



**Board of Trustees Meeting (PAPER MEETING)
15th September 2015 at 5.30pm**

Minute Taker: Cathy Donnelly

Following the last BOT meeting and the ERO Review it was agreed that the Board members meet and share a meal to celebrate the ERO report. Therefore documents were exchanged by email and members invited to vote on motions presented by the Chair.

Apologies for celebration dinner:

Tina Jennen, Sheryl Jenkins, Louise Gawn, Genevieve Denize

Proposal to approve Minutes of 4th August 2015		
Proposed: Peter	Carried all in favour except Cath who abstained as she was not present at previous meeting	

Proposal to accept August/September Principals Report		
Proposed: Peter	Carried unanimously	

Principals Report:

- Questions received by Chair to be answered by Mary

Proposal to accept August/September Hazard Identification Report		
Proposed: Peter	Carried unanimously	

Hazard Report:

- Questions received by Chair to be answered by Mary

Proposal to accept July Financial accounts		
Proposed: Peter	Carried unanimously	

Accident Report:

- Questions received by Chair to be answered by Mary

Matters Arising:

- TECT application for sound equipment had been lodged by Cathy and we were awaiting result of application at the time of meeting.
- ASB School Debit Card – Mary had applied for this
- ERO Report - had been received and accepted by Peter and Mary

- Review of ERO Visit – to be completed by Mary
- STA HR assistance to be declined – to be completed by Mary

Next meeting date: 27th October 2015

Suggested that the next meeting Robert Naumann to be invited and to be run predominantly as a BOT training session.

ACTION LIST:

Subject Area	Item	Name
ERO Review	Mary to complete the review of our ERO inspection	Mary
STA	HR assistance to be declined	Mary
Questions on reports above	Mary to respond to any questions raised by BOT members	Mary
Next Meeting	Robert Naumann to be invited	Peter

Peter F. H. 27.10.15