

**NORTHCROSS INTERMEDIATE SCHOOL**

**BOARD OF TRUSTEES MEETING**

**8 AUGUST 2017**

**PRESENT:** Richard Beechey (Chairperson), Jonathon Tredray (Principal), Kim Sloane (Staff Trustee), Kevin Faulkner (Executive Officer), Lynne Potts (Board Secretary), Kevin de Jong, Gavan Brunton, David Oakley.

**APOLOGY:** Tania Wansink.

**MEETING OPENED AT:** 6.35 p.m.

**PRESENTER:** Luke Hart spoke about introducing a Northcross Intermediate Beanie. Luke Hart suggested that a beanie be introduced as in winter he feels that a sweatshirt is just not warm enough. Discussion took place and Luke is to organise a survey asking our students if this is something that they would be interested in purchasing. The beanie will be given to Dianne Rose for costing purposes the results of the survey and pricing will be presented at our next meeting. Luke Hart left the meeting at 6.40 p.m.

**PRESENTER:** Sharon Hines Director of International Students. Sharon spoke regarding our Code of Practise, Education (Pastoral Care of Students) Code of Practice 2016, SIEBA (Schools International Education Business Association). Sharon presented the International Student Application Form and Enrolment Agreement to the Board. She would like BOT approval to use this application form going forward. Board discussion took place and Kevin Faulkner is to get the forms checked with our School lawyers and the NZSTA. Richard Beechey moves that we adopt the International Student Application form and the Enrolment Agreement presented once it has been approved by NZSTA and our lawyer. Seconded Kevin de Jong. Carried unanimously. Sharon Hines left the meeting at 7.05 p.m.

**MINUTES OF THE PREVIOUS MEETING:** Minutes of the previous meeting held on the 20 June 2017 are a true and accurate record. Moved Jonathon Tredray/Seconded David Oakley. Carried unanimously.

**MATTERS ARISING FROM THE MINUTES;**

**AUTOMATED FRONT GATE:** BOT discussion took place. Quotes will be tabled and discussed at our next meeting.

**REPORTS:**

**PRINCIPALS:** Jonathon Tredray presented his report to the Board.

**CONTRIBUTING SCHOOL VISITS:** 2018 Enrolment program has started with our contributing school visits. Enrolments will start in two weeks' time.

**NORTH HARBOUR SCIENCE FAIR:** Fourteen middle school Principals attended this meeting which was held at our school. The Science fair needs to be promoted and be brought into the 21<sup>st</sup> Century by promoting STEM type subjects. A follow up meeting is being organised.

**Nag 1 & Nag 2: CURRICULUM & REVIEWS:** Kim and I visited local high schools to interview students to see how well we have prepared them for the challenges of college.

**Nag 7 & 8: CHARTER:** The charter is reviewed term by term. A Mindframe survey on teaching staff has been completed by our NX students. The survey is completed at the start of term two and term three. The information then goes towards teachers' appraisals.

**Nag 3: PERSONNEL:** Congratulations go to Kim Sloane who has won the position of Principal at Kamo Intermediate starting in term 4. Jonathon Tredray asked for some BOT members to go on the appointments panel, to appoint a new Deputy Principal. Kevin de Jong has now been appointed to the selection panel. Jonathon Tredray also reported that Bryan Gwilliam will be wanting to interview Board members regarding the Principals forthcoming Appraisal.

**Nag 4: PROPERTY:** Tenders are now in for the Block 2 Upgrade. Robert Gunter is now in the process of clarifying tenders showing the scope of work and tags. The process will take another two weeks to complete. A report will be tabled at our next meeting.

**Nag 5: HEALTH & SAFETY:** Glen Spurdle has provided information on How To Tell Your Story on the [www.peoplesafe.co.nz](http://www.peoplesafe.co.nz) website. He will then follow up by allocating logins so that you can familiarise yourselves with the site.

**Nag 6: ADMINISTRATION:** Northcross Intermediate complies with the requirements around attendance and length of the school year.

Jonathon Tredray moves that his report be accepted/Seconded David Oakley. Carried unanimously.

#### **PROPERTY REPORT:**

**CANOPY COVER:** The plans are with council at the present time awaiting approval.

**ASSETS FOR DISPOSAL:** Board permission is requested to remove assets as per the list. Moved Kevin de Jong/Seconded Richard Beechey. Carried unanimously.

Jonathon Tredray moves that the Property report be accepted. Seconded Kim Sloane. Carried unanimously.

**FINANCE REPORT:** Kevin Faulkner presented his report to the Board.

**OPERATING SURPLUS/DEFICIT:** At the present time we are meeting the current year's budget expectations. The current position remains a healthy one.

**WORKING CAPITAL:** Even after putting the monthly \$5,000.00 aside for the astro-turf replacement the working capital has still increased.

Richard Beechey moves that the Finance report be accepted/Seconded Gavan Brunton. Carried unanimously.

**STAFF REPORT:** Kim Sloane presented her report to the Board.

**PARENT/TEACHER/STUDENT CONFERENCES:** These conferences were held on Wednesday 26 July and for the first time the Technology department was opened for our parents to visit. This proved very successful.

**NORTH SHORE MATHEX:** On Wednesday 2 August Christina England organised the North Shore Mathex at our school. 42 teams from across the North Shore entered teams into the event.

**DIGITAL TECHNOLOGIES – IT GIRLS DAY:** This was held at Long Bay College and the focus was on career prospects for young women in IT. It was very successful.

**WRITE THAT ESSAY:** Northcross Intermediate featured in the North Shore Times regarding our results in "Write That Essay".

Kevin de Jong moves that the Staff Report be accepted/Seconded Richard Beechey. Carried unanimously.

**GENERAL BUSINESS:**

**COL:** Jonathon Tredray gave the Board the latest information regarding the COL.

**BOARD REVIEW SURVEY:** Richard Beechey thanked the Board members who had responded to his survey. One of the main aspects was that there is a need to encourage participation from every member to be able to contribute at the meetings. Discussion also took place on PD for our BOT members. Richard Beechey reported that he feels as a Board, PD is essential for Board development.

**POLICIES:**

**POLICY ON PRIVACY:** This policy is to be deferred to our next meeting as Glen Spurdle will have to report on it.

**TEACHER CLASSROOM RELEASE TIME:** This policy has also been deferred for further discussion.

**CORRESPONDENCE:**

**LISA COUZENS:** Request for maternity leave from 25 October 2017. This leave has been approved. Moved Kim Sloane/Seconded Richard Beechey. Carried unanimously.

Richard Beechey moves that the correspondence be accepted. Carried unanimously.

**Meeting Closed at 8.15 p.m.**

**Meeting Went into Committee at 8.15 p.m.**

**Next Meeting will be held on 19 September 2017 at 6.30 p.m.**

**Signed:**

**Chairperson**

**Dated:**