



"To be the best we can be"

Minutes of Whangaparaoa Primary

BOARD OF TRUSTEES MEETING

21st February 2018

In Staff Room

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.10pm

Present: Brad Gibbons (chair), Kevin Cronin, Grant Willis (arrived 7.32pm), Maiana Waugh, Rhys Finn, Kaylea Bradshaw, Claire Scott.

In attendance: Theunie Wiid (minute taker)

1. Appointment of Chair

Kevin facilitated the process of appointing the BOT chair. Brad was unanimously nominated and agreed to resume the role for 2018. Secretary and Treasurer appointments deferred until Grant arrives.

2. Administration

1.1 Confirmation of minutes

Minutes of the meeting held on the 13th December 2017, confirmed as a true and correct record.

Moved: Brad Seconded: Rhys

No conflicts of interest to note.

1.2 Action Items from December

- (1) Ongoing review and update of policy folder – was mentioned in the BDO audit report and a review cycle will be scheduled for 2018. To be discussed further under general business [99.99.17]
- (2) 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 – carried forward as there has not been another H&S committee meeting yet [1.11.17]
- (3) 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 – carried forward [2.11.17]

- (4) 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 – carried forward [3.11.17]
- (5) Brad to summarise ERO report and devise a plan for inclusion in all future meeting documents - carried forward [4.11.17]
- (6) Kevin to review and update timing of updates to parents in the event of a lockdown as currently published on the website – confirmed as updated to 30 minutes (Karen Adams tasked with publishing updates in such an event).
- (7) Grant to draft management responses to issues raised in BDO audit report – carried forward [5.11.17]
- (8) Kaylea to contact insurers to clarify questions/concerns raised at renewal and report back to BOT – carried forward [6.11.17]

1.3 Correspondence

- (1) The NZSTA AGM will take place in Rotorua in July. Attendance to be discussed at the April meeting [1.1.18]
- (2) A teachers' union meeting is coming up. The purpose of the meeting is to discuss the collective contract negotiation and will be planned in such a way to cause minimal disruption to school activities.

2. Principal's report

Kevin referred the BOT to an out-of-zone application received. Given the current role and the family's longstanding history with the school, the application is confirmed.

Troy's replacement, Alex, has started and is settling into this role. Applications for Learning Assistants are also being reviewed currently.

The first COL meeting for 2018 has taken place and collaboration between the four local schools re-confirmed. The leadership team has also attended a two day coaching course.

The current drop in role has been noted, but is not a concern as it is not due to any systemic issues and is in line with the Ministry's short/medium term projections for the area.

The Gala is planned for Sunday 18th March. As in previous years, the BOT has been asked to run the BBQ. Brad will circulate a list to confirm volunteers and compile a roster [2.1.18]

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

3. Property update

Rhys confirmed that the current projects are progressing well.

Grant arrived 7.32pm

4. Board vacancies

The BOT collectively recognized the high caliber of candidates that have applied for the two current vacancies. All applications were analysed against the board's current skills gap analysis. After careful consideration and a robust discussion, Helen Brown and Melissa Dawson were appointed, subject to their acceptance.

Brad will contact all applicants to thank them for their interest and to reaffirm that the current BOT would like to keep in contact should any co-opt roles become available. Unsuccessful applicants will also be encouraged to re-apply at the next voting cycle in mid-2019.

A notice will be placed in the local newspaper and the new appointments will also be announced in the next newsletter [3.1.18]

The BOT unanimously agrees to retain the status quo in terms the secretary and treasurer roles. Karen Adams will continue to assist with secretarial matters while Kaylea (supported by Grant) will continue to take the lead on financial matters.

5. Update credit card approval list

The departures of Barbara and Troy respectively necessitates that the credit cards in circulation be updated as follows:

Whangaparaoa school BOT states approval for a new credit card in the name of Joanne Kember for \$800 and approval for a new card in the name of Alex Hanna for \$600. Cards previously held by Barbara and Troy have been cancelled.

6. General business

6.1 Policy review process

The latest audit report recommended that a more rigorous process be implemented to review and update the policy folder. To achieve this, the current policies will be grouped by topic (Kevin to facilitate) and allocated to BOT members according their portfolios. Policies will be reviewed (and updated) individually before referred back to the BOT for approval [4.1.18]

Moved: Brad Seconded: Rhys

6.2 Draft planner

Brad has compiled and circulated a draft planner for 2018 BOT meetings, activities and deadlines. Kevin to confirm the deadlines listed. All BOT members are to review the planner and raise any concerns or omissions before the next meeting [5.1.18]

To keep staff informed of BOT decisions, the following actions will be taken:

- (1) Brad will add to the 2018 planner two events (one each in the first half and second half) to update staff face-to-face (format to be agreed)
- (2) Maiana, as staff representative, will provide ongoing updates, as and when required
- (3) Kevin to organise for the BOT to get on the roster for Friday morning teas [6.1.18]

Meeting concluded at 9.03pm

Date of next meeting: 28th March 2018 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	March
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	March
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
4.11.17	Nov	Brad	Summarise ERO report and devise a plan for inclusion in all future meeting documents	March
5.11.17	Nov	Grant	Draft management responses to issues raised in BDO audit report	March
6.11.17	Nov	Kaylea	Contact insurers to clarify questions/concerns raised at renewal	May
1.1.18	Jan	Brad	NZSTA AGM attendance to be discussed	May
2.1.18	Jan	Brad	Brad to circulate a list to confirm volunteers and compile a roster for Gala BBQ	March
3.1.18	Jan	Brad	Follow up board applications, place notice in local paper and announce appointments in newsletter	Feb-Mar
4.1.18	Jan	Kevin/Karen	Group policies and allocate to members by portfolio for their review and comments	March
5.1.18	Jan	All	Review draft planner	March
6.1.18	Jan	Brad Maiana Kevin	Update planner for 2 staff catch ups Update staff on BOT discussions Get Karen to allocate morning tea slot	March Ongoing ASAP