

**THORNDON SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING – 8 DECEMBER 2009 AT 6.30 PM IN THE
STAFFROOM**

Present: Mandy Hancock (Chairperson), Bill Sutton (Principal), Rebecca Brown (Staff Rep), Carol Weston, Jo Cribb, James Turner

Apologies: Carleen Needham

The meeting started with a karakia.

Minutes of Previous Meeting:

The minutes of the 20 October 2009 meeting were accepted as being a true and accurate record.

*Moved: Bill Sutton
Seconded: Rebecca Brown*

Action Points were looked at:

- Venue organised.
- Management Team – in progress.
- Mandy hasn't rung any parents, Bill will produce a letter for the beginning of the year to send out to all parents.
- Jo and Mandy have met – agenda sorted.
- Price for hot water – Bill still looking into it.
- New parents meeting – didn't happen, will try for Term 1.

Principal's Report:

Roll stands at 265. Will be starting next year with a full roll. Discussed make up of classes for next year.

Resolution: "The Board resolves to leave the decision of class make up to the Principal and Senior Management. The Board will help with the communication of the decision to the school community."

Bill will do a breakdown and analysis of attendance.

Reporting to Parents – Reports are being posted. The templates supplied by the Ministry will be adjusted to our own needs.

Strategic Planning – The booking for the Board Planning Day will need to be changed to start at 2.00 pm on 31 January 2010.

Personnel – Starting with eleven teachers. Natasha Jackson will take over Jay Smith's class when he goes overseas. Need to source a replacement for Alistair while he's Acting Principal. Rebecca Brown has been chosen for the Aspiring Principal Course. The Conference in Palmerston North that staff were planning on attending has been over-subscribed so other options will be looked at.

Staff Planning Day was spread out over two days. Unfortunately, didn't get through everything. It was intense. Reflected on a very busy year. Discussed programmes eg. EnviroSchools and Roots of Empathy.

Finance: Carol reported that she is hoping for a zero balance at the end of the year. She has produced a draft 2010 budget. The Ministry have advised that we need to have a balance of something above a zero balance.

Bill met with agents recently regarding Foreign Fee Paying students.

It has been a good year for fundraising, with the entertainment books, seed sales, art auction and the fair. The fair raised approximately \$50,000. A message of thanks to the Fair Committee via the newsletter, and organising to send them some flowers was thought to be appropriate.

Property: The Ministry have indicated that when Kimi Ora leave, we will be given the site. During the holidays the following work will be completed or started: finishing the work started in the hall; concreting by the White House; Language Unit refurbishment; storage areas; hot water; blinds for classrooms.

Board Election: Bill reported that Carleen Needham has resigned from the Board effective immediately. This creates a vacancy. Mandy said that she would write to Carleen. It was decided to bring our Board Elections forward so that the new Board is announced on the last day of Term 1.

Report on Reading Recovery: We manage Reading Recovery through out bank staffing. Funding for 0.5 of a teacher has been given for 2010, which isn't enough to even have one child.

Bill was asked to find out how much the French organisation charges for tuition.

Meeting Closed at: 8.45 pm

Date for Next Meeting: 25 March 2010, 6.30 pm in the staffroom

Signed: _____ **Date:** _____
Mandy Hancock
Chairperson

Action Points:

- Contact Backbencher to change time for Planning Day.
- Bill to produce a letter to parents regarding fees and donations.
- Bill to produce a breakdown and analysis of attendance.
- Flowers sent to Fair Committee.
- Mandy to write to Carleen.
- French lesson charges.