



*"To be the best we can be"*

**Minutes of Whangaparaoa Primary  
BOARD OF TRUSTEES MEETING  
29<sup>th</sup> October 2019  
In Staff Room**

**Welcome/Introductions/Apologies/Conflicts of Interest**

Meeting started at 6.05pm

Present: Rhys Finn (chair), Helen Brown (arrived 6.15pm), Kevin Cronin, Jenny Lisefski, Maiana McCurdy, Warren Rogers, Claire Scott (arrived 7.05pm), Andrew Ung (arrived 7.39pm)

Apologies: None

In attendance: Theunie Wiid (minute taker)

**1. Welcome and Introductions.**

Rhys opened the meeting and confirmed that there were no conflicts of interest.

**2. Administration**

**2.1 Confirmation of minutes**

Minutes of the meeting held on the 16<sup>th</sup> of October 2019 confirmed.

Moved: Rhys

Seconded: Kevin

**2.2 Action Items from prior meetings resolved**

- (1) Claire has replied to email re dog policy [1.7.19]
- (2) Rhys has replied to letter re devices [2.7.19]
- (3) Document about donations has been circulated [3.7.19]
- (4) Kevin has sent RAMS forms for Y6 camp [4.7.19]
- (5) Gifts for Emma, Baylee and Claire done [5.7.19]
- (6) Kevin has confirmed that an insurance claim is not possible for the water leak damage [6.7.19]

(Helen arrives at 6.15pm)

**3. Review**

**3.1 Education outside the classroom – policy**

This policy has been reviewed and signed off with no concerns raised. The community will be invited via the next newsletter to comment on this policy. Once feedback has been collated, updates (if any) will be considered.

### **3.2 Sun protection - policy**

The sun protection policy has been reviewed. Noted that hat options to be replaced with 'uniform hat' [1.7.19]. Kevin will confirm with Jane that sunscreen is provided in new classes [2.7.19]. The discussion is to be continued about lunch breaks over solar noon and the process for making edits, once Claire joins the meeting (See 8.1)

### **3.3 E-learning – policy**

Discussion deferred. (See 8.2)

## **4. Health & Safety Update**

Jenny submitted her complete report via the shared drive. The earthquake and tsunami evacuation drills from outside went well but the H&S committee will be reviewing the options for exiting the school grounds from this position. Jenny to follow up with Ruth about a procedure in SchoolDoc for evacuations. The finalized procedure is still to be uploaded [3.7.19] Further drills from outside starting position to follow.

No recurring incidents to report.

## **5. Maori and Pasifika**

Maiana reported that the Fiafia evening went well and the celebration was well received. Kevin concurred that the event was impressive. Feedback from the community was that they were particularly impressed by the high standard of performances and enjoyed the event very much.

Helen will coordinate with Claire to acknowledge and thank the Tuakana group on behalf of the BOT [4.7.19]

## **6. Property Report**

### **6.1 Hall**

Helen presented a brief overview of the hall sub-committee's report. The committee recently met with a professional fund raiser and the PFE chair for guidance and they are making good progress on formulating a fundraising strategy. A few different fundraising options are being considered including a list of people to approach for donations. Potential donors will be contacted in coordination with the PFE to avoid duplication.

### **6.2 Working bee**

Rhys suggested that the BOT get involved in a maintenance project via a working bee. Rhys and Kevin to discuss this further to decide on a suitable project and date for the work to be done [5.7.19]

The PFA dinner is planned for the 5<sup>th</sup> December. Rhys to book the venue and Jenny will let the PFA know [6.7.19]

(Claire arrives at 7.05pm)

## **7. Finance Report**

Warren summarized the finance report he circulated via the shared drive. The YTD position is ahead of budget and there are no major variances. Overall the financial position is healthy and no concerns are noted.

The BOT collectively reconfirmed their commitment to regularly reviewing and actively managing the working capital reserve with the accountants.

The 2020 budget to be discussed as part of the principal's report.

## **8. Review (discussion continued)**

### **8.1 Sun protection policy**

Claire clarified the process for editing SchoolDocs policies. The sun protection policy will be updated as discussed in 3.2. This policy is up for community review and further updates will be considered once community feedback has been collected and collated.

(Andrew arrives 7.39pm)

### **8.2 e-Learning - policy**

The e-Learning meeting will take place on the 7<sup>th</sup> of November. The main topics raised for discussion will be the management of screen time and potential for access to inappropriate content. Concerns raised by the parent community are noted and earnestly considered.

(Andrew arrives 7.39m)

Following a robust discussion the BOT unanimously confirmed their support of the school's current approach of integrating devices into learning activities within a framework that both safe guards students and also enables them the best access to a curriculum that incorporates e-Learning. This includes supporting the school's policy of no unsupervised use of devices, no access before/after school and during break times (unless in a club) and allowing teachers to determine the appropriate amount of screen time to accomplish set learning activities. Internet access will continue to be monitored and appropriate security protocols employed to prevent inappropriate content from being accessible while at school.

As parents and parent representatives the trustees are committed to their governance role and as such the BOT will exercise duty and care to ensure that learning objectives are met while also ensuring the cyber safety of the students. The BOT will communicate the community concerns to Mark and request a report for review (tentatively once a term) that highlights any security concerns and preventative action taken; security exceptions and remedial action taken. Kevin will follow this request up with Mark [7.7.19]

## **9. Principal's report**

Kevin gave an overview of the strategic plan as it currently stands. The ORCA values provide a foundation for the plan that had its origins in the 'Imagine if' initiative of two years ago. The focus of this year's iteration is to review what has been accomplished and what to prioritise next to embed the ORCA culture. The format for the current review is somewhat different to last year's. The top ten themes have been identified in a RASCI matrix which will be refined and finalized early 2020. All staff members had an opportunity for input and their contributions have been incorporated.

The BOT will contribute on behalf of the parent community. All to read the draft documents in the shared drive and bring questions and concerns to the November meeting [8.7.19] Rhys encouraged trustees to use the trusteeship manual as a guide for doing this review. Trustees are invited to record their comments on the draft documents so that concerns can be addressed and discussed before the meeting which will help expedite the signing off process of both documents. Kevin will share copies of the survey results, the latest ERO report and copies of the Review presentations in the drive as supporting documents [9.7.19] Trustees are also encouraged to also consider any feedback received during the course of the year which may have an impact on the strategic plan or the annual plan particularly as it relates to the role of Choice, Agency and Authenticity in hands on learning.

Y6 RAMS forms are unanimously accepted by the BOT with questions and concerns addressed, discussed and resolved.

(Short break to take group photo)

The regular Principal's report was shared in the drive and covers staffing requirements, funding, challenges, expectations and implications for 2020 as discussed and reflected in the budget.

The Budget 2020 was submitted to the shared drive for review. Kevin elaborated on the drivers of this budget, the risks considered and the major variances compared to last year. The board identified an opportunity for donations to be increased. Jenny to investigate potential parameters and pitfalls and present a case for adjusting donations at the next meeting [10.7.19]

The BOT challenged a line item for professional development in the budget and asked Kevin to prepare a proposal to address the specific concerns raised in terms of the message, value, cover and implications of an opportunity for a number of staff members to attend an event in Australia. The amount allowed for this event will remain in the budget, but the allocation will be confirmed once Kevin's proposal has been considered [11.7.19]

The overall budget is profit/loss neutral.

Warren to reconcile the YTD Actuals and Forecast to Budget 2020 comparatives [12.7.19]. All to review the budget for approval next time. Rhys checked and confirms that everyone is familiar and happy with process.

The meeting concluded at 11.50 pm

Date of next meeting: Tuesday 26<sup>th</sup> November 2019 at 7.00pm



Rhys Finn  
Chair

Date 25/11/19