

Minutes of Whangaparaoa Primary  
BOARD OF TRUSTEES MEETING  
28<sup>th</sup> March 2018  
In Staff Room

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

Meeting opened at 7.05pm

Present: Brad Gibbons (chair), Kevin Cronin, Grant Willis, Maiana Waugh, Rhys Finn, Kaylea Bradshaw, Claire Scott (arrived 7.55), Helen Brown and Melissa Dawson.

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

**1. Welcome, Introductions and Conflicts of interest**

Brad welcomed all attendees and introduced the two new board members, Helen and Melissa. Noted that the one month of consultation with the community, as required for new appointments, has now lapsed and no objections were received during this period.

No conflicts of interest noted.

**2. Leader of learning update**

Kevin introduced and welcomed Jo Kember.

Jo outlined her role as part of the school staff and community of learning (COL). She explained the concept of the newly introduced learning hub as a resource for teaching staff and the COL. Jo will focus on the concept of Learning to Learn (learning behaviours/habits) and a framework for learning in term one. In term two the focus will change to Performance arts.

In terms of the COL, work to date has revolved around defining the team and their roles, key drivers (teacher effectiveness, hauora and transitions). Coaching training to support teachers' goals and personal development, future funding and change managers to achieve the goals of the COL going forward will be addressed throughout the remainder of this year.

(Claire arrived at 7.55pm)

Jo also discussed the implementation and imbedding of Linc-Ed as a reporting tool. BOT members were given a demonstration of the different views (for teachers and parents), shown how it could/should be used and its benefits in the context of progression based learning. The introduction of Linc-Ed will require that teachers adapt the assessment process they currently follow.

A presentation will be given to parents in April and at the time they will be asked for feedback. Although the change to an online system may present challenges for some, the benefits of real time reporting should outweigh these potential challenges. Parent-teacher meetings will continue and these will provide an opportunity for parents to discuss concerns about the changes. Parents' expectations regarding the frequency of updates

and potential changes to the layout of the dashboard will be addressed once feedback is obtained. Parents will also be provided with context around teachers' expectations and comments in the system.

Jo and Warren left at 8.45pm

### **3. Administration**

Minutes of the meeting held on the 21<sup>st</sup> of February 2018, confirmed as a true and correct record.

Moved: Brad

Seconded: Rhys

No conflicts of interest to note.

#### **3.1 Action Items from February**

- (1) Maiana to work with H&S committee to provide relievers with an accessible copy of their class roll to reference in the event of an evacuation – WIP [1.11.17]
- (2) Kaylea to update finance process by (a) setting expectations with new accountants around deliverables and the timetable for these, (b) discussion of transaction/expense line detail at finance sub-committee meetings ahead of BOT meetings – WIP [2.11.17]
- (3) Finance committee to make recommendations for appropriate levels of cash reserves to be maintained going forward and liaise with accountants regarding benchmarks and governance issues for setting and maintaining the reserve – May [3.11.17]
- (4) Brad to summarise ERO report and devise a plan for inclusion in all future meeting documents - done [4.11.17]
- (5) Grant to draft management responses to issues raised in BDO audit report – Grant read out his draft response. Unanimously accepted [5.11.17]
- (6) Kaylea to contact insurers to clarify questions/concerns raised at renewal and report back to BOT – May [6.11.17]
- (7) NZSTA attendance will be discussed at the April meeting [1.1.18]
- (8) Brad thanked all those who helped with the BBQ at the Gala [2.1.18]
- (9) New appointments, notices and announcements done [3.1.18]
- (10) Policy groupings will be completed once new members are allocated portfolios. Helen and Melissa will let Kevin know their preferences for portfolios (suggestions are funding and grants, PR, H&S, property, enviro-matters) [4.1.18]
- (11) 2018 Planner finalised [5.1.18]
- (12) Morning tea will be arranged for term 2 [6.1.18]

#### **3.2 Correspondence**

None to discuss

### **4. Principle's report**

Kevin presented the BOT with an infographic designed around Manly beach and depicting the strategic plan and vision for the school under these headings:

- Learning vision (connect, empower, challenge)
- ORCA values
- Curriculum
- Local landmarks

Kevin attended the PFA review meeting after the Gala. The process and timing of the Gala was discussed and recommendations are being considered for changing the date of the next Gala. Kevin expressed his gratitude for the contribution made the PFA, not only in financial terms but also the commitment and dedication shown by its members and helpers in the lead up to the event.

The annual plan, outlining the six strategic goals, action plans, key dates and progress to date has been submitted to the Ministry. This is an annual requirement. Progress will be updated every other BOT meeting. Brad acknowledged the progress made in the compilation of the plan and particularly in making it a collaborative effort.

The full report, as presented and discussed, is accepted.

#### 5. Property update

Rhys confirmed that a project manager has been engaged for the hall project.

The BOT recognize the financial contribution received from the Ministry of 1/3 (\$100k at the current estimate) of the project cost. The BOT acknowledge that they are required to contribute the remaining 2/3 (at actual cost) over the next five years.

The BOT further recognize that changes had to be made to the property plan signed off in 2017 due to changes planned for L-Block that could not progress.

Grant suggested that a five year capex plan should be compiled so that these costs can be budgeted and funding/fundraising efforts coordinated accordingly.

#### 6. Financials

Grant reported that the first finance committee meeting has taken place. The February report was presented by the accountants and results are on-track. The Xero implementation is still underway, but progressing well. Reporting enhancements previously discussed, has been requested.

The reserve buffer, also previously discussed, is yet to be determined. The finance committee will aim to resolve this in time for the BOT meeting in May.

Grant will arrange with the accountants to make a presentation to the BOT to address any potential concerns about changes in controls following the implementation of Xero and changing to a new accounting firm [1.2.18]

Brad suggests a token to acknowledge Susan for her efforts in the Xero implementation [2.2.18]

Meeting concluded at 9.58pm

Date of next meeting: 16<sup>th</sup> May at 7.00pm

  
Brad Gibbons  
Chair

Date

9/5/18

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

NO	Month	Responsible	Action	Due by
1.11.17	Nov	Maiana	Work with H&S committee to provide relievers with an accessible copy of their class roll to reference in the event of an evacuation	May
2.11.17	Nov	Kaylea	Update finance process by (a) setting expectations with new accountants around deliverables and the timetable for these, (b) discussion of transaction/expense line detail at finance sub-committee meetings ahead of BOT meetings	May
3.11.17	Nov	Kaylea	Finance committee to make recommendations for appropriate levels of cash reserves to be maintained going forward and liaise with accountants regarding benchmarks and governance issues for setting and maintaining the reserve	May
6.11.17	Nov	Kaylea	Contact insurers to clarify questions/concerns	May

			raised at renewal	
1.1.18	Feb	Brad	NZSTA AGM attendance to be discussed	May
4.1.18	Feb	Brad/Kevin	Group policies and allocate to members by portfolio for their review and comments	May
6.1.18	Feb	Maiana Kevin	Update staff on BOT discussions Get Karen to allocate morning tea slot	Ongoing Term 2
1.2.18	Mar	Grant	Organise presentation by accountants re changes in controls/Xero implementation	Jun
2.2.18	Mar	Brad	Recognition for Susan	May