

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
23rd August 2017
In Staff Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.03pm

Present: Donna Skyrme (chair), Kevin Cronin, Grant Willis, Kaylea Bradshaw, Claire Scott, Maiana Waugh, Debra Brewer,

In attendance: Barbara Taylor, Gordie Palmer, Theunie Wiid (minute taker), Sam Princeton (PFA representative), student group presenting the Adventure Playground proposal (Adam, Connor, Daniel, Jack, Jack and Jesse) and their parents/caregivers.

Apologies: Brad Gibbons, Rhys Finn, Warren Steel.

1. Adventure Playground presentation

The students took the BOT through a PowerPoint presentation outlining the options they considered for the adventure playground (Luke vs Jenny's proposals). They outlined how the project started and evolved, the stakeholders and contributors, the design options considered and the pros and cons of each of the options.

They also answered questions from the audience about warranty considerations, the proposed location of the playground and their learnings from being involved in the project.

Kevin summarised the process and the contribution of the student group in the selection process.

Debra thanked the students on behalf of the BOT for their presentation.

The students and their parents/caregivers left the meeting at 7.25pm.

(Kevin asked for permission to record the presentation at the start and the students agreed unanimously. Kaylea recorded the presentation on her phone).

2. Administration

2.1 Confirmation of minutes

Minutes of the meeting held on the 23rd May 2017, as circulated, is confirmed as a true and correct record.

Moved: Donna Seconded: Grant

2.2 Correspondence

No correspondence to discuss.

3. Annual planner

3.1 Appraisal clarification

Gordie gave a short presentation to explain the teacher appraisal process. She explained the pathways to registration for individual teachers as well the requirements to maintain registration and the school's approach to supporting teachers through the various stages of the process.

Gordie and Kevin addressed questions from the BOT regarding the school's approach to different performance ratings and the general timeline followed. They also explained how teachers' salaries are set and that it is separate from the appraisal process entirely.

Gordie left the meeting at 7.58pm

3.2 Scorecards – Maths

Barbara gave an update on the work her team has been doing. Thanks to funding from the PFA all classrooms are now resourced for number concepts but will need future top-ups. She explained that there is a general move away from textbooks and number knowledge is being incorporated into classwork, rather than keeping it separate. This approach is delivering positive results.

Barbara also gave a rundown of the tools currently and previously employed as well as the performance of various cohorts and additional work being done to support them.

4. Sub-Committee reports

4.1 Finance

Grant requested that the action items from the previous meeting be carried forward and confirmed that Kaylea will be involved in future finance reporting to the BOT. The finance sub-committee will meet before BOT meetings going forward to discuss the detailed accounts and governance matters. On a high level, the accounts are in good shape.

Kaylea suggested that the budgeting process for the next financial year should start soon. A draft budget will help the PFA to plan their fundraising efforts, particularly around larger projects, which will help streamline communication to parents and recruiting helpers.

Kevin explained the contributions received from international students and the school's approach to accepting them.

Donna acknowledged the school's approach to being more transparent regarding finances than in the past.

4.2 Health and Safety

Claire and Debra gave a verbal update on scheduled drills, particularly as those related to potential fires and intruders. They confirmed that all classrooms are adequately equipped to for teachers to deal with these situations.

4.3 Property

The main focus at the moment is the demolition site that needs to be resurfaced. Kevin outlined quotes received for both concrete and turf options. A hard surface is preferred for the longer term, but either of these will be a significant investment.

BOT members offered more options but suggested that Kevin involve some students to make a proposal, as was done with the Adventure Playground.

5. Principal's report

Kevin provided an updated on the current student role and teacher requirements.

5.1 New vision poster

Kevin presented draft designs for the new vision poster. Feedback from the BOT will be passed on to the designer to incorporate into the initial graphic design.

5.2 Cohort entry

A reading had been circulated before the meeting about research done into earlier school entry. This is still under review by the Ministry and the school has been in contact with early childhood centers in the area for their input.

Kevin confirmed that the research is being considered and input from impacted teachers will be taken into account before any changes are made to the school's current policies. Input from parents will also be obtained once the school has formulated a draft approach. Feedback obtained to be presented and discussed at the next meeting.

5.3 2018 and beyond

Kevin provided a summary of feedback received from recent brainstorming sessions. Students and teachers were given an opportunity to workshop a number of aspirational ideas and how those may relate to the future strategic direction of the school. Inspiration was taken from the recent Team NZ win in Bermuda.

Input may also be obtained from the wider community to be incorporated. The consolidated feedback will underpin future strategy setting.

5.4 Stakeholder review process and reports

Feedback on the stakeholder review process and results will be given to parents at the meeting next week. The aim is to remind parents that the community is being extensively consulted. Due to the very diverse nature of the feedback received, not all suggestions can be practically implemented, but all feedback is recorded and considered in decision-making. Feedback received to date has been positive and confirms support from the wider community.

Kevin reminds the BOT that the current process is for any suggestions for change received from the parent community to be put to the BOT for consideration before decisions are made to either implement or disregard these.

The BOT suggested that the results from the current survey be circulated before the meeting on the 31st to allow for considered feedback from parents.

6. General Business

6.1 Cross Country

Kevin informs the BOT that the waterslide will not be part of the cross country course this season due to safety concerns. It has been replaced with an obstacle course.

6.2 PFA representation at BOT meetings going forward

The chair confirms that a PFA representative will attend BOT meetings going forward.

Sam and Barbara left the meeting at 10.22pm

7. In-committee session

Kevin led the in-committee session.

Meeting closed at 10.40pm

Date of next meeting: Wednesday 27 September 2017

Donna Skyrme
Chair

Date

27/10/17

BP

Brad Gill