

BAYSWATER SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON MONDAY 29 AUGUST 2011 AT 7 PM IN THE LIBRARY

AGENDA	MINUTES	MOVER/ SECONDER	ACTION
PRESENT	Craig Erskine (Chair) Marlon Bridge Lindsay Child Drew Gilpin Alan Potter Gareth Williams Marianne Coldham Alison Butcher (Parent Group representative) Anne-Marie Horsburgh (Minute Secretary)		
APOLOGIES	Dianne Cluett, Stu Siddell and Paul Whyte		
CONFIRMATION OF MINUTES	RESOLVED that the Minutes of the Meeting held on Monday 27 June 2011 be CONFIRMED.	Alan/Lindsay	
MATTERS ARISING	<p>Craig advised that a meeting had been held to discuss funding and participants were all researching further information. Craig agreed to arrange a further meeting.</p> <p>Lindsay advised that printed information on national standards was given to all parents attending three way conferences. Lindsay agreed to put in a small explanation of curriculum levels.</p> <p>Marlon advised that he has started work on the asset register and it will be completed prior to the next meeting.</p> <p>Craig agreed to look further at a disaster recovery plan for the School.</p> <p>Marlon advised he attended the last Parent Group meeting and that the Parent Group has made a donation to the School.</p> <p>Lindsay advised that the bars had been installed over windows. All the school's electrical points and appliances had been tested and tagged.</p> <p>Craig agreed to merge the Principal's calendar into the Board timetable before the next meeting.</p>		<p style="text-align: center;">Craig</p> <p style="text-align: center;">Lindsay</p> <p style="text-align: center;">Marlon</p> <p style="text-align: center;">Craig</p> <p style="text-align: center;">Craig</p>
CORRESPONDENCE	<p>The list of correspondence had been circulated. Craig had also received further information on the Support Staff settlement which is currently being negotiated.</p> <p>Drew's letter of resignation from the Board was also tabled.</p> <p>MOVED that the Correspondence be received.</p>	Alan/Gareth	

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PRINCIPALS REPORT	<p>Lindsay presented her report and advised that:</p> <ul style="list-style-type: none"> • She had held her first National Standards information event and would be holding a further one tomorrow. • Three of the garments made for the Trash to Fashion awards had made the finals, to be held this weekend. Some garments would also be displayed at the Cloud on the water front as part of the Rugby World Cup. • The School would receive its Green Gold award at a ceremony in a few weeks' time. <p>MOVED that the Principals Report be received.</p>	Marlon/Alan	
PARENT GROUP	<p>Alison presented her report. She and Kathy Melvin had been voted on to the Group at its recent meeting. Trudy Smith had resigned from the Group. The Group had arranged a disco on 12 August which raised around \$2,000. This would go towards new projectors.</p> <p>Alan advised that the Duathlon had been set for 6 November. He is trying to arrange a race organizer for the event. Traffic management has been done. Alan would attend a Parent Group meeting to discuss the Duathlon. Lindsay agreed to discuss with teachers the Parent Net.</p> <p>MOVED that the Parent Group Report be received.</p>	Lindsay/Drew	Alan Lindsay
FINANCE	<p>Marlon presented his report and advised that:</p> <ul style="list-style-type: none"> • The third operations grant had been received. This was based on a roll of 196 students. • A positive working capital had been achieved in July and a break even in August. • An ESOL grant had been received. <p>MOVED that the Finance Report be received.</p>	Gareth/Alan	
PROPERTY	<p>Gareth's presented his report. He advised that:</p> <ul style="list-style-type: none"> • Three quotes have been received for the tree maintenance. This has been arranged to happen during the October school holidays. Lindsay hopes the quote can be reduced as she wishes to keep the chipped wood for use around the school, so cartage costs will be eliminated. • The concrete work has been approved and will be completed during the Christmas holidays. The concrete will be made as dark as possible. Lindsay will arrange for painting after the work is completed. • Craig Winnie has agreed to do the technical reports required for the 10YP. 		

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	<ul style="list-style-type: none"> Two quotes have been received for improving security. <p>MOVED that the Property Report be received.</p>	Drew/Marlon	
STAFF REPRESENTATIVE	<p>Lindsay advised that a wishlist had been completed. A new bank account has been created for the Parent Group funds. Once things on the wishlist are purchased, Lindsay copies the invoices and gives it to the Parent Group for their accounts.</p> <p>Craig advised that he had 15 PCs for the school and Alan agreed to source replacement screens.</p> <p>MOVED that the Staff Representatives Report be received.</p>		
BOARD SELF REVIEW	Lindsay advised that she has been thinking about the School Charter and Annual Plan. She agreed to do further thinking on this and report back to a further meeting.		Lindsay
GENERAL BUSINESS	<p>Lindsay advised that a Returning Officer needed to be appointed for the upcoming Board elections.</p> <p>MOVED that Philippa Lowe be appointed Returning Officer .</p> <p>Lindsay tabled the Roll Return.</p> <p>Lindsay advised that she had attended the recent Waterwise meeting.</p> <p>Lindsay presented mid-year data on children for reading, writing and maths.</p> <p>Craig thanked Drew for his significant contribution to the Board, and for both his and Anissa's involvement in the School during their time there. He wished the family well for their move.</p>	Craig/Gareth	
MEETING CLOSURE	The meeting closed at 8.35 pm.		
NEXT MEETING	The next meeting will be held on Monday 26 September 2011.		