

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

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.07pm

Present: Melissa Dawson (acting chair), Helen Brown, Kevin Cronin, Rhys Finn, Claire Scott, Maiana Waugh and Grant Willis.

Apologies: Brad Gibbons

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

1. Welcome, Introductions and Conflicts of Interest

Melissa welcomed all attendees. No conflicts were noted.

2. Therapy dog presentation

Nicola had been invited by the BOT to present her case for introducing a therapy dog into her class room. Nicola showed a clip from Fanimals about George, a therapy dog at Gulf Harbour School. Her intention is to replicate this model and she plans to engage the RSPCA and a local vet to help her find a suitable dog. The dog will be a family dog and will receive the appropriate training for its role as a therapy dog.

The BOT supports the idea of introducing a therapy dog and turns it over to Kevin and Nicola to inform the community, consult with them as necessary and progress the project with the aim to start early 2019.

(Nicola leaves the meeting at 7.35 pm)

3. Action Items from August

- (1) Finance related action items [2.11.17] and [1.6.18] have been completed. Finance committee meetings are in place and the monthly report is being circulated.
- (2) An appropriate cash reserve level has been established based on the BOT's risk assessments [3.11.17]
- (3) The accountants will attend the October meeting for a presentation about the Xero implementation and updates in controls [1.2.18]
- (4) FBT related action items [3.3.18] and [2.6.18] have been completed. A Sensitive Expenditure policy will be added to the current framework to cover unusual expenses.
- (5) Risk assessment documentation for the September camps were circulated as requested – [3.8.18].
- (6) Melissa shared details regarding Operations vs Governance policies [3.5.18]
- (7) Acceptable level of out-of-zoners have been confirmed [4.6.18]
- (8) Bayleys Foundation's expectations have been confirmed. BOT recommends against exclusivity [5.6.18]
- (9) Nicola has presented her case for a companion dog. BOT supports the idea [6.6.18]

- (10) Kevin has mentioned in the newsletter concerns about kids on the roofs.
(11) [8.6.18] has been amended to apply to Cathy only

4. Administration

4.1 Confirmation of minutes

Minutes of the meeting held on the 29th of August confirmed as a true and accurate record with an amendment to action item [8.6.18].

Moved: Melissa

Seconded: Claire

5. Finance update

Grant discussed the monthly report as circulated. Results overall continue to track favourably to budget and there are no issues of concern currently.

The BOT unanimously accepts the financial report presented by Grant.

Grant also presented to the BOT his recommendation for an appropriate level of cash reserves to be held. These reserves are intended to be used to meet financial commitments in a case of unexpected/unforeseen expenses not covered by insurance or ministry assistance, to ensure the school remains solvent. Based on analysis of the last seven years of expenditure, Grant recommended a dollar value and deferred it to the BOT for confirmation. A detailed discussion will be held at the October meeting once the BOT had an opportunity to review the draft budget. The reserve amount will then be fixed at the November meeting to allow time for further discussion, if required.

6. Property report

Rhys updated the BOT on current projects and the hall project specifically for which plans are done and some funds raised. He recommends lodging an application for building consent. This will enable the committee to obtain the documentation required to apply for grants and to get firm quotes. The project may have to be staged to match time prescriptions of some grants. Grant suggests a plan-on-a-page summary for the next 2-3 years to track stage gates and related spending is prepared.

The BOT unanimously supports Rhys' recommendation to apply for building consent for the hall refurbishments.

7. Health and safety update

Maiana summarized the report from the H&S committee as circulated before this meeting. The level of detail required at future meetings are confirmed as well as the requirement for an update at every BOT meeting, regardless of whether the H&S committee had a meeting. The focus will be on ACC referred cases and assurance that processes are in place to deal with H&S incidents and reporting of those. Kevin will provide feedback at the October meeting about the extent of reporting at other schools.

Two unplanned evacuations in the last month both went well and documentation for upcoming events are being completed.

8. Policy management system

Claire demonstrates SchoolDocs as a platform for managing policies going forward. It is widely used by other schools. The BOT is in unanimous agreement that this platform provides the structure, updates and prompts for review it requires. Claire will initiate an application and provide an outline of timeframes and other requirements at the October meeting.

9. Principal's report

Seven out-of-zone applications were received from the recent public advertisement. Kevin recommends that all be accepted (one is subject to obtaining more information). The BOT accepts Kevin recommendation and delegates to him the decision on the incomplete application once the relevant information is received.

Feedback from those who attended the Learning Celebrations has been very positive, but a question was raised about the timeslots. Kevin reiterates that it is about finding a balance between later slots to suit parents and keeping it reasonable for teaching staff.

Kevin provided feedback on the Bailey's Foundation offer for donations in exchange for advertising. They will not be given exclusivity for advertising through the school and limits will need to be considered for any such advertising in future.

The BOT approves a subscription to the Principal's Advisory and Support Scheme. The scheme provides support for Kevin in the event of a dispute between himself, in his capacity as principal of this school, and any third party.

Preparations for the Y6 camp are underway and as part of these preparations Warren will complete the appropriate EOTC forms and submit them for BOT approval no later than the November meeting.

The school is a signatory to the Code of Practice for International Students. Kevin has completed the documentation (self-review template). The BOT have been made aware of the requirements of the review process and all those present have sighted the documentation to be submitted.

In committee session commenced at 9.39 pm (Theunie and Jenny left the meeting)

Date of next meeting: 31st October 2018

PP 

Melissa Dawson
(Acting) Chair

Date

2/11/18