



	<p>- A temporary solution for the lockdown, rather than using the bells as the alert we will try an air horn and loud hailer. <b>ACTION:</b> Steph to purchase air horn.</p> <p>Paul Hulse recommended that we get a consultant to overview all the health and safety concerns and details we have discovered and come up with a plan rather than attempt several small 'fix it' scenarios.</p> <p><b>Office signage</b></p> <ul style="list-style-type: none"> <li>- \$3787 to do signage as indicated in quote. Some of this we will now hold over until decision about the schools main office entry is decided. Will go ahead with hanging sign outside front of office and the office door signage (near staffroom entry)</li> <li>- Moving of the advertising board in Fisher Ave from current position towards east and pedestrian walkway. Pip will request permission for change of position from Father Peter. <b>ACTION:</b> Pip</li> </ul> <p><b>Jims tagging</b> – final cost \$906.45 We booked and had the tagging completed. We now have a detailed asset list and a test and tag report. 38 I pads: Steph informed that we did not have these all tested as she would like to suggest that we purchase 4 lockable charging cabinets for the junior rooms. I pads would be much safer in this storage system and with this station you only need to test one plug that is the cabinet to wall one.</p> <ul style="list-style-type: none"> <li>- The new ipads the covers are insufficient for the junior classes and we may need to look at replacing some of these to the more hardy covers. TBA</li> <li>- During the test and tag process we learned that all our fire extinguishers are out of date, some by over 10 years. They are also not in each classroom, staffroom, office, library etc some areas have one some have nothing. We will research the requirements from the MoE. <b>ACTION:</b> Kay - will consult with Paul A and Paul H. Purchase a fire extinguishers for each room/area to the value of not more than \$500</li> </ul> <p><b>MOTION from Stephanie:</b> That we purchase the 4 charging cabinets for the ipads we require to the total of \$3000. All in favour. Against Nil carried</p>
7. Learning	<p><b>Principals Report &amp; living faith</b> Discussions:</p> <ul style="list-style-type: none"> <li>- Stephanie spoke to items in her report</li> <li>- Library furniture, suggestion that the student council ask the PTA for the complete set as we want this now.</li> <li>- Change to assembly area for fire drills, now will be on the field.</li> <li>- COL- require letter from the board confirming this position.</li> <li>-</li> </ul> <p><b>Stephanie moved:</b> That the Principal's report be accepted. Seconder: Tracey All in favour Against nil – Carried</p>
8. Financials Bot delegations Financial audit motions	<p>Glenn provided an overview of the first 2 months of the year. Draft annual account for 2018 has been sent to the finance team. Glenn discussed.</p> <p><b>MOTION:</b> That the financial commentary report supplied by Solutions and Services for January and February 2019 be accepted and that the financial reports and statement of costs and services for the month of January and February 2019 are received and held on file and that the total payments in the amount of \$80274.22 (incl GST) are approved.</p> <p><b>MOTION by Glenn:</b> That the draft audited 2018 accounts be approved. <b>Seconded: Tracey All in favour Against nil – Carried</b></p>

9. Proprietors Reps	Discussed in matters arising
10. Student Achievement	Stephanie
11. RAMS procedures - discussion	RAMS: Stephanie wanted to get a guideline on what rams you would like to see at board level. <ul style="list-style-type: none"> <li>- Day trips- Steph's preference would be to have the BoT to approve all trips and RAMS.</li> <li>- Camps – must come to a board in full .</li> </ul>
12. Visions & Values	
13. Discussion on IT requirements	Covered above
14. Property- Paul A	<ul style="list-style-type: none"> <li>- Fire extinguishers – discussion above</li> <li>- Still getting roofer organised.</li> <li>- Payment for 2 fence invoices have come in.</li> <li>- Working bee had a wet day - 140 meters of fence to be sprayed would be \$500.</li> </ul> <p>ACTION: Paul can organise this to happen.</p> <ul style="list-style-type: none"> <li>- Cap park lines – work should be happening shortly on the asphalt and then we can have the bollards and lines work completed.</li> </ul>
15. Health & Safety	<p>Discussion of Friday's lockdown event and how the situation was handled.</p> <ul style="list-style-type: none"> <li>- food for emergencies –food bars that can be changed every year. ACTION: staff</li> <li>- all emergency stores need to be reviewed ie tarps and equipment.</li> </ul> <p>John A thanked Stephanie and staff for their response to the event on Friday</p> <p>Hazard audit has been completed Paul H will send through the requirement list.</p> <ul style="list-style-type: none"> <li>- Copy of cleaning schedule is to be kept on file</li> <li>- Working alone procedure discussed with staff and alarm procedures. ACTION: Steph</li> <li>- Mains switch – this has been thrown twice this year, and children are responsible.</li> </ul> <p>Look at cover – Bec will ask Matt what he would suggest and liaise with Steph.</p> <p>Risk register will now need to be completed by Paul H and Nicole. ACTION: Paul H and Nicole</p> <ul style="list-style-type: none"> <li>- Pedestrian pathway down the side of the church requires sweeping as the leaves are causing slippery surface. ACTION: Steph (john, caretaker schedule)</li> </ul>
16. Communication	<p><b>Newsletter items:</b></p> <ul style="list-style-type: none"> <li>- Safety and lockdown review overview</li> <li>- Elections</li> <li>-</li> <li>-</li> </ul>
17. Principals appraisal	Meeting Margaret Coleman on Friday to begin this process.
18. Correspondence Report	<p><b>Compiled by Pip – circulated taken as read</b> <b>Moved from the chair: that this report is accepted. All in favour Against: nil carried.</b></p> <p>Uniform review sub-committee Tracey, Stephanie, Rebecca</p> <ul style="list-style-type: none"> <li>- Discussion on gender neutral uniform pieces</li> </ul> <p>Long jump Pit</p> <ul style="list-style-type: none"> <li>- Needs to be widened and lengthened to be used as a sandpit. – item for the student council</li> <li>- PTA applying to pub charity for some items on the teachers list.</li> </ul>
19 Policy Reviews School Docs	<ul style="list-style-type: none"> <li>- Alcohol/Drugs &amp; other harmful substances</li> <li>- Legislation and Administration policy</li> </ul>

20. Education/ information feedback on courses	-
21. PTA update	Paul H – said it would be nice to recognise the efforts of the PTA and the fair committee by possibly holding an afternoon tea from the BOT suggest Friday afternoon at 2 or 3pm. ACTION: Paul H will organise.
22. Priorities & agenda items for next meeting	<b>next meeting - Wednesday 8 May</b>

<b>Meeting Closed</b>	There being no further business the meeting closed at 7.40pm
	<p>The Minutes were confirmed as a true and correct record.</p> <p>Signed</p> <p style="text-align: right;">Date:    / 02    /2019</p> <p style="text-align: right;"><b>Chairperson Board of Trustees</b></p>