

Woodend School

BOT - Minutes 28th August 2023

Woodend School Staffroom - Time 6.00 pm

Meeting start time: 6.00 pm

Item	Actions
<p>Present: Felicity Johnson, Mark Paterson, Ryan Jory, Andrew Retallick, Brenda Fordyce, Teela Cleghorn, Mike Sands and John McPhail.</p> <p>Apologies: Nil</p> <p>Third Party Interests: Nil</p> <p>Minutes from Previous Meeting: 31/07/2023 were moved by Teela Cleghorn as a true and correct record. Seconded: Ryan Jory Carried.</p> <p>Matters Arising: Nil</p> <p>Principal's Report: The role at Woodend currently stands at 454 students and we are continuing to see further growth in enrolments. Andrew shared information regarding the content of the recent teachers only day. Ryan Jory moved the ratification of the next Teacher Only Day being set for 16th November. Seconded: Brenda Fordyce Carried.</p> <p>Finance: Andrew talked through the financial reporting and explained in more depth the working capital through the CES reporting. He is happy to answer any questions the members have regarding his report.</p>	

Mark Paterson moved the board ratify the tabled CES July financials as tabled, and all payments made during the month of June/July.

Seconded: Andrew Retallick

Carried

Andrew moved the Principal's Report for July be adopted.

Seconded: Mike Sands

Carried.

Personnel:

LSC- I received Annie Easter's resignation letter. Annie plans to retire at the end of the year from her role as Learning Support Coordinator (LSC) to spend more time with her family. She has been in the LSC role and part of Woodend School for the last 4 years. Annie has a wealth of experience, knowledge and expertises in the Learning Support area and will be missed. As Woodend School's first ever LSC she has been an integral part of the identifying, planning and implementation of learning support for all our children. She has been the key support person for students and teachers and has developed a number of systems to make available support easier to access for our learners, and their parents and whānau. We will celebrate Annie's contributions and her services to our school during term 4.

The Learning Support Coordinators position will be advertised at the end of this term and with a 2024 start date.

Staffing 2024- Due to the growth of our school we will be advertising **two new teaching positions for 2024.**

The LSC and 2 teaching positions will be advertised from week 9 term 3, short listing week 2 term 4 and interviews week 3 term 4.

Welcome Kerri into her office manager role week 5 Thursday 17th August

Crystal Weham is back helping out as a teacher aide while Ana is away on leave

Sarah Hendrikx has joined our teaching team as a CRT/release teacher .5 teaching role

Property:

Andrew talked through the tender for the school Roof repairs and replacement.

Andrew reported that the painting was coming along well and the idea was to eventually have some nice murals painted on board which can be screwed to the external walls. This gives the ability to change the murals as and when we wish to with a change of theme or to refresh them when needed.

Approval sought for payment to be made to Alistair of \$32,000 for the Roof painting of the admin block and Block 17 & 18.

Moved: Teela Cleghorn

Seconded: Mike Sands

Carried

Correspondence In:

CES July 2023 Financial Report

Correspondence Out:

Letter to Annie Easter

Letter to Chris Bucknell

General Business:

Logo - Andrew has engaged an external company - Create in Rangiora and Logo emblems should be available by the end of the year.

A discussion was held on the procedures in relation to student stand downs and any information and/or data that can be shared at BOT level. Andrew and Brenda discussed the stand down process and procedures and data collected in regard to behaviors and stand downs. This data will be added into the Principal's report.

Meeting closed: 6.55 pm

Confirmed:  _____

NEXT MEETING: 30th October 2023

BOT Meeting Dates set for 2023: