



"To be the best we can be"

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
26th July 2018
In Staff Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.08

Present: Brad Gibbons (chair), Kaylea Bradshaw, Kevin Cronin, Melissa Dawson, Rhys Finn, Claire Scott, Maiana Waugh and Grant Willis.

Apologies: Helen Brown

In attendance: Theunie Wiid (minute taker), Jenny Lisefski (PFA representative)

1. Welcome, Introductions and Conflicts of interest

Brad welcomed all attendees.

2. Administration

Minutes of the meetings held on the 23rd of May and 27th of June 2018 respectively, were confirmed as true and accurate records.

Moved: Brad Seconded: Kaylea

No conflicts of interest were noted.

3. Action Items from June

- (1) Maiana will follow up at the next H&S committee meeting the progress made to provide relievers with an accessible copy of their class roll to reference in the event of an evacuation – [1.11.17]. Also, a monthly summary of all H&S incidents to be presented to the BOT – [2.3.18].
- (2) Kaylea and Grant are working on updating finance processes and (a) have agreed with the accountants the expectations and timetable for financial reporting, and (b) are working bedding down a process around discussion of transaction/expense line detail at finance sub-committee meetings ahead of BOT meetings – [2.11.17]
- (3) Finance committee to make recommendations for appropriate levels of cash reserves to be maintained and liaise with accountants regarding benchmarks and governance issues for setting and maintaining the reserve. The information and guidance received from the accountants are being worked through [3.11.17]
- (4) Kaylea have contacted the insurers to clarify questions/concerns raised at renewal. Information and suggestions received and recommendation is that these be considered at the next renewal discussions in October.
- (5) Grant to organise a presentation by the new accountants re changes in controls/Xero implementation – September [1.2.18]
- (6) Kevin updated the BOT on progress with the proposed new canteen offering. The options were discussed and Kevin will proceed with EzLunch. Transition being managed with incumbent – [1.4.18]

4. E.O.T.C/H&S procedure update

Karen and Warren have provided drafts of the EOTC and safety management documents. Information provided by the Ministry has been personalised for the school. Kevin to consider appointing an "expert" to oversee these in future (training to be provided). More documentation to be provided for further discussion at the August meeting.

5. Property report

A subcommittee will be formed to help Rhys with property matters (the hall project in particular). Specifically this committee will help with managing and tracking expenditure and sourcing funds as required. A final quote has been received for the hall renovation. The overall project will be broken down into stages and detail worked through by this committee outside of BOT meetings.

Rhys will lead the subcommittee which will consist of Helen, Melissa and Claire. Jenny will follow up regarding a PFA representative.

6. Policy review

Melissa will follow up and share information regarding Operational vs Governance policies.

BOT members to upload the policies they have reviewed to the shared drive. Notes and suggested changes to be peer reviewed and the aim is to resolve these before the next meeting. The goal is to complete two NAGs at each future meeting until all policies are signed off.

7. Principle's report

Two out of zone applications were discussed and considered against Ministry guidelines and school policy. The BOT unanimously accepted Kevin's recommendation that both applications be granted. One application is currently in zone, but as the situation may change. The BOT will follow up and reconsider should this be required at a later date.

A letter from Dan Cooke is noted.

The entire report, as presented, is accepted.

Moved: Kevin Seconded: Brad

8. Financial report

Finances are on track with a small favourable variance to budget currently.

9. BOT structure/offices

Brad reminded the BOT that elections are coming up and asked that they consider their roles and involvement within the structure. A new chair, deputy chair and secretary to be appointed at the next election but consistency is important to ensure the BOT functions optimally.

10. General business

The proposed teachers' strike on the 15th of August could be for a full day if it goes ahead. Kevin and Maiana to check with union leaders the likelihood of this happening and confirm the school's legal position and obligation towards teachers, learners and the community so that appropriate arrangements can be made.

Meeting closed at 9.48 pm.

Date of next meeting: 29th August 2018

A handwritten signature in blue ink, appearing to read "Brad Gibbons".

Brad Gibbons
Chair

Date

24/10/18