



"To be the best we can be"

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
30th July 2019
In Staff Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting started at 7.10pm

Present: Rhys Finn (chair), Helen Brown, Kevin Cronin, Jenny Lisefski, Maiana McCurdy, Warren Rogers, Claire Scott, Andrew Ung

In attendance: Theunie Wiid (minute taker), Gordie Palmer, Lenora Skinner

1. Welcome and Introductions.

Rhys opened the meeting and introduced Gordie and Lenora.

2. Te Ao resources, Teachers appraisals and SENCO update

2.1 Engaging with Te Ao Maori

Lenora shared her background and the scope of her role within the school which centers on providing guidelines for the practice of Te Ao for teachers (motto, mission, values and vision). She covered the main areas of her involvement being:

- Accountability for practice – teachers code of professional responsibility
- Visibility – Te Reo Maori and Tikanga Maori
- Support for teachers with guidelines and minimum recommendations by year level. This is achieved by providing resources to meet the demands of each year. Resources from a variety of sources are available to supplement lesson plans.
- Tikanga collaborations with other schools
- Going forward the hope is to also include activities to engage the wider community by providing opportunities for participation in traditional and new festivities.

Kevin acknowledged the value of Lenore's work in this area and thanked her on behalf of the BOT and teachers.

2.2 Teacher appraisal process

Gordie outlined the teacher appraisal and certification process for new board members. Compliance with the Code of Standards set by the Teaching Council is a minimum requirement for all teachers. To gain and retain certification there is a process of continuing professional development (CPD) including a requirement to provide evidence of skills acquired in a particular period.

Regular activities and professional learning opportunities are provided to support teachers with CPD and a personal teacher inquiry for every teacher is encouraged to address individual areas of interest/development. The onus is on the teacher to ensure that CPD requirements are met and that their certification remains current, but progress is reviewed by appraisers and reports are submitted to Kevin.

2.3 SENCO update

Gordie provided an update on the work she does as Special Education Needs Coordinator. Several agencies are engaged to support kids, parents and teachers when learning and behavioural concerns are identified. Although some of the services are funded by the Ministry, the school has to arrange funding for others. This adds to the administrative burden of the role.

Gordie gave an overview of the current list of agencies and the nature of the support services provided by each agency, the costs involved, funding sources and the number of kids requiring each service.

Rhys and Kevin acknowledged the complexity and demands of the work Gordie does in this space and thanked her on behalf of the BOT and school community.

(Gordie and Lenore left at 8.23pm)

3. Administration

3.1 Confirmation of Minutes

Minutes of the meetings held on the 22nd of May and 26th of June 2019 respectively, confirmed as a true and accurate record.

Moved: Claire

Seconded: Helen

4. Action Items from prior meetings resolved

- (1) Cash reserve tracking no longer required [5.8.18]
- (2) Policy review feedback received from H&S committee [2.2.19]
- (3) Annual review of lock down buckets completed [5.2.19]
- (4) Inclusion policy follow up completed and Emergency policy printed resolved [1.3.19 partially completed]
- (5) Policy review and changes to staff completed [2.3.19]
- (6) Appraiser catch up done [3.3.19]
- (7) Project manager found for Community Hall Project [4.3.19]
- (8) Presentation of funding costs for applications resolved [5.3.19]
- (9) Hall usability review completed [6.3.19]
- (10) Community survey feedback done [7.3.19]
- (11) Board portfolios being address in 6 below [1.4.19]
- (12) Gift presented to LT [2.4.19]

5. Correspondence

A letter has been received from a parent pointing out that the policy regarding dogs on school grounds is inconsistent with the current signage. The inconsistency relates to the times that dogs are not allowed on school grounds.

Unanimous agreement is that the exclusion times should be from 7.30am to 6.00pm daily on school days as stated in the policy. Rhys will review current signage with Alex and have the signs updated as required. Consideration will also be given to the current placement of signs and whether more signs are required [1.5.19]

6. BOT portfolios

Portfolios are confirmed as follows:

Rhys – Chair and Property

Helen – Duty Chair and Hall Community Project

Claire – Personnel, Hall Community Project, Policy Review

Warren – Finance

Andrew – Review

Jenny – Health & Safety (Due to the scope and complexity of this portfolio Kevin recommended webinars on the main aspects of H&S)

Maiana – Staff Rep and Te Ao Maori

Rhys handed out hard copies of the ministry guide which outlines responsibilities and expectations. All trustees returned signed copies of acknowledgement of their appointment. Rhys also referred trustees to the handbook for clarification of their respective portfolios as well as the expectations for each role and trusteeship generally.

It is expected that trustees will review the sections relevant to their portfolios and raise questions/issues at the next meeting [2.5.19]

Kevin and Rhys signed the schedule of delegations as principal and chair respectively. This document was recently reviewed and updated and no further changes are currently required. It is considered unanimously approved, unless any objections are raised within 7 days, in which case it will be revisited [3.5.19]

The annual plan dates are provisionally locked in. The planner is available for review in the shared drive and Rhys asked trustees to review the planner to (a) familiarize themselves with upcoming events and meeting dates and (b) signal any updates or changes that may be required [4.5.19]

A request to move the next meeting to the 27th of August is unanimously agreed.

7. Property Report

Rhys provided an update on the progress of the community hall project. Helen and Claire also updated the BOT on funding/grant applications being considered. Hall users have been approached for feedback on current usage and future usability of the hall space and they are also working on compiling the supporting documents required for earmarked funding and grant applications.

Helen outlined the funding milestones for the remainder of the calendar year. The approach will be to raise the initial 33% contribution through smaller funds and grants before more substantial applications are done. The property sub-committee met with the PFA to provide them with details of the current progress and likely future expectations. The challenge will be to manage the timings of the building work and funding applications so that they sufficient align. Detailed quotes and firm estimations need to be obtained to support the applications.

The first grant application is planned for September and Helen and Claire plan to meet before the next scheduled BOT meeting to agree the funds/grants to apply to [5.5.19]. The property sub-committee will also aim to finalise their future meeting dates before the next BOT meeting.

8. Principal's report

The principal's report was distributed via the shared drive. Kevin provided an outline and clarification on roles being advertised.

A question was raised around the management of feedback received from associate teachers. Kevin confirmed that feedback was encouraged and that any concerns raised by associates are escalated and dealt with by the appointed liaison (currently that is Gordie).

Parent meetings are scheduled for August and Kevin plans to share some of the ideas spurred by school visits and reflection during his sabbatical. He hopes to get some feedback from different teacher groups and the community and will provide an update the BOT at the next meeting [6.5.19]

Kevin requested that feedback received via the term 1 survey be explored in depth over the next few meetings. He is particularly keen on board feedback regarding areas where concerns were raised and major subject areas. He plans to incorporate BOT feedback in future newsletters [7.5.19]. Linc-Ed will be explored in the August meeting.

Kevin confirmed that the survey response rate was exceptionally high which is indicative of an engaged community which is encouraging.

(Helen left at 9.55pm)

A concern around enforcement of the uniform policy has been escalated to the BOT. The issue is that around 5% of kids are not wearing the correct foot ware. The uniform policy was decided by the community, but under board direction the school has to enforce it since abiding by the rules is a condition of enrolment. Rhys and Claire will investigate the options available to the BOT and report back at the August meeting [8.5.19]

The school is considering a new display screen outside. Kevin asked for assistance in reviewing the contract. Andrew agreed to assist [9.5.19]

A question was raised around the potential impact on the school from the upcoming principals' strike in August. Kevin confirmed that the school will not be impacted.

The principal's report, as circulated and presented, is received and accepted unanimously.

9. Finance report

Warren will provide a finance update at the August meeting, after meeting with Kevin and the accountants.

The meeting concluded at 10.22pm

Date of next meeting: Tuesday 27th of August 2019 at 7pm.



Rhys Finn
Chair

Date

ACTION ITEMS: (due by next meeting unless otherwise stated)

NO	Month raised	Responsible	Action	Due by
1.3.19	May	Claire	Submit Tsunami policy as part of the policy review process	Aug
1.5.19	Jul	Rhys	Follow up with Alex re dogs-on-school-grounds signage (update?) Consider whether more signage is required.	Aug
2.5.19	Jul	All	Review relevant sections of BOT handbook and raise questions/issues (if any) for discussion at the August meeting	Aug
3.5.19	Jul	All	Notify Rhys if any concerns about the schedule of delegations	ASAP
4.5.19	Jul	All	Review Annual Planner in the shared drive and notify Rhys of any concerns/changes required	ASAP
5.5.19	Jul	Helen/ Claire	Agree funds/grants to apply to for CHP. Property subcommittee to agree future meeting dates	Aug
6.5.19	Jul	Kevin	Provide an update on feedback received regarding "sabbatical ideas"	Aug
7.5.19	Jul	All	Review Term 1 survey with the view to providing feedback on areas of concern for inclusion in future newsletters	Aug
8.5.19	Jul	Rhys/Claire	Explore options for dealing with breaches of the uniform policy	Aug
9.5.19	Jul	Andrew	Review Canon contract with Kevin	Aug

