

Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
23rd May 2018
In Staff Room

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.05pm

Present: Brad Gibbons (chair), Kevin Cronin, Grant Willis, Kaylea Bradshaw, Claire Scott, Helen Brown and Melissa Dawson.

Apologies: Maiana Waugh, Rhys Finn

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

1. Welcome, Introductions and Conflicts of interest

Brad welcomed all attendees and introduced Jenny as PFA representative.

2. Administration

Minutes of the meeting held on the 28th of March 2018, were confirmed as a true and accurate record.

Moved: Brad Seconded: Grant

No conflicts of interest were noted.

3.1 Action Items from March

- (1) Maiana is still working with the 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 and Grant are working on updating finance processes 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 – remains 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 – to be finalised after EOFY [3.11.17]
- (4) Kaylea to contact insurers to clarify questions/concerns raised at renewal and report back to BOT – WIP [6.11.17]
- (5) Policies have been allocated for review and updates – the process is underway [4.1.18]
- (6) Maiana to update staff on BOT discussions in her role as teacher representative – this will be ongoing [6.1.18]
- (7) Grant to organise a presentation by the new accountants re changes in controls/Xero implementation – after EOFY [1.2.18]
- (8) Brad to organise a token of recognition for Susan – after EOFY [2.2.18]

3.2 Correspondence

- (1) A letter was received regarding the Final Banking Staffing Usage (ministry allocation of staff budgeted vs usage). No overs/unders were noted. This is a credit to Susan for managing the position well.

- (2) Out of zone application – The applicable criteria were considered and discussed. Kevin recommended that the application be approved and no objections were raised.

Moved: Kevin

Seconded: Brad

3. Health and Safety report

Maiana submitted the H&S report prior to the meeting. Fire and tsunami drills were carried out in the week prior to this meeting. Overall both drills were handled well and procedures followed.

It is suggested that the current policy is updated to include a "base" location when communications are sent regarding drills requiring evacuation. Kevin to investigate feasibility and potential implications of disclosing a specific location.

Maiana to review a comment made in her report that only serious (i.e. hospitalised) cases are recorded. All injuries should be recorded and this is currently being done.

4. Property update

Brad confirms that he has signed the 5YA document and thanked Alex and Rhys for their contributions.

The new playground is being well used and it is good to see the community engagement.

A request has been received from a neighbour for a financial contribution towards a fence they erected between the school and their property. The benefits of making such a contribution were discussed and the BOT recommendation is for a full and final contribution of \$1,500 (all inclusive).

Moved: Kevin

Seconded: Claire

The hall project is now at pricing stage. Going forward Helen will assist Rhys in property matters.

Claire updated the BOT re an ILE upgrades meeting she attended. The potential global benefits of ILE's were discussed and the impact it may have on future ways of working and preparing kids for the future.

5. Principal's report

Jenny, Helen and Melissa provided feedback on the Touch Base meetings. A few LincEd challenges were noted, but it was particularly beneficial having Jo available to provide LincEd support and resolve issues straight after the meetings. It would be good to have LincEd available as an App in the future.

The process around welcoming new families may need to be reconsidered. Although a lot of time is being invested in the process currently, it is not entirely efficient. Transfers between schools are particularly problematic and transition documentation specifically can be improved.

Orientation meetings should ideally include representatives from both the PFA and BOT. The PFA have started work on a project around class representatives. They are working with teachers and parents to establish requirements. Jenny and Helen volunteered to lend assistance with the project, if required.

A canteen survey will be going out soon to clarify the impact of new food handling regulations and H&S compliance in general. Any changes required should not result in a financial hit, but many require a rethink of suppliers and their offerings. The canteen is currently self-funding and ideally should remain so. Decisions will be made once the data from the survey has been received back and analysed.

New entrant teacher applications are being received and worked through.

The detailed report, as tabled, was discussed and unanimously accepted.

6. Finance report

Grant reported that both income and expenses are on track. A decline in the roll is being offset by PFA donations exceeding budget.

The financials which are due for submission on 31/05/2017 will be late, but Grant is working with the accountants and auditors to establish a timetable so that the process can be better managed going forward. The financials will go to the Finance committee before being sent to Brad and Kevin for approval – this is expected to happen in June and ideally the signed financials will be tabled to the BOT soon after.

The Xero implementation has been bedded down but familiarisation is ongoing. Improvements to report formats are being worked through.

7. Policy reviews

Policies have been allocated out to BOT members to review and recommend changes or updates. Marked up versions of the reviewed policies to be uploaded to the shared drive for all to review.

Proposed changes to policies will be reviewed at future meetings as time allows and until all policies have been updated.

The existing policy framework will be reviewed with the NAG policies in mind – are they complimentary/duplicates? What is the relationship?

The staff policy (3.1) will be reviewed at the June meeting if time allows. Brad will contact Donna for guidance regarding review of the policy framework on the shared drive.

8. General business

Jenny asks for a BOT representative to join the PFA. This role will be shared by Kaylea, Claire and Melissa going forward.

A token of thanks will be arranged for retiring PFA members at the next meeting.

In committee session commenced 8.45pm (Jenny and Theunie left)

In committee session and meeting closed at 9.40pm

Date of next meeting: 27th June at 6.30pm. PFA to join at 7.30pm



Chair BRAD GIBBONS

Date 19/8/18

