

## BOT Update: Headlines from the February 2020 Meeting

*For those who prefer detail of the meeting, A full copy of the minutes of this meeting are available from the school office.*

This was our first meeting for the new school year. For the first time, in my board experience, we had the meeting in the library. This reminded the Board, not only of another quality service and environment that is provided to the students and staff, but the enthusiasm of the library team in the providing of this service.

Being the first meeting in the year it is customary to re-elect positions and committees, therefore our first order of business was electing Chair and Deputy Chair. As I am still writing this summary, I was re-elected, as was Jock Ellis to Deputy Chair. We had some minor movement across sub-committees as we reviewed the workload and interests.

Our first meeting of the year is a mix of reports around what happened last year and what our plans are for this year. As is usual for the first meeting of the year we covered several important items as well as having several reports provided by staff. The summary is:

- We had some NAG 1 Policies to review and sign off on. (Gifted and Talented Students; ESOL (English for Speakers of other Languages)/NESB Students (Non-English-Speaking Backgrounds); Education Outside the Classroom; Careers; Curriculum Delivery; Health Centre Guidelines and Procedures) Thanks to the Policy review sub-committee for their input prior to us receiving them.
- Tracy Findlay, who headed our Principal Appraisal subcommittee, updated the BOT with the outcome of the external appraisal that occurred over 2019. A very positive report that Tony should be proud of.
- We went “into committee” (which is a public excluded part of the meeting) to talk through some issues that needed to be dealt with.
- Our Principal tabled, and the Board, after discussion, adopted the 2020 Annual Plan, the 2020-2023 Charter and the Analysis of Variance report for 2019. These are all Ministry of Education (MOE) required documents and have been filed with the MOE. A copy of the Annual Plan and the Charter can be found on the website. While the Board had engaged the community towards the end of 2019 to update the Charter, where necessary, the responses received were varied enough for further work to be required before making any adjustments to our current Charter. Because a Charter is required to be provided annually, the BOT agreed to stay with the current one while the extra work is done to better reflect the responses that have been received.
- We then reviewed the reports provided by our staff, effectively reviewing 2019. We are reminded how blessed the school is to have these teams of professionals working for us:

- We started off with the 2019 Guidance Counsellors' report. As usual, this report gave us things to think about. Thanks Coral, Helen and Lesley (new last year) for a very informative and complete report.
  - We then had Helen Bright's Te Awamutu District Schools' Attendance Officer Report 2019. While the MOE provides a "truancy service" the local schools fund out of their operating grants Helen to provide a service that is additional to what the MOE provides. We do that because Helen is more effective in helping students' attendance. Helen is based at the College but provides support to the surrounding schools (who all contribute to the service). Helen took the opportunity, through her report format, to show her day to day tasks which provided a reality and overview that the Board sincerely appreciated. Because we know that the best chance our students have to succeed in life is to be at school, we have asked the Principal to review if there is anything more we can do as a Board to support Helen in her role. A thanks also to Helen for the creativity in providing her report for 2019.
  - The Health Centre Report 2019 from our school nurse, Maureen Brown followed, again showing the Board the benefits, our students receive by having a Health Centre at the school. Thanks Maureen.
  - We finished our reports with the 2019 Alternative Education Report from Neil Bauernfeind. While it is generally felt that this service does a great job, the results last year were very good.
- The Board approved an application to the Grassroots Trust for our sports clubs' requests. This is something that we do on an annual basis to assist the school with providing support to our sporting and cultural activities. The Board is involved because the funders require a motion from the board, requesting the funding that the sporting codes are requesting, because they are Te Awamutu College teams. The school and sporting codes are appreciative of the ongoing support we receive from our local funding organisations. We did note however the number of sporting codes that are not providing the information in the manner required (by the funder) which is laying more work on our Principal's P.A./Board Secretary Liz than is appropriate at this time of the year. While we cannot change the funders' requirements the Board has decided to review the process and timing of the applications to make it easier for all concerned.
  - We received our usual Principal's report, the majority of which had been produced in the first school newsletter and our Health and Safety report.
  - While we had our usual Property report, it was "meatier" than usual. Having come to the end of a property cycle (MOE terminology – 10YPP and 5YA). Effectively this means the school sets out a 10-year Property Plan which is

broken into two 5 year timeframes. We are therefore looking at what the school's requirements are looking forward. From our last 5-year period a project to deal with a drainage issue was underspent, due to the problem not being as large as initially thought so being fixed for a fraction of the budget. Under the "rules" we have been able to allocate this surplus funding to allow our "F" block upgrade to occur earlier than originally planned. Watch out gourmets for the food coming from here in the second half of the year.

- We had two Financial reports to review this time around, one being the provisional year end December 2019 report as well as the report for January. It was pleasing to see that the provisional result for 2019 is a good number. With our solid reserves and extra funding to be received from the MOE, as was announced late last year, we are considering other opportunities for the school. To complete the financials process for 2019 we now look forward to getting the financials through the auditing process.
- Our final task of the night was to acknowledge the stellar effort that both Tony and Liz (For those who don't know Liz, she is Tony's PA, BOT Secretary and general – do anything person) did to ensure that our school was fully staffed for 2019. As mentioned in both my October and December reports a huge effort was needed. We felt that a BIG Thank You and acknowledgement was the least we could do for them.

As you can tell from the summary, a lot of time spent working on our school this month. Thanks to the BOT for the effort put in to keep on top of the workload.

Our next meeting will be held Wednesday 25 March 2020 at 6.00pm in the Staff Room. As is usual the meetings are open to all so if you are interested in what we get up to, do come along and see and hear what we do; you are most welcome.

Craig Yardley  
Chairperson  
Te Awamutu College - Board of Trustees