



"To be the best we can be"

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
Wednesday 22nd March 2017
In Staff Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.15pm

Present: Kevin Cronin, Brad Gibbons (chair), Grant Willis, Kaylea Bradshaw, Claire Scott, Maiana Waugh, Rhys Finn, Deb Brewer (arrived later)

In attendance: Warren Steel, Gordie Palmer, Barbara Taylor, Mark Shearer (speaking rights extended to all)

Visitor: Theunie Wiid

Apologies: Donna Skyrme

Brad opened the meeting, welcomed attendees and introduced visitors (as listed above). A special welcome was extended to Maiana Waugh as staff representative (BOT guidelines handed over).

1. Administration

1.1. Confirmation of minutes

Brad moved that the minutes of the previous meeting, as circulated, be approved as a true and correct record of the meeting.

Moved: Brad

Seconded: Kevin

1.2. Correspondence

General info received from Ministry of Education and STA

2. Student progress and achievement

2.1. eLearning

Mark presented an update on progress made by the eLearning team as well as an overview of the annual plan for eLearning.

- Good deal on Chromebooks from JB hifi to be maintained, but funding may be required in future (to maximize long term benefits)
- Review of the student management system may be required – concerns raised about limitations when reporting in bulk/consolidated format

- Need to keep an eye on future developments in the eLearning space to benefit from what works/does not work. Responding to a question from Brad, Mark replied that this will be via following blogs, whitepapers and other relevant research.
- Providing appropriate support to all user groups will require ongoing focus and a variety of tools such as tailored workshops and audio/video clips are being developed.
- In terms of security, a new (superior) solution has been implemented allowing teachers to monitor what students can access via a dashboard. They have the ability to close screens and push sites. In terms of physical security the plan is to have lockable cabinets in all classrooms in future. Warren has sourced cabinets but not all keys are available yet.
- Mark to keep up consultation with community (particularly parents) and will share relevant information regularly. Unofficial feedback received suggests that the kids are engaged and embracing the application of eLearning, rather than just using the devices
 - eLearning community update planned for Term 2

2.2 Maths

Barbara provided a Maths update and stressed that the focus is not so much on setting targets per se, but looking closely at what underpins the data.

- There are concerns about year 3 students' progress so Barbara will be working closely with year 2 and 3 teachers to ensure that student are receiving the support they need before they move to year 4.
- For Maori and other priority learners need to ensure accelerated learning through the use of targeted programs and providing the necessary resources and support to teachers. Workshops are planned to provide teachers with capability/knowledge required
- Focus also on accurate data collection and not making judgements on the results of just one test, but rather access over a few terms.
- Schoolwide overview of maths underway
- Review done of resources available to teachers – appears to not be a problem, but work is being done with teachers to ensure they have all the resources they need and know how to best use it
- Not buying textbooks this year, but rather looking at integrating applications. Maths should be seen as cool and parents are being engaged via newsletter to give them ideas/skills to support their kids but also change their perceptions about what is useful/appropriate for their kids to know at each stage. Workshops planned to extend support.
- More robust assessment timeline and tools needed going forward. Devices are helping with this.

2.3 Reading

Gordie and Warren provided an overview. 2016 assessment data around reading was reviewed to identify and size potential gaps. Maori students are doing very well and Pacifica achievement is ahead of expectation.

- It appears that issues in early years are subsequently resolved
- Readiness could be a problem and anecdotal feedback suggests that below par oral skills later impedes reading. ESOL students also potentially impacted by cultural differences.
- Focus should be on reading as opposed to writing.
- Emphasis has moved from remedial to acceleration.
- Various resources considered and being trialed to support teachers (Quick60, RTLIT, Rainbow reading online, Book club , Lexie/Core5)

- Options to extend the proficient students – making sure that resources (chapter books) are available. Comprehension being worked on, but still a challenge. .
- Midyear reports will be an indication if the program is on track. Regular reviews are being undertaken in meantime.

Grant asked how curriculum coaches proposed to report back to BOT on their detailed plans, i.e. are there interim reports planned to update the BOT on progress before the end of school year? Suggested that executive summaries be provided ongoing with detailed feedback in June review.

3. Principal's report

3.1. Writing

Review will be presented at a future meeting

3.2. Property

Feedback asked from parents re playgrounds, halls and finishing class rooms

3.3. Camp

A few questions still being considered such as whether year 5's should be included in year 6 camp

3.4. Community funding

Offers received from 3 families to contribute to a community fund. Issues regarding confidentially raised by Kayle: Should consider how the process can be made as transparent as possible while maintaining confidentially. Suggestion is that someone from the community should be approached to make objective selections. Currently investigating options for appropriate structure and governance framework.

Kevin confirms that he is happy for Kaylee to proceed with investigations and report back to BOT with suggestions. Offers from potential donors have been acknowledged, but no donations accepted. They have been informed that the process is being formalised first. Amounts are likely to be small (around \$100) so the process should be kept simple and "cheap" to administer, but clear measures are needed to safeguard the BOT – it is important to keep these monies separate from general funds.

Kaylea to work with Kevin to agree guidelines for management and distribution of funds

3.5. Playgrounds

A comprehensive review may be required, but early indications are that one playground is in need of an upgrade to ensure that it is safe and entirely usable; the other is likely to be discontinued.

Grant asks if Troy's (grounds person) report is a liability report from a H&S point of view. Kevin confirms that while it is not a liability report, the school will act on risks identified. Risks are constantly being minimised.

Grant suggests that Troy's report be submitted to the BOT so that the scope and content can be properly considered and addressed. Kevin suggests that property;

finance and H&S committees are involved in making proposals in this regard before the BOT meeting. Grant agrees that committee meetings provide the appropriate forum for discussion before BOT makes decisions.

Grant asks if Troy's accident has been recorded in the H&S register and whether the contributing factors (i.e. inappropriate foot wear) were addressed. Kevin confirms that the accident was recorded and practicalities versus enforcing compliance have been addressed.

H&S training has been provided to key personnel and identified risks have been addressed, but policies and frameworks need review (Grant and Kaylea).

3.6. Recruitment

All schools in Auckland are currently being impacted by a shortage of skilled teachers in the region. Currently recruiting two positions and hopefully suitable candidates have now been found.

3.7. Appraiser

Have been meeting with appraiser and exchanging ideas. Focus is on building relationships. Will do 360 review later this year.

3.8. Budget update

Financial position is healthy, but cashflow may be tight temporarily due to timing difference in when monies are paid out (contractors) and funding received from Ministry. Donations are behind LY but ahead of expectation. On track compared to budget.

Brad reported that a letter and small gift had been sent to everyone who helped with the one-stop-shop. Will do the same for the PFA gala.

Grant to liaise with Roger and provide detailed YTD position for the May 23rd BOT meeting

3.9. COL update

Vision statement and values have been agreed. Aim is to enable all learners to continually achieve their best. Still working out how it will work over the course of the year particularly with regards to using knowledgeable staff members. A plan needs to be developed before WGP can fully contribute. COL info has been given to staff, but it does not impact on them yet.

3.10. Reporting to parents proposal

There is currently a gap between the start of the year and end of term 2 with parent/teacher interviews in term 3 only. Ideally there should be something in between. The aim is to develop an event that is a celebration of learning where students are given the opportunity to share with parents what they are learning. Teachers will be available to support them but not lead the session. The proposal is being discussed at team leader level so that relevant changes can be made before details are discussed with other staff members.

4. General Business

Kaylea mentions feedback from other parents that the bullying policy is not easy to find via the website. She suggested that the policy should be reviewed (perhaps annually) and a procedure put in place to notify parents if an incident had been dealt with. Teachers should be clear on what to do.

Brad reminded the meeting that all policies are on a review schedule and are being worked through systematically. All policies are available on the website and in hard copy, but the bullying policy is part of the Staff Management policy and therefore perhaps hard to find. Guidance is provided to parents in newsletters. Kevin will review to see how hard it is to find this particular policy.

Date of next meeting: 23 May 2017, 7pm in the staffroom

Meeting closed at 10:20pm

A handwritten signature in black ink, which appears to read 'Brad Gibbons', followed by the date '24/5/17'.

Brad Gibbons
BOT Chairperson

ACTION ITEMS:

1. Ongoing and in progress: Review and update of policy folder
 - 23 May ongoing
2. Consider using cabinets Warren sourced for devices as opportunity for publicity (photo/short article)
 - No further action is required
3. Gordie: coordinate appeal for unused books that may be appropriate to add to the collection being made available to students keen on reading
 - No further action is required
4. Kaylea: proposal for appropriate structure and governance framework for community funding
 - 23 May a proposal was presented - Item closed
5. Kevin: Make Troy's report available to BOT to consider potential risks in terms of H&S requirements
 - 23 May Kevin to provide report and recommendations to the BOT due 28 June
6. Grant/Kevin: to present Budget report for the YTD April position at May 23rd BOT meeting
 - 23 May Reports presented by Grant - Item closed
7. Kevin: Get Karen to organise H&S meetings before BOT meetings
 - 23 May - No further action required
8. All: Policies and framework re H&S risks and training to be reviewed. H&S should be an agenda item at all future BOT meetings
 - H & S will be included in all future agenda's
9. Kevin: Review how hard it is to locate the "bullying policy" via the website
 - 23 May Ongoing