-6 was noted 	Gita/Richard Agreed Unanimously

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	<p>compared to data from the beginning of last year. Our children are achieving well when compared to children from other high decile schools. The Board noted the shift within one year from being middle of the pack to being at the upper end, when compared to both NZ norms and Auckland High Decile schools.</p> <ul style="list-style-type: none"> • These results to be distributed to the community via website and newsletter • Chair - extremely positive result and the Board commends the staff for it 	
<p>Report from Sub-Committee Finance</p>	<p>Presented by Adrian Dale. Mary Shelley presented a full report of the schools financial situation at the May Finance Committee meeting Moved, accepted</p>	<p>Richard/Lynley</p>
<p>Report from Sub-Committee Personnel</p>	<p>Presented by Lynley Sheweiry – a draft of the revision of policies relating to people.</p> <p>Discussion Points</p> <ul style="list-style-type: none"> • Chair drew attention to the protected disclosure process for the school (legal requirement) • Chair tabled addendum to the report – there is now a process in place with regards to Principal’s Appraisal. The Board was advised the first Progress Meeting with the Principal had been held. • Leave request, Principal’s decision based on history, and timing of request • <u>Recommendation from the Personnel Committee that the Policies be circulated to the staff for consultation.</u> • Draft of policies to be given to the staff for consultation by the staff rep. 	<p>Agreed unanimously</p> <p>To report back in June</p>
<p>Report from Sub-Committee Property</p>	<p>Presented under ‘In Depth review’</p> <p>John Jacka (Property Manger) report tabled Moved, seconded</p>	<p>Mark/Richard</p>
<p>Update from</p>	<p>Presented by Lynley Sheweiry (Chair of PTA)</p>	

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PTA	<ul style="list-style-type: none"> • AGM Report available on request <p>Discussion Points</p> <ul style="list-style-type: none"> • Parents to be made aware that a donation to the PTA as a charity will be tax deductible. <p>Moved. seconded</p>	Gita/Matt
Enrolment Scheme	<p>Presented by the Chair The Ministry has advised that the zone description needs to be updated incorporating new land parcel data. They do not wish to do this until the BOT indicates its intentions. Other schools in the area are not at present looking at changing their enrolment zone.</p> <p>Discussion Points</p> <ul style="list-style-type: none"> • Chair – reminded purpose of Enrolment Schemes is a way of restricting the numbers of children turning up to enrol. • Ministry does not mind if zones overlap but there must be no gaps. • Chair asked Board to consider the potential if we include a large number of new streets in our zone and a number of people wish to come in • Would the change be sudden, would people suddenly wish to come to us or would it be a gradual shift? • Principal suggested a small group meet to bring a proposal back to the meeting about a small zone increase. <p><u>Ratify the role of the staff rep to the board – Shawn Creamer and Mark Hassall to share the roll, Mark to retain full voting rights</u> Moved, seconded</p>	<p>Jane, Lynley, Matt, Shona, Michael, Shawn</p> <p>Lynley/Shona Agreed unanimously</p>
Board Development	Shona Harvey & Michael Worth to continue to look at suitable board training	
Policy Review		

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Emergency Management – Lockdown Procedure	Shelley Quinlivan shared the procedure with the Board on request	
Swine Flu	<p>Discussion Points</p> <ul style="list-style-type: none"> • Communication to the community has been via the Principal’s newsletter • Following MoE guidance and common sense • The Principal advised that the cleaners monitor and sign to indicate that each toilet area has been checked for soap supplies 	
Road Safety	Shona Harvey & Shelley will meet with ARTA and ACC re warning signage	
Meeting Closed	The meeting closed at 8.35pm	