



"To be the best we can be"

Minutes of Whangaparaoa Primary BOARD OF TRUSTEES MEETING 27th August 2019 In Staff Room

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting started at 7.09pm

Present: Rhys Finn (chair), Helen Brown, Kevin Cronin, Jenny Lisefski, Maiana McCurdy, Warren Rogers, Claire Scott

Apologies: Andrew Ung

In attendance: Theunie Wiid (minute taker), Jo Kember

1. Welcome and Introductions.

Rhys opened the meeting, confirmed that there are no conflicts and welcomed Jo.

2. Linc-ed

Jo presented an update on the uptake and integration of Linc-ed as a student management and teacher assessment tool. Linc-ed is now being used in a number of areas including:

- Student learning portfolio (live reporting, badges, record of progress, evidence of accomplishment, a window into life at school)
- Student management tool
- Finance
- Communication platform

The recent community survey has highlighted that parents generally are comfortable with using Linc-ed, however the survey has also highlighted a number of issues. Frustration with the formats of the default reports provided by the Linc-ed platform was the main issue raised. This was noted and addressed by:

- Providing reports generated outside of Linc-ed and
- Tutorials for parents and teachers explaining the functions and reporting features of the tool
- Guidelines and professional learning resources for teachers to use the tool more effectively

The survey also indicated that parents want more consistency between teachers in terms of frequency and volume of content posted. To gauge the appropriate level of communication, Jo has been tracking the ratio of teacher communication and parent engagement. Current indications are that the average number of parent engagements are 3.9 visits per term with the average number of posts by teachers at 7.8 per term.

Feedback from teachers have also been generally positive, but teachers have indicated that they would like to see more engagement from parents on the information that they post. Reporting and assessments have always been time consuming tasks but initial concerns around additional workload have been countered by teachers developing their own processes to work efficiently.

Next steps will be to make direct contact with families who have not logged into Linc-ed yet and to develop more tools for teachers to assist them with planning and program delivery. The new version of Linc-ed, due for release in 2020, will hopefully address some of the current concerns and limitations.

Kevin acknowledged Jo's leadership in getting Linc-ed implemented and embedded and Rhys thanked Jo for her work on behalf of the BOT and community.

Jo agreed to make her presentation available to teachers to keep them informed on this topic [1.6.19]

(Jo leaves at 7.40)

3. Administration

3.1 Confirmation of Minutes

Minutes of the meeting held on the 30th of July 2019, confirmed as a true and accurate record with minor adjustmentsⁱ

Moved: Rhys

Seconded: Helen

3.2 Action Items from prior meetings resolved

- (1) The tsunami policy has been updated [1.3.19]
- (2) Dogs-on-school grounds signage has been updated and new signs are up [1.5.19]
- (3) No questions/concerns raised in relations to the BOT handbook. Signed copies of acknowledgements have been filed [2.5.19]
- (4) Rhys has replied to a question about the schedule of delegations currently in place [3.5.19]
- (5) The annual planner has been reviewed and will be updated as a living document [4.5.19]
- (6) The property sub-committee has agreed the funds/grants to apply for [5.5.19] See property report
- (7) Update on 'sabbatical' ideas included in principal's report [6.5.19]
- (8) Term 1 survey results have been reviewed [7.5.19]
- (9) Uniform policy has been reviewed and an escalation process (including a letter from the BOT) has been drafted [8.5.19]. To be communicated in a future newsletter.
- (10) Canon contract to be discussed as part of principal's report [9.5.19]

The BOT section of the website needs to be updated with pictures and bio's for new trustees [2.6.19]

4. Survey review

Two issues were raised in the survey – child safety and e-learning. Although the scores for these two areas are not low, the aim is to address all issues or concerns to ensure wellbeing of all kids and peace of mind of all parents.

Child safety – 86% of respondents indicated that they are not unhappy nor do they feel unsafe. Although the overall score is not concerning, the leadership team would ultimately like to see all children feel safe and happy at school at all times. A further survey has already been done with years 3 to 6 and responses about disruptive behaviour are being monitored - a number of these have been resolved already. The plan is to re-survey later this year to gauge progress.

E-learning – two issues were raised (a) concerns that year 3 and 4 may be too young to start using devices and (b) inconsistency between teachers in how devices are used, specifically how often devices are used and what they are used for.

Feedback from teachers are that year 3's may find using the devices somewhat challenging, however by year 4 (when the curriculum includes devices) they are generally confident using a device.

Kevin reminded the board that using devices is now part of the curriculum and we are living in a digital age. It is therefore important that kids are proficient and comfortable using electronic devices. Concerns have been raised about devices potentially impacting skills like handwriting, however there is also anecdotal evidence to show that it improves handwriting skills. Similarly devices can be a distraction for some kids

but at the same time provide an opportunity to teach kids about discipline and control. Distractions also exist in the absence of devices – the *behaviour* needs to be addressed.

A new digital curriculum is due out in 2020 which may require an increase in the use of devices as part of learning. The challenge is to create a balance between the skills being taught and the tools used, but ultimately it is important for kids to learn the skills they need for everyday life. The school will continue to encourage feedback from its community around these topics and address concerns as they arise.

Rhys acknowledged that the BOT is encouraged that Kevin and the leadership team have already addressed the concerns raised by parents and their commitment to ongoing improvement in these areas.

5. H&S Update

Jenny gave an update on the recent H&S meeting. A report has been uploaded to the drive which includes a summary of drills, recurring incidents and potential hazards.

Work has been completed on improving the evacuation plan in the case of a tsunami. Multiple exit points have been instated to speed up evacuation of the building, but a single gathering point will be maintained.

With the increase in reported measles cases in the Auckland region, the H&S committee have started work on a procedure in the case of a measles outbreak on the Coast [3.6.19] Kevin confirmed that the school will seek and follow advice provided by the ADHB if any cases are to be reported.

6. Maori & Pasifika

Week 8 is language week and preparations are underway for activities during this time. There will be a Kapa Haka performance at Tumaia Festival in collaboration with Silverdale School.

Maiana expanded on the nature and general uptake of cultural activities incorporated into regular learning. It is encouraging to see that the use of more Te Reo has become normalized for both teachers and children. Kevin confirmed that the current plan of activities and events are creating excitement and engagement.

7. Property report

The property report has been uploaded to the shared drive. Although the focus is on the community hall project, a number of everyday projects are also being completed such as the bouldering spaces.

Rhys will suggest to Alex a program of regular review of facilities like toilette blocks to ensure that everything is in working order and maintenance is done regularly [4.6.19].

Helen provided an update on behalf of the hall sub-committee. A number of funds and grants have been identified to apply to for funding of the community hall project. The committee plans to apply to the Pelorus Trust and Lion Foundation in the coming weeks. This proposal was discussed and no objections or concerns noted so the applications will be progressed [5.6.19]

Resolved: The board supports the committee's proposal to apply for funding from both Pelorus Trust and the Lion Foundation in the amount of \$30,000 each. This funding will be used for the community hall project.

Moved: Claire

Seconded: Rhys

Rhys will obtain quotes for the first stage of work to support the applications [6.6.19]

8. Finance report

Warren has met with the accountants. Operationally finances are tracking well compared to budget and last year and no concerns were raised.

Warren will investigate options for tracking the community hall project separately for ease of reporting [7.6.19]

The finance report as tabled is unanimously received and accepted.

9. Principal's report

Further to the report already circulated, Kevin pointed out that additional staff will be required due to an increase in new entrants next term. These staffing costs will be covered by ministry funding.

There is currently a vacancy for a music teacher. Performing arts is a budgeted expense but how the budget is applied will be reconsidered when the new budget is compiled.

Kevin asked for feedback on the recent strategy planning meeting. Feedback from the wider community has been generally positive and encouraging. Kevin will be facilitating meetings with staff around the strategy compilation but plans to also get feedback from the BOT and community once a draft is done. Although the leadership team will draft the strategy, ownership of the strategy remains with the BOT so they will have an opportunity to contribute. The strategy update is due in March 2020 but Kevin will aim have it completed by the end of the current term as this document will drive the 2020 budget.

A camp is planned for Years 5 and 6. No concerns are noted and the board granted its approval of the proposal to go ahead with a combined camp which includes an overnight component for year 6. The relevant documentation and forms will be compiled and circulated once details of the event are finalized.

Moved: Kevin Seconded: Claire

Kevin outlined a number of out of zone applications received. Since the role for term 4 is full and all of these applications are fifth priority applications, the board supports Kevin recommendation to not accept any of the applications.

A teacher previously applied for a full year's leave to pursue an opportunity overseas. The application was approved by the board at the time. Fixed term cover has been arranged and the BOT has no concerns about the arrangement no going ahead so Kevin will confirm the leave approval with the teacher.

Kevin moved that his report be accepted. Unanimously received and accepted.

10. General business

A proposal has been received from Canon for an outdoor LED screen. Kevin has reviewed the pricing of the screen in the context, scope and pricing of the overall contract. The additional cost to cover the screen is nominal and the board supports Kevin suggestion to investigate the proposal further with the view to going ahead with the contract unless any concerns are raised in the final discussions with Canon (such as insurance implications) [8.6.19]

The meeting concluded at 10.22pm

(Theunie leaves)

In committee session followed

Date of next meeting: Wednesday 25th of September 2019 at 7pm.



Rhys Finn
Chair

16/10/19

Date

¹ Amended point 6 – Board portfolios: Maiana's portfolio (included *Curriculum* and changed to *Te Ao*)
Spelling of Lenora's name corrected in 2.1

ACTION ITEMS: (due by next meeting unless otherwise stated)

NO	Month raised	Responsible	Action	Due by
1.6.19	Aug	Jo	Circulate Linc-ed presentation to teachers	ASAP
2.6.19	Aug	All	Provide photos and bio's for update of BOT section of website	Sep
3.6.19	Aug	Jenny	Ruth to draft procedure for containing the spread of communicable diseases (including measles) particularly as it relates to unvaccinated kids and staff and when exclusion would be appropriate	Sep
4.6.19	Aug	Rhys	Schedule of routine inspection and maintenance for Alex	Sep
5.6.19	Aug	Helen/Claire	Lodge funding applications with Pelorus Trust and Lion Foundation	Sep
6.6.19	Aug	Rhys	Obtain quotes to support Pelorus Trust and Lion Foundation funding applications	Sep
7.6.19	Aug	Warren	Investigate options for tracking hall project transactions separate from operational finances	Sep
8.6.19	Aug	Kevin	Get more details re Canon's proposal for outdoor screen	Sep