

## ASHBURTON INTERMEDIATE SCHOOL BOT MINUTES

Monday 3 December 2018 at 5.30 pm Ashburton Intermediate School Board Room

### PRESENT

Mike Farrell, Jen Muir, Nicky Horrell, Jayne McLaren, Brent Gray Margaret Rushton (Secretary)  
Judy Jemmett Staff: Jade Tonks, Matt Jones

### APOLOGIES

Matt Bubb

Motion: Moved that the apology be accepted

Moved Jen Muir Seconded Mike Farrell **Carried**

### MINUTES OF PREVIOUS MEETING HELD

Motion: To accept minutes as a true and accurate record **Carried**

### MATTERS ARISING FROM THE MINUTES

There were no matters arising

### NOTICE OF GENERAL BUSINESS

School Councillor Appointment

Staff leaving

Board Meeting payments 2018

### REPORTS

#### Principals

Brent Gray's report had been circulated. Teaching Staff changes were explained, along with changes in the personnel area.

#### **Executive Summary Appraisal document**

Has been emailed to BOT members today. Positive discussion on the outcomes.

#### **PLD Report**

Some valuable results came out of staff PD. Circle time was particularly positive when it came to feed back.

Brent circulated the 2019 proposed organisation.

#### **School Review/Annual Planning**

A new structure in place for technology class attendance. Two classes will be grouped together to attend three technology areas on a timetable.

Strategic Planning support being put in place. Steve Rees from MOE will be engaged for this purpose.

Motion: Move the adoption of the Principals Report, PLD Report and School Review/annual Planning

Moved: Brent Gray Seconded: Mike Farrell **Carried**

#### Property

No report.

#### Finance

Jen Muir read through the finance report which had been circulated today. Budget figures to be looked at with the inclusion of a school counsellor. A nominal figure has been added into the budget for this.

Motion required regarding rescheduling of painting of school buildings due to the re-build.

Moved that the figure for painting of school buildings be rescheduled for a further 12 months

Moved: Mike Farrell Seconded: Nicky Horrell



## CORRESPONDENCE

### INWARD CORRESPONDENCE

| DATE       | FROM          | DESCRIPTION  |
|------------|---------------|--|
| 15/10/2018 | PPTA          | Paid Union Meetings                                |
| 24/10/2018 | Jo Veale      | Resignation  |
| 29/10/2018 | Alicia Moore  | Maternity leave request                            |
| 1/11/2018  | MOE           | ABS Enrolment Scheme                               |
| 1/11/2018  | BDO           | Terms of Engagement Statutory Annual Audits letter |
| 2/11/2018  | Paula Gilbert | Resignation  |
| 12/11/2018 | Paul Goulter  | Strike info letter                                 |
| 12/11/2018 | Novopay       | Carer Allowance Payment                            |

### OUTWARD CORRESPONDENCE

| DATE | TO | DESCRIPTION |
|------|----|-------------|
| Nil  |    |             |

#### Correspondence

The Board accepts the resignations of Jo Veale, Paula Gilbert and the application for maternity leave from Alicia Moore (who gave birth yesterday 2/12/2018).


Enrolment Scheme has been put in place. It doesn't make much alteration to ours.

BDO Terms of Engagement letter was discussed and signed off by Jen Muir.

The above Correspondence moved and seconded by Jen Muir

Meeting closed at 7.25 pm

Date of next meeting 18 February 2019 at 5.30 pm



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Jen Muir  
Ashburton Intermediate BOT (Chairperson)

