

Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
31st October 2018
In Staff Room

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.04pm

Present: Brad Gibbons (Chair), Helen Brown, Melissa Dawson, Kevin Cronin, Rhys Finn, Maiana Waugh (arrived 7.15) and Grant Willis.

Apologies: Claire Scott

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

1. Welcome and Introductions.

Brad welcomed all attendees and introduced Jo.

2. Million Dreams

Jo had been invited by the BOT to present her vision for the Million Dreams project. Jo showed a short video she compiled and directed the BOT to a website for more information about the project, funding, application forms, criteria and expectations for applicants. It is Jo's intention that funds will be raised from community organisations and sponsors as well as entrepreneurial efforts of the kids. She envisages that a committee (Dream Weavers) will evaluate applications and grant funding requests. The committee will be made up of members of the community, BOT and PFA.

Jo asked the BOT to participate in a survey to provide feedback on aspects of the proposal (https://docs.google.com/document/d/17auH-lfAqX7qRwWE0pxVhOET2_9sCzJdPx-VVonMt58/edit?usp=sharing). [1.8.18]

The BOT supports the concept in principle. Sustainability, scale, governance and ongoing support from a leadership team will be required, but the BOT unanimously encouraged Jo to explore the concept further.

(Jo leaves the meeting at 7.45 pm)

3. Administration

3.1 Confirmation of minutes

Minutes of the meeting held on the 26th of September confirmed as a true and accurate record.

Moved: Brad

Seconded: Melissa

3.2 Correspondence

A written complaint was received about the school hats being too expensive. As part of its annual due diligence the school will approach the incumbent supplier to review pricing. Effective from the start of 2019 the aim will be to sell the hats at a breakeven price. The BOT unanimously supports a price adjustment. Kevin will communicate the approach and outcome to parents before the end of the school year [2.8.18]

4. Action Items from September resolved

- (1) Cash reserve range has been confirmed based on working capital requirements per FY19 budget [3.11.17]
- (2) Insurance review has been completed for the renewal. Grant will update the insurers ASAP. The BOT confirmed property cover at \$1mil [6.11.17]
- (3) SchoolDocs have been implemented and default policies have been reviewed and updated as appropriate. These reviews and updates have been submitted to the provider. Once confirmation is received of the updates the final documents will be subject to a final review and sign off [4.5.18], [6.7.18]
- (4) Million Dollar presentation has been completed [6.6.18]
- (5) Claire has organized a token of recognition for Cathy iro work with international students [8.6.18]
- (6) A sensitive expenditure policy has been added via SchoolDocs [1.7.18]
- (7) Building consent application for hall refurb has been lodged [4.7.18]
- (8) Helen has completed a plan-on-page for the property projects [5.7.18]
- (9) EOTC forms for EoY camps have been completed and saved in the shared drive. BOT to review and comment by 16/11/2018 [7.7.18]

5. Property report

Rhys indicated that he will be providing detailed updates at alternative meetings going forward. The next detailed report being due at the November meeting.

All the property related projects are progressing as expected. Helen has compiled a plan-on-a-page – the timeline in this document can be used for funding applications. The consent application for the hall project has been submitted. There is some work planned for the December holidays.

The next newsletter will include an update on the extent of the planned collaborative teaching environments. A future meeting is also planned where Kevin will present the concept to parents and address any questions or concerns they may have.

6. Health and safety update

Maiana presented a summary of the report she had previously circulated via the shared drive. A number of recurring incidents around the playground are being investigated and addressed. A successful earthquake drill was completed on National Shakeout Day and a small fire at the disco was dealt with safely and effectively. The safety plan is currently being reviewed and updated particularly as it relates to BBQs.

Concern has been raised about EOTC forms being cumbersome and time consuming. The BOT acknowledged the concerns but also the importance of completing the detailed risk assessments for every event. The expectation is that these forms will become less cumbersome over time as they become more familiar and embedded as part of the planning process.

7. Principal's report

Five out of zone applications have been received. Kevin met with all the families and recommended that all five applications be accepted. After considering the circumstances of each application as well as the school's policy and ministry guidelines, the BOT accepted Kevin's recommendation.

Kevin shared with the BOT a summary of the current pay parity dispute between primary teachers and the ministry, particularly as it relates to SENCO. A teachers' strike is planned for Monday 12th November. The BOT are in agreement that the school will be closed on that day and requested that Kevin notify parents in the next newsletter [3.8.18]

The strategic plan and draft budget for 2019 have been circulated. Kevin explained his approach in terms of staffing as well as the main sources of revenue and major expenditure. The drivers are generally the same as those of the current financial year and significant variances were discussed.

Grant explained the context of the variances to the current financial performance. The draft budget has been reviewed by the accountants and is endorsed by Grant. Potential risks have been considered and discussed and Grant is satisfied that the budget version presented for approval represents a realistic and considered view.

It is resolved that the 2019 budget is approved subject to a potential adjustment which will be considered in the in-committee part of this meeting.

Moved: Grant

Seconded: Brad

A number of events are planned for November and December (community evening, prize giving, Christmas on the Green and a presentation about collaborative learning environments). Kevin asked the BOT for their support and involvement at these events.

Kevin moved that his report in its entirety be accepted. Seconded by Helen.

8. Finance update

A summary of the year-to-date financial position has been circulated. It was decided in the September meeting that the level of the cash reserve would be based on the approved budget for 2019. Based on the approved budget, Grant recommended that a cash reserve be maintained in line with working capital requirements. The reserve will be monitored and reported on monthly in 2019. [5.8.18] . Should the reserve fall below the floor limit, the matter will be referred to the finance committee to determine appropriate action.

The BOT is in unanimously agreement on the range proposed by Grant.

9. General business

In committee session commenced at 9.39 pm (Theunie and Jenny left the meeting)

Date of next meeting: Thursday 29th November 2018 at 7pm. This will be the last formal meeting for 2018.



Brad Gibson
Chair

Date

4/2/19

Brad Gibbons

