

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
OF BANKS AVENUE SCHOOL  
HELD AT THE SCHOOL ON THURSDAY 28 JUNE 2018 AT 6:15PM**



**1. PRESENT:**

Toni Burnside, Kirk McKay, Noella Gould, Glenn Bongartz, David Campbell, Helen Stowers, Paul O'Donovan and Colleen Lucas (minute secretary)

**2. APOLOGIES:** Michael Stewart

**3. Public Excluded Session**

**Motion** **K McKay**

*That under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 the public be excluded from the following proceedings for this meeting. The reason being to discuss a disciplinary or personnel issue, and to protect legal privilege and the privacy of natural persons.*

**Carried**

**Motion** **K McKay**

*That the Board ratify all decisions made in the Public Excluded session of the meeting.*

**Carried**

**4. GUEST SPEAKERS / VISITORS - nil**

**5. CORRESPONDENCE:**

**5.1.** BDO Spicers Audit Letter - a good audit completed for 31 December 2017. Asset stocktake is the only matter outstanding. This will be undertaken as we move into our new school.

**5.2.** Sabbatical Leave Applications - refer to in-committee.

**Motion** **K McKay**

*That the inwards correspondence be received.*

**Carried**

**6. REPORTS:**

**6.1. Principal's Report – Toni Burnside**

**6.1.1. Active Learners at the HEART**

**6.1.1.1.** Principal's appraisal process complete. Waiting for summary report.

**6.1.1.2.** Helen Denny's farewell tomorrow night. Apologies from David Campbell.

**6.1.1.3.** Jenny Dow's farewell following Wednesday.

**6.1.1.4.** Appointments :

6.1.1.4.1. Julia Ryan has been appointed and will take our next new entrant class from the beginning of Term 3.

6.1.1.4.2. Belinda Smith has been appointed as Administrator / Receptionist. She will take up her position on Tuesday 28 August.

## **6.1.2. Connecting HEART of the Community**

### **6.1.2.1. New School**

6.1.2.1.1. Two community meetings to share new school masterplan with staff and community. Digital versions will be included in newsletter and on our website as soon as they are available.

6.1.2.1.2. It was noted that the hall was only 300 square meters and not the 400 as discussed..

6.1.2.1.3. Board cannot sign off on plans as it is a MOE driven project.

6.1.2.1.4. Decisions to be made by BoT need lead in time.

6.1.2.1.5. To Request project timeline. Needs parameters.

### **6.1.3. NAGs**

**6.1.3.1.** EEO Report - 91% return (70% 2017). No major issues raised. Helen to share results with staff.

## **6.2. Finance Report**

6.2.1. Property spending is rising due to ongonig maintenance required until we get to our news school. New and handed on heatpumps have been installed in various rooms. Drinking fountains are appalling. Quotes to replace around \$4,000 for just one fountain. Toilets not great. Children not using them. Portacom and option to look into.

6.2.2. Gill Maher, Property, MOE - to be asked to come onsite and make a list of repairs to keep us going until we move.

**Motion**

**K McKay**

*That the Finance report for 31 May 2018 be adopted.*

**Carried**

## **7. BOARD OVERVIEW 2018:**

7.1. e-AsTTle Report - refer to July meeting.

7.2. Target Report - refer to July meeting.

## **8. GENERAL BUSINESS:**

### **8.1. New School Preparation**

8.1.1. Kirk to talk to David Hoburn, MOE re funds for Banks Avenue School to manage.

8.1.2. Kirk to talk to John Laurenson, SBHS, about the assets to be left behind.

8.1.3. Toni to talk to John Laurenson, SBHS re their new zone and if are we included in the new proposed zone. Discussion. Toni to agenda item for next Kahui Ako meeting. New zone is due to be announced shortly.

8.1.4. Glenn to make contact with Adele at The Press.

## **9. PREVIOUS MINUTES:**

**Motion**

**K McKay**

*That the minutes of the meeting held on 31 May 2018, be taken as read and are accepted.*

**Carried**

## **10. MATTERS ARRISING:**

**10.1.**

## **11. Leave:**

The following leave was approved

➤ Toni Burnside - sabbatical leave for Term 3, 2019

➤ Belinda Walsh - sabbatical leave for Term 3, 2019

Both Toni and Belinda for send off their applications and will confirm if they have accepted.

**12. Next Meeting**

**12.1.** Thursday 26 July

**12.2.** Thursday 23 August

The meeting closed at 8:35pm.

Signed .....K McKay, Chairperson