



"To be the best we can be"

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
29th August 2018
In Staff Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.37pm

Present: Brad Gibbons (chair), Kaylea Bradshaw, Helen Brown, Kevin Cronin, Melissa Dawson, Rhys Finn (arrived 8.15pm), Claire Scott, Maiana Waugh and Grant Willis.

Apologies: none

In attendance: Theunie Wiid (minute taker)

1. Welcome, Introductions and Conflicts of interest

Brad welcomed all attendees. No conflicts were noted.

2. Administration

2.1 Confirmation of minutes

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

Moved: Brad Seconded: Claire

2.2 Correspondence

Two out of zone applications were received. The BOT considered each of the applications against the ministry guidelines and school policies. Both applications were approved on Kevin's recommendation.

3. Action Items from July

- (1) Maiana has completed the action items assigned to the H&S committee – [1.11.17] and [2.3.18].
- (2) Kaylea and Grant are working on updating finance processes and (a) have agreed with the accountants the expectations and timetable for financial reporting, and (b) are working bedding down a process around discussion of transaction/expense line detail at finance sub-committee meetings ahead of BOT meetings – [2.11.17]. Kevin will request earlier reporting from Michael.
- (3) Warren has been appointed as EOTC expert [1.5.18]
- (4) Jenny will on the property committee representing the PFA going forward and will look after funding matters [2.5.18]

4. Finance update

The monthly report is to be saved in the shared drive before BOT meetings going forward. In summary, finances continue to trend favourably with both income and expenses trending somewhat higher than budget. Working capital is forecasted to be lower than budget, but still at an acceptable level.

The BOT unanimously accepts the financial report presented by Grant.

5. Principal's report

Kevin recommends a token of thanks for Cathy on behalf of the BOT for the work done with international students. Claire volunteers to action this request.

The new canteen provider is doing well and issues raised are being addressed by them.

Kevin relays a proposal for BDO to audit the school's financial and governance reports for the next three years. The BOT unanimously accepted the proposal.

A proposal was received from a local real estate agency to make a donation to the school for houses sold in the school zone. Kevin will clarify with them their expectation regarding reciprocity and report back to the BOT at the next meeting.

Notification of a trespass notice was received from the police. Two people were trespassed for causing damage to school grounds over a weekend recently.

A teacher has asked for permission to introduce a therapy dog into her classroom. The BOT requests a presentation by this teacher at a future meeting so that they can obtain all the relevant facts to make an informed decision. Kevin will arrange for a presentation.

A request for support has also been received from a teacher for a Million Dreams project. The goal of this project will be to provide learners the opportunity to apply for funding to develop their talent and experiences by supporting activities that may otherwise be out of their reach. These areas will not be strictly defined and can include anything where someone has shown exceptional talent. The aim is for this fund to be self-sustaining and an applications committee will be appointed to review and award funding.

The BOT requests a presentation from this teacher also before they make a decision regarding future support of the project.

Recent COL focus has been on transitions and improving the experience for those involved, particularly for those with either special needs or high talent.

Kevin also noted that he has received no feedback from the community about the teachers' strike in early August.

The BOT unanimously accepts Kevin's report as presented.

6. H&S update

A copy of the last H&S committee meeting minutes has been saved to the BOT's folder.

Maiana confirms that the incident register has been reviewed and the only recurring issues appear to be around the swings in the playground. The H&S committee will be monitoring these issues [2.3.18].

Concerns have been raised about children on the roofs of the school buildings over weekends. Kevin has been in touch with parents about this and will also mention it in the newsletter.

A first aid course was attended over the school holidays and it was considered whether a trained first aider should be part of every school outing. Consensus was that this requirement

should form part of the risk assessment document completed for each trip and decided at that point.

A recent fire drill (during assembly) went well and a lockdown drill went exceptionally well.

The reliever pack has been updated to include additional copies of the roll to address the issue of relievers not being able to access the electronic roll in the case of an emergency [1.11.17]. The BOT accepts this solution.

The BOT considered the level of H&S reporting required for future meetings. It is agreed that an update on H&S issues will be provided at each BOT meeting regardless if an H&S committee meeting took place. A summary of the incidence register will be provided for the BOT's review at each meeting. This summary will indicate the number of incidents and details of any outliers as deemed appropriate by the H&S committee. Details of recurring sickness will be reported as necessary.

7. Property update

Rhys has no details to discuss regarding the property projects currently underway, but assures the BOT that there are no issues of concern. He will provide a detailed update at the next meeting.

8. General business

Kevin reminded the BOT that a public advert will be placed in September about out of zone applications relating to 2019. The BOT request that Kevin update them at the next meeting regarding ministry guidelines around the level of out-of-zoners the school can accept.

Kaylea signals that she will be resigning before the next round of elections due to a work transfer.

Meeting closed at 9.58 pm.

Date of next meeting: 26th September 2018



Brad Gibbons
Chair

Date

23/10/18

