

Kaipara Flats School BOT Minutes for Meeting on Thursday 22<sup>nd</sup> February 2018.

PRESENT: Donna Wech, Tina Donnell, Todd Wilkin, Craig Powell, Debbie Hamer, Sarah Thompson  
Minute Secretary: Jeanette Sanderson  
Mary Hamilton - PTA arrived at 7.30pm

APOLOGIES: Dave Payne

ELECTION OF OFFICERS:

Chairperson: Donna Wech nominated by Todd, seconded by Debbie- all in favour  
Vice Chair: Dave Payne nominated by Donna, seconded by Todd – all in favour  
Secretary: Dave Payne nominated by Donna, seconded by Todd, all in favour  
Finance: Todd Wilkin nominated by Craig, seconded by Tina, all in favour  
Property: Craig Powell nominated by Todd, seconded by Debbie, all in favour  
Health & safety: Sarah Thompson nominated by Donna, seconded by Todd, all in favour

MATTERS ARISING FROM PREVIOUS MINUTES:

After school care - the move to discontinue was not followed up with community so was implemented for Term 1 2018  
Minutes moved by Donna, seconded by Craig

CORRESPONDENCE;

-new lawnmower approval emailed out. All agreed to purchase new ride on mower.  
-letter to PTA to confirm the process for distribution of funds and to reiterate with them they act on behalf of the school and need to distribute funds ASAP. Todd to include more positive intro. Todd to try to attend next PTA meeting on March 9<sup>th</sup> to explain processes regarding fund distribution.  
Moved Todd, seconded Donna

PRINCIPALS REPORT:

-roll 103, possibly 106 tomorrow  
-student management system – changed to E-tap  
-professional development & appraisal document  
-digital technology curriculum  
-Debbie to get quotes from Paul Harris at Pump & Filtration Services to compare to Splash for pool filter sand etc  
Moved by Debbie, seconded by Todd

Donna Moved that Mary Hamilton have speaking rights for show day discussion.

- PTA request show day be held on Saturday 3<sup>rd</sup> November 2018.
  - weather being the biggest influence.
  - shearers prefer November to end of October in term 3.
- tentatively book KF School Show day for Saturday 27<sup>th</sup> October or Saturday 3<sup>rd</sup> November 2018 dependant when Kowhai Festival is.  
Moved Donna, seconded by all

## FINANCIAL REPORT;

- year to date at a loss of \$8,400. This is because the PTA donation of \$29,000 was not received in the financial year.
- under audit at present
- this year will show a small surplus

## Budget:

- reduction in cleaners hours & wages
- Odette caretaker hours to increase from 8 to 10 hours to include time to mow field.
- IT support
- Todd to make a couple of small changes to financials then email to all for confirmation.

Moved Todd, seconded Donna

## HEALTH & SAFETY;

- Sarah to do a walk around with Debbie before the next meeting
- signage to be moved to inside pool area

## PROPERTY;

- Trees are a health & safety risk.
- pine trees to be felled and firewood sold. Craig still trying to contact Retimana's.

Maybe try Jake McDonald.

- Craig to organise inspection of school house

## APPROVAL;

- New Credit Card – school visa card in name of Gary O'Brien is to be deleted as at 22 February 2018. A new credit card is to be issued to Debbie Hamer with a limit of \$1500.
- Lawn mower – an email was send out for approval of the purchase of a new ride on lawnmower. All were in agreement.
- Craig to get quotes for grant applications for insulation of school house.
- School house Rent increase from \$300 to \$325 per week (60 days notice) starting from 1<sup>st</sup> May.
- 2017 Financial accounts to be discussed at next meeting as currently being audited.
- 2018 Budget approved subject to couple of small changes.
- Charter to be ready by 1<sup>st</sup> March (Debbie has a made a temporary one for all to view & comment on)
- Delegation of Authority – as per changes from Todd

Todd proposed that we keep the school fees at the same level as currently which would be individuals \$60 / family \$100.

Approvals Moved by Donna, seconded by Todd, all in favour

## GENERAL;

- After school care, To finish end of term 1. To be reviewed as the need arises.
- Debbie to issue a letter notifying parents
- New teacher appointment, Debbie & Roxanne to interview. New entrants currently at 22.
  - School Docs, E-tap makes emails to parents etc much easier.
  - Bible in schools, policy review end of 2018. To do a survey term 3 or 4.
  - Bike track, to tie in with new classrooms & possible move of playground and earthworks, footpaths etc
  - "Wellness Survey" Debbie to check its ok to ethnically collect data from students before doing a student survey of values and student well being in the school.

- Meeting dates:

5 April

17 May

28 June

16 August

20 September

1 November

6 December

Meeting closed at 9.20pm.