

Woodend School

# BOT - Minutes 27th March 2023

Woodend School Staffroom - Time 6.00 pm

Meeting start time: 6.00 pm

Item	Actions
<p><b>Present:</b> Mark Paterson, Felicity Johnson, Ryan Jory, Andrew Retallick, Brenda Fordyce, John McPhail, Teela Cleghorn.</p> <p><b>Apologies:</b> Mike Sands</p> <p><b>Third Party Interests:</b> Nil</p> <p><b>Minutes from Previous Meeting:</b> 27/03/2023 were moved by Felicity Johnson as a true and correct record. Seconded: Teela Cleghorn Carried.</p> <p><b>Matters Arising:</b> Following on from the previous meeting where the Student Leaders presented their proposal on changes to the school logo, Andrew reported that he has now engaged with a graphic designer to come up with a sharp cultural logo. Next we will send a survey out to staff and parents for feedback.</p> <p><b>Principal's Report:</b> The focus of the Principal's report this month are the implementation Audits and Reports for Term 1 along with the Policies under review.</p> <p>Andrew, Kirsty and Terrence are doing the Just In Time Maths Professional Development. Looking at a new structure - 80 hours of PD left - terms 1 &amp; 2. They have shared with staff and created a long term plan for the rest of the year. The intention will be making Writing the focus for Terms 3 &amp; 4.</p> <p>Property: The preparation for the painting of the school buildings is likely to start by the end of March, with the painting beginning in the school holidays. The use of a colour consultant helped tie the colour scheme together.</p> <p>Andrew met with MOE and discussed the roofing property projects</p>	

under the 5YA. Plans, quote and timeline will be drawn up.

Guttering - fixing and cleaning. Rod has been working on these tasks and there may be a need to replace some of the guttering in some areas.

Sports Uniform. Generation Homes has offered to be the major sponsor of all the new tops. We are most grateful to this sponsorship.

Research Study around Te Reo:

Andrew Retallick moved the board consent to Mike Crawford taking part in this study.

Seconded: John McPhail

Carried.

Financial Report:

The January / February CES Financial Report was tabled and all payments made during February / March approved.

Moved A. Retallick

Carried.

**School Docs:**

A refresher as to the use of School Docs for the review of policies etc.

Term 1 Policies under review for board members:

Legislation & Admin Policy

Privacy

Official Information Request

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

Seconded: Felicity Johnson

Carried.

**Correspondence In:**

CES Feb/March 2023 Financial Report

**Correspondence Out:**

General Business:

Mark Paterson discussed the vape shop and the many comments received around the community. Mark asked that the Board feed back their thanks to Jasper for his speech which was very well received.

Board Roles and Job Descriptions - all in the folder -

Sunday 30th April - Staff and BOT get together - families and partners invited

Confirmed: \_\_\_\_\_

NEXT MEETING: 22nd May 2023

Chris to send to members....

Members to read over and discuss at next meeting

<p><b>BOT Meeting Dates set for 2023:</b></p> <p>26th June 31st July 28th August 30th October 27th November If needed one to be set in early December</p>	