

## Murrays Bay School Board of Trustees - Meeting Minutes #25

**Date:** 17 February  
**Time:** 7.00pm  
**Location:** Boardroom

Present: Sarah Bridge, Brett Ingold, Angela Bremner, Richard Ellis, Katherine Pascoe

In attendance: John Marwick, Zane Cooper

Meeting opened by Richard Ellis to conduct Chair Elections

### 1. **Administrative Matters**

- |     |                          |                              |
|-----|--------------------------|------------------------------|
| 1.1 | Welcome and apologies    |                              |
| 1.2 | Adoption of Agenda       | <b>Carried Ellis/ Pascoe</b> |
| 1.3 | Confirmation of minutes  | <b>Carried Ellis/ Pascoe</b> |
| 1.4 | Declaration of Interests | <b>None</b>                  |

1.5 Principals delegated authority - Currently \$10.000 Board has approved that this remains as the limited.  
**Carried Bridge/ Ingold**

1.6 Board training for 2014 - Brett and Angela to look at training and decide where to move to next. Revisit next meeting at group training.

Decisions to be made tonight:

- |   |                               |
|---|-------------------------------|
| To Approve the charter  | <b>Done see below</b>         |
| Election of Board Chair Sarah Bridge nominated                    | <b>Carried Pascoe/ Ellis</b>  |
| To approve Twilight festival for 31st of October to be run by PTA | <b>Carried Bridge/ Pascoe</b> |

### 2. **Strategic Goals and Self Review**

2.1 Board Calendar Approved with amendments made.  
Self Review to be conducted as follows:

- |  |                              |
|--|------------------------------|
| Finance NAG 4, Term 2 - Angela and Richard<br>Term 2 - Katherine<br>NAG 6 Term 3 - Kevin and Katherine | <b>Carried Bridge/ Ellis</b> |
| 2.2 Approve Self review approved by BOT  | <b>Carried Ellis /Ingold</b> |

2.3 Approve Charter - The Board are very grateful with the effort that has been put into the charter.  
**Carried by Pascoe/Bridge**

### **3. Finance and Audit**

**3.1 Finance** - Clarify stocktake on current working capital page. What does this refer to and has it been done.  
**Carried Bremner/ Bridge**

**3.2 Cheque Signatories:** John Marwick, Sarah Bridge, Ilse Hindle. Katherine Pascoe has been added as a Cheque Signatory. Angela Bremner to be added.  
**Carried Bridge/ Ingold**

### **Recommendations**

**3.3** The Finance Report for December be approved.  
**Carried Bremner/ Ellis**

### **4. Personnel**

4.1 Personnel Report - taken as read

4.2 Health & Safety Report - taken as read

4.3 Property Report -

PTA will have the plan to repay money for playground by 17th March.

Zane went through the variety of different options for replacing the doors in the hall. This will be a cost on top of the price given by MOE. Zane to investigate further the costing of the doors and see if putting the original doors back in will get us compliance. Information needed to how much it will cost to make the hall compliant. Zane to inform Board of costings and will let Board know by email - rest of report taken as read.

4.4 Community Liaison / PTA - Brett will attend.

4.5 Concurrence -

Sarah moved the Board to approve the concurrence payment for Ken for 2014

**Carried Bridge/ Ingold**

5.1 Correspondence Cathy Munro thank you card shared.

5.2 Pending List / Administration Calendar

a. Cook book - Kevin to provide update

- Price printing /KE
- Cook Book examples to be sort /KE
- Sponsorship /KE

b. End of Year Curriculum reports on website /JM

c. MOE re 5YA (not yet in writing from MOE) / ZC/KP/JM

5.3 Evaluation

**Meeting closed at 9:05pm**

**In compliance with the Government Official Information and Meetings Act 1987, Section 48, Schedule 2A, that the public be excluded from the meeting while we discuss personnel issues.**

**Moved we come out of committee**

**Carried Bridge / Pascoe**