



"To be the best we can be"

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
26th June 2019
In Staff Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.02pm

Present: Rhys Finn, Helen Brown, Kevin Cronin, Jenny Lisefski, Warren Rogers, Andrew Ung, Maiana McCurdy (arrived 7.30pm)

Apologies: Claire Scott

In attendance: Theunie Wiid (minute taker), Warren Frogley (PFA representative), Warren Steele, Gordie Palmer, Jo Kember, Melanie Hogg (Learning Community Leader). Outgoing trustees (arrived 7.30pm): Brad Gibbons, Melissa Dawson, Grant Willis.

1. Welcome and Introductions.

Kevin declared the meeting open, welcomed all attendees and congratulated the newly elected trustees on their appointments. Attendees introduced themselves and Kevin provided a summary of his leadership team's individual roles and contributions.

2. Administration

2.1 Election of officers

Kevin explained the process of election and the list of nominations received before the meeting.

Chair – Rhys was nominated for the role of Chair by Claire – seconded by Helen. No objections were raised from the floor and Rhys accepted the role.

Rhys elected for Kevin to continue running this meeting as Chair.

Deputy chair – Helen was nominated for the role of Deputy Chair by Claire – seconded by Rhys. No objections were raised from the floor and Helen accepted the role.

Kevin explained the nature and duties of the remaining portfolios and invited expressions of interest to be sent to himself and Rhys before the next meeting. The portfolios are Curriculum, Review, Property, Personnel, Finance, Health and Safety, Other (including legislative matters). After allocation of portfolios it will be decided whether the role of Secretary to the Board will be filled [1.4.19]

Kevin reminded all trustees that a board role is a big responsibility which requires that they always consider the big vision, the whole school and wider community. He cautions that a clear separation should always be maintained between their *board hat (the whole school)* and *parent hat (their own children)*.

2.2 General Business

Leigh Truebridge will be leaving the school in the coming weeks. Kevin will ask Claire to organize an appropriate gift on behalf of the BOT which will be presented at a farewell function [2.4.19]. All BOT members are invited to attend the event.

Kevin briefly explained to new board members the teacher and principal appraisal and review process and the role of STA. There is a document in the BOT drive on this topic for all to read.

2.3 Confirmation of minutes

Minutes of the meeting held on the 29th of May 2019 will be confirmed and signed at the meeting in July.

As there is a NZSTA Governance Essentials training event in Orewa on the night of the 31st July, the next BOT meeting will be moved to Tuesday 30th July. This will allow BOT members to attend the training.

Moved: Rhys

Seconded: Jenny

(Kevin announced a comfort break from 7.30 to 7.40pm. Outgoing trustees joined the meeting when resumed)

3. Strategic Review

3.1 New Entrant 'Tohora iti' Orientation programme

Kevin introduced Melanie and her role as Learning Community Leader and specifically as it relates to the Transition Project. Kevin also explained the purpose of the regular feedback sessions from the leadership team.

Melanie acknowledged and thanked the BOT for the opportunity to participate in the Transition Project. She provided a brief overview of the work done with the cohorts that have been a part of the orientation programme as well as the origin and value of the Tohora iti (little whale) brand. Mel explained the content and purpose of each of the five weekly sessions and how the activities are structured to achieve the desired outcomes.

Gordie and Jo explained the Stepping Stones project (indication of level of support each new entrant may require) and how the orientation programme has also provided opportunities for early assessment of potential needs so that these can be addressed proactively by putting in place the required support structures early on.

In addition to the original purpose of orientation of new learners and their caregivers, the programme has been beneficial in creating relationships with early childhood centers (part of COL) and streamlining the workload of admin staff when new cohorts enroll. Feedback from parents have been very positive and participation has been exceptionally high.

The BOT acknowledged Melanie for her work on this project.

(Melanie, Gordie, Warren S, Jo leave the meeting at 8.15pm)

3.2 Q & A

Kevin opened the floor to questions from newly elected trustees and general advice from re-elected and outgoing trustees.

Kevin acknowledged the contributions of Brad, Grant and Melissa as outgoing trustees and thanked them for the work they had done during their terms of office.

4. Principal' s report

In lieu of the usual principal's report, Kevin presented a summary of this sabbatical report, the experience, his findings and recommendations. The focus of the report being "how differing school communities both nationally and internationally promote teacher and principal hauora".

The presentation covered highlights and learnings gleaned from visiting approximately 25 schools in several countries.

The meeting concluded at 9.50pm

Date of next meeting: Tuesday 30th of July 2019 at 7pm.

Kevin Cronin
Acting Chair



Date

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

NO	Month raised	Responsible	Action	Due by
5.8.18	Oct	Grant	Cash reserve tracking to be included in finance dashboard for 2019	Jul
2.2.19	Mar	Claire/Maiana	Obtain input from H&S committee on relevant aspects of policies under review (e.g. administration of medication)	Jul
5.2.19	Mar	Maiana	Follow up with Ruth about an annual review of the lock down buckets	Jul
1.3.19	May	Claire	Follow up where Inclusion Policy sits and how other schools deal with it, submit Tsunami policy and clarify position re printing of Emergency procedures.	Jul
2.3.19	May	Claire	Email staff through Karin to review policies and note changes	Jul
3.3.19	May	Rhys	Send email re appraiser catch up (Claire and Kevin)	Jul
4.3.19	May	Kevin	Follow up with other HBC principals re project manager for community hall project	Jul
5.3.19	May	Helen	Find out how the best way to present staged costs in funding applications where whole project costs are expected	Jul
6.3.19	May	Helen/Claire	Meet with Kevin to discuss options to maximise usability of community hall	Jul
7.3.19	May	All	Provide feedback on community survey results	Jul
1.4.19	June	All	Expressions of Interest re board portfolios to be send to Kevin and Rhys before the next meeting. Decide whether Secretary role will be filled	Jul
2.4.19	June	Claire	Organise gift for Leigh Truebridge	ASAP