

**Minutes of a meeting of the Board of Trustees  
Epsom Normal Primary School  
21 July 2009**

Agenda Item	Discussion	Decisions/ Actions
Apologies  Present	Shona Harvey, Adrian Dale, Shawn Creamer  Michael Worth, Jane Cavanagh-Eyre, Gita Jayaram, Matt Riesterer, Lynley Sheweiry, Mark Hassall, Richard Adams	
Minutes from previous meeting	Moved, seconded	Mark/Matt
Matters arising	None	
Correspondence  Inwards	None	
Correspondence  Outwards	None	
In Depth Review  Strategic Learning Area 2  Student Achievement Report  Self Review – Achievement Targets	Presented by Mark Hassall who distributed an ‘ENPS Numeracy Progress Report ‘ to the BOT members. <ul style="list-style-type: none"> <li>• PAT, asTTle, and Otago Maths Competition Performance data was within this report</li> <li>• Analysis of data was provided</li> </ul> Discussion Points <ul style="list-style-type: none"> <li>• PAT Scale shows growth between the years</li> <li>• Improved data flow throughout the school</li> <li>• Comparisons against national and Auckland high decile schools are good</li> <li>• Comparison in Otago Competition (mainly for intermediate kids) is outstanding</li> <li>• All results assist teachers in providing enhanced learning opportunities</li> </ul> A further report to be presented to the BOT in Term 4	
Principal’s Report	Presented by Jane Cavanagh-Eyre  Discussion Points <ul style="list-style-type: none"> <li>• Gaye Byers Writing Workshop</li> </ul>	

Agenda Item	Discussion	Decisions/ Actions
	<ul style="list-style-type: none"> <li>• Edward de Bono</li> <li>• Key focus in Strengthening Auckland University relationships</li> <li>• In-depth look at the curriculum</li> </ul> <p>Moved, seconded</p>	Lynley/Matt
<p>Strategic Plan Philosophy</p> <p>Update on where at with the MOE</p>	<p>Presented by Jane Cavanagh-Eyre</p> <ul style="list-style-type: none"> <li>• Strategic Plan now complete and copies issued to the Board</li> <li>• Includes the Philosophy developed by the SLG with the assistance of the outside mentors starting with the Waipuna workshop</li> </ul> <p>Discussion Points</p> <ul style="list-style-type: none"> <li>• Philosophy is underpinned by strong theory – particularly the humanist tradition</li> </ul> <p>Presented by Michael Worth</p> <ul style="list-style-type: none"> <li>• Documents have been received by the Ministry</li> <li>• Ministry will get back to us, typical processing time is 2 days</li> </ul>	
<p>Report from Sub-Committee</p> <p>Finance</p>	<p>Presented by Matt Riesterer</p> <ul style="list-style-type: none"> <li>• Surplus to be discussed at a future meeting</li> </ul> <p>Moved, seconded</p>	Matt/Lynley
<p>Report from Sub-Committee</p> <p>Personnel</p>	<p>Presented by Jane Cavanagh-Eyre</p> <ul style="list-style-type: none"> <li>• Staffing entitlements</li> <li>• MOE approval required for permanent appointments</li> <li>• Recommend two staff be appointed</li> </ul> <p>Moved, seconded</p>	Mark/Richard
<p>Report from Sub-Committee</p> <p>Property</p>	<p>John Jacka (Property Manager) report tabled</p> <p>Discussion Points</p> <ul style="list-style-type: none"> <li>• Advertisement placed for a Project Manager</li> <li>• Swimming pool – feedback to be presented at the August meeting</li> </ul>	
<p>Update from PTA</p>	<p>Presented by Lynley Sheweiry (Chair of PTA)</p> <ul style="list-style-type: none"> <li>• Disco – great night, excellent DJ</li> <li>• Positive/Negatives on 15<sup>th</sup>/16<sup>th</sup> August</li> <li>• Calendars coming out towards the end of term</li> </ul>	

Agenda Item	Discussion	Decisions/ Actions
	<ul style="list-style-type: none"> <li>• Athon testing later this week</li> <li>• Quotes in for data projector, electronic screen and installation</li> </ul> <p>Moved, seconded</p> <p>Jane Cavanagh-Eyre extended her thanks to the PTA on behalf of the staff who thought the Disco was an excellent night</p>	Mark/Matt
Enrolment Scheme	<p>Presented by the Chair</p> <ul style="list-style-type: none"> <li>• Jane Cavanagh-Eyre and Michael Worth met with the Ministry</li> <li>• MOE to provide more data</li> <li>• Chair to take the matter up with the affected school at Board level</li> </ul>	
Board Development	No item this month	
Policy Review	<p>Presented by Jane Cavanagh-Eyre</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety – to be looked at at the Property Meeting and brought to the August BOT meeting</li> </ul>	
Meeting Closed	7.56pm	