



"To be the best we can be"

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
27th June 2018
In Ground floor Meeting Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 6.39pm

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

Apologies: Claire Scott

In attendance: Theunie Wiid (minute taker), Jenny Lisefski (PFA representative), Gordie Palmer (Deputy principal)

1. Welcome, Introductions and Conflicts of interest

Brad welcomed all attendees and introduced Gordie Palmer to new BOT members. The primary objective of this meeting will be to receive an overview of Gordie's role within the school.

2. Administration

Admin tasks including approval of the minutes of the meeting held on the 23rd of May 2018 and actions items arising from previous meetings were deferred to the next meeting.

3. Deputy principal's report

Gordie currently looks after three main areas being (a) special needs coordinator (SENCO), (b) Tikanga, Te Reo and Te Ao Maori and (c) appraiser and support for teachers towards maintaining practice certification.

Gordie provided an overview of each of these areas and the stakeholders involved.

She highlighted the needs addressed in her role as support coordinator, the agencies and support groups she liaises with and funding challenges and opportunities available. The approach is to ensure relationships between those in need of assistance and support agencies remain transparent, evidence based and focused on supporting all kids, their families/caregivers and the teachers.

Gordie provides support in all matters Maori as and when required. This includes coordinating Kapa Haka and Poi, weekly Whakatauki, Powhiris and integrating Te Reo into all areas of the curriculum and daily conversation.

In the third aspect of her role Gordie provides support to teachers in keeping practicing certifications current. This includes support with the framework, goals and guidelines, attestation, recordkeeping, PD, coaching and mentoring and linking all of those to the strategy of the school.

The BOT unanimously acknowledged and thanked Gordie for the work she does. In return Gordie thanked the BOT for the regular tokens of appreciation they provide to the teaching community.

Gordie and Jenny leaves the meeting at 7.34pm

4. Principal's report

Kevin provided feedback on the results of the recent canteen survey. The survey was prompted by new food standards and potential Health and Safety issues. Three main areas of concern were identified. They are lack of healthy food options, price and online ordering.

Taking into account the constraints of the current facilities several options were considered and the appointment of a catering provider is being explored as the preferred option. Ideally this option will result in an upgrade of the facilities, new menu and online ordering, waste reduction and reasonably priced food options. Contractual and financial issues will be carefully considered to ensure a mutually beneficial outcome and minimise impacts on the current budget. Kaylea offers to assist in interviews and negotiations with potential providers. [1.4.18]

Kevin confirms the principal's and annual reports have been updated and sent.

5. General business

Applications for leave have been received from two teachers. Kevin outlined the requirements and implications of each application. Ministry guidelines and the financial impacts of each application were considered.

The BOT unanimously supports Kevin's recommendation that both applications be approved.

In committee session commenced 8.07 pm (Theunie left the meeting)

In committee session and the meeting concluded at 8.35pm

Date of next meeting: July 26th



Chair BRAD GIBBONS

Date 19/8/18