



## **BOT Minutes Thursday, 15<sup>th</sup> February 2018**

**Meeting opened:** 6.40pm

**Present:** Karen McCulloch (Principal), Catherine Tafto (Chair), Melanie Thomas (Secretary), Virginia Craig (Staff rep), Jacqueline Anderson, Natasha McLellan (P.T.A.)

**Apologies.**

**Declaration of Interest:** Nil

**Minutes of the previous Meeting & InCommittee minutes.** Tabled Catherine that minutes be accepted. Seconded Jackie

**Correspondence:** Tabled Karen moved the correspondence be accepted. Seconded Mel

### **Straetgic Decisions**

Elected Chair – Catherine Tafto nominated and unanimously voted for

### **Principals Report** (Karen McCulloch)

- See attached
- Staffing
  - Staffing reviewed to include release for Beginning teacher and Second year teacher
  - New job descriptions for teachers
- Health & Safety
  - New battery for bell system

**Financial report** (Karen) Tabled and moved that the cheques be accepted. Seconded Jacqui

- Outstanding debt – family to be contacted via letter from BOT
  - Accounts passed for purpose

### **Property Report**

- Watson & Watson - 3-year painting plan. Stage 2 booked for end of term 1, 13<sup>th</sup> April - Front side pool and bus shelter, staff room, Stage 3 (Old junior block) and stage 4 (Gym)
  - Paint playground TBC (grant to be applied for)
- Modern learning environment (Completed)
  - Final budget update to be requested
  - Review performance of Project Managers
- Hub opening
  - 7<sup>th</sup> April Saturday, communication in newsletter – save the date, subcommittee to organise
    - Catherine, Natasha, Jacqui, Mels
  - Opening, BBQ current families, previous families, students, teachers
- Property Walk
  - Old furniture stock take
  - Area between gym and classroom to be concrete

- Hedge by sand pit/barrier to block
- Playground edge – quote required
- Line marking quote for ground markings or parent involvement
- Investigate heat pump for Office area and make recommendation

#### **Health and Safety Report** - Part of principal's report

- Nov review external contractor - Trevor Gardener completed
  - Report received and working through requirements
  - Clatter bridge – Referred playground repair company Catherine
  - Cushion from bark requires topping up – Grant request to get bark (Mel)
- Playground safety check report – Feb 2018
  - Tim to review list and fix what he can
  - Review outstanding items at next meeting

#### **Staff Report**

- Well done on new hub and corridor decor

#### **General Business**

- History of school – faces, families and stories
- Ride-on mower has had a full service, replacement to be investigated for 2018
- Afterschool care
  - Required a protocol, space, health & safety and contract
- Investigate swim coaching Term 4 2018 – Onewhero Swim school & Fulton swim school - under way (Mel)
- School lunch service – approach garage for a weekly service, working through options- Jacqui
- Camp 19<sup>th</sup> to 23<sup>rd</sup> March 2018, Sue Rogers & Karen Smith to attend, meeting 27<sup>th</sup> February
- Check how minutes get onto website – Catherine
- Environment group – update on 2018 strategy to be communicated
  - Mel suggested children grow seeds to sell plants at calf club
- Whanau system – strengthen role eg new entrants and house colours
- School Notice Board - sponsorship for signage investigate to cover painting off board \$1k pa
- Investigate opportunity to focus on grants in 2018 for school - Mel
- Calf Club – ideas to spend fund on in 2018
  - Small gazebo to utilise at events – light weight mobile one
  - Noticeboards with lift up front to protect notices
  - Camp 2018 \$1,000
  - New hesian fencing
  - Roll of honor board
- Hub would like to purchase
  - \$93.60 each for 2 lines to hang swimming gear and art - APPROVED
  - Mirrors x 2 @ \$79 each for visibikity of verandah – APPROVED
- Charter review training for BOT
- Working Bee Saturday 10<sup>th</sup> March – garden tidy up
- **Emails Correspondence**
  - None