



Minutes 29th August 2018

Date:	29 th August 2018	Chair:	Mrs Laura Gray
Time:	Open @ 3.30pm	Minutes:	Miss Emily Andrew
Apologies:	Mrs Alison Pinches Rev John Taylor	In Attendance:	Mrs Laura Gray Mrs Triena Hurihanganui Mrs Elizabeth Wildish Mrs Fiona Grierson Miss Emily Andrew Mrs Sandy Regts Mrs Mariana Terrazas Mrs Kelly Whittle Mrs Lara Atkins
Item:	Discussion:	Speaker:	Action/Outcome:
1.	Welcome and Apologies	Mrs Gray	Mrs Gray opened the meeting and welcomed all members.
2.	Correspondence In/Out	Mrs Wildish	- No correspondence
3.	Finance Board		<p>Ms Grierson presented the following reports.</p> <p>Profit and Loss Statement (1st January – 29th August 2018)</p> <p>Assets Statement (29th August 2018)</p> <ul style="list-style-type: none"> - Committed funds have contributed to new sports gear. - The outstanding sum of \$63.60 will be a refunded back to the board, as workers comp had be overpaid. <p>Westpac Bank Statement (School Board Account)</p> <ul style="list-style-type: none"> - Has a balance of \$7,291.52 (29/08/2018) <p>All board funds will be transferred over to Two Rocks Primary School. <i>(This process will happen once the outstanding sum of \$63.60 is credited back to the Board.)</i></p> <p>Minutes Moved: Triena Hurihanganui</p>

Principal: Mrs Elizabeth Wildish



			<p>Seconded: Elizabeth Wildish Carried by all members present.</p>
4.	Finance School	Mrs Wildish	<p>Voluntary Contributions Statement was presented to the board:</p> <ul style="list-style-type: none"> - Mrs Wildish pointed out that payment plans for book, swimming, excursion and incursion are available for parents. - Currently received \$13,402.85 (29/08/18) - Mrs Wildish explained that Parents/Guardians of the student's that have not paid their voluntary contributions receive a statements every term. <p>Operational One Line Budget Statement was presented to the board:</p> <ul style="list-style-type: none"> - Mrs Wildish explained that a maintenance schedule is in place and slowly the school will be getting new chairs and fresh painting to ensure that it is kept in good condition. - Mrs Wildish explained the process in which learning areas at the school get funding, all money allocations get approved by the principal. - Mrs Wildish discussed the amount of money allocated to professional development and how this benefits; upskilling teaching staff. <p><i>School Finance documents the Operational One Line Budget Statement and Voluntary Contributions Statement:</i></p> <p>Minutes Moved: Kelly Whittle Seconded: Mariana Terrazas Carried by all members present.</p> <p>Mrs Wildish extending an invitation to all board member's to attend TRPS Staff Development day where school data is analysed. (20th September 2018)</p>

Principal: Mrs Elizabeth Wildish

			Mrs Wildish asked for catering purposes if board members could kindly RSVP if they would like to attend by Monday of that week.
5.	Board Email Address	Ms Grierson	- No changes
6.	Board Vacancy	Mrs Wildish	<p>With Emily Andrew departing the school board there is a teacher vacancy.</p> <ul style="list-style-type: none"> - There will be a silent vote at the next staff meeting. <p>When the board becomes unincorporated the board will advertise for another parent representative.</p>
7.	Bank West P & C Bank Account	Mrs Pinches <i>(Presented by Emily Andrew in the absence of Mrs Pinches)</i>	<p>Mrs Pinches spoke with Bank West. We cannot close the account as there are no available nominated signatories, but it will auto close in time as it is a \$0 balance and there will be no further activity on the account.</p> <ul style="list-style-type: none"> - Return to sender to be placed on the mail that arrives in relation to the Bank West account.
NEW BUSINESS			
1.	Book List 2019	Mrs Wildish	<p>Mrs Wildish presented the booklists for 2019 to board members. After sighting all board members were happy to endorse the booklists.</p> <p>Motion Moved: Triena Hurihanganui Seconded: Emily Andrew Carried by all members present.</p>
2.	Voluntary Contributions and Charges 2019	Mrs Wildish	<p>Mrs Wildish presented 2019 Charges & Voluntary Contributions Years K-6.</p> <ul style="list-style-type: none"> - The figure of \$500 towards Year 6 camp was highlighted as a large amount, Mrs Wildish explained that over the past few year almost all students have attended camp.

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			<ul style="list-style-type: none"> - The office provides parents with a payment plan option for large expenses. <p>Motion Moved: Mariana Terrazas Seconded: Lara Atkins Carried by all members present.</p>
3.	School Banking	Mrs Pinches (Presented by Emily Andrew in the absence of Mrs Pinches)	Mrs Pinches wanted to inform the board that she had contacted Commonwealth Bank and the funds raised through doing school banking can be credited to Two Rocks Primary School instead of the board.
4.	Mental Health & Wellbeing Procedure	Mrs Wildish	<p>Samantha Wright has taken on the mental health role.</p> <ul style="list-style-type: none"> - This procedure will be presented at the next board meeting. - Mental health is becoming more prevalent.
5.	Thank You	Mrs Gray	Wanted to extend a thank you to Emily Andrew for her tenure on the School Board.
NEXT MEETING: SIGNED:		MEETING CLOSED:	4:20pm
	Mrs Laura Gray	DATE:	

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