



"To be the best we can be"

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

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.04pm

Present: Rhys Finn (Chair), Helen Brown, Melissa Dawson, Brad Gibson, Maiana McCurdy, Claire Scott, Warren Steel

Apologies: Grant Willis

In attendance: Theunie Wiid (minute taker), Mark Shearer

1. Welcome and Introductions.

Rhys welcomed all attendees and introduced Mark.

2. Strategic Review

2.1 Curriculum plans – ICT presentation

Mark provided the Board with an overview of the Ministry's report on learning, connectivity and digital fluency - NZ Education in 2025: Lifelong Learners in a connected world
(<https://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Lifelonglearners.pdf>)

Mark confirmed that access to devices are now made up of 95% BYOD and 30 chromebooks to share. The majority of BYODs are also chromebooks, which makes it easier for teachers to manage. The school will continue to maintain a relationship with Noel Leeming to get the best prices for parents buying new devices. He has also submitted a budget request to replace projectors in classrooms with large screen televisions and chromecast, as these are more economical to run and cost effective to maintain.

The Google devices management tool now allows for filters at a device level which means it can be used at home if requested by parents. It is a cost effective solution and offers good support. Mark presented the annual plans for 2017/18, 2018/19 and 2019/20 (work-in-progress). Several opportunities for professional development are now in place such as WGP Hub for e-Learning, Tech brekkies and community contact and communication.

The digital curriculum implementation will focus on fluency vs literacy (i.e. cool stuff vs necessary stuff). The aim is to grow well rounded digital citizens and as such sensible exposure to social media may be necessary. Curriculum changes may include aspects of coding and computer science.

Next steps:

- Get the radio station back up and running
- Expand social media beyond the school, but also establish parameters and limitations
- Encourage digital citizenship – possibly through the Manaiakalani group.
- E-Learning presentation for parents using Netsafe
- Conduct a survey to check that teachers are confident with using IT
- Obtain parent feedback regarding use of devices and LincEd

- Start work on electronic student portfolios

Challenges: (the roles of the student and teacher are changing . The goal is to support them both through access to relevant information)

- Ensure sufficient support and professional development for teaching staff
- Investigate alternatives to teachers using their own devices for teaching purposes
- Continue discussions around a school buy back option for devices
- Address misinformation in the media about the impacts of screen time.
- Embracing social media to promote learning
- Encourage a balance between soft skills and knowledge so that we end up with tech savvy problem solvers

2.2 Other samples

Warren to circulate the learning plans to the BOT for review [1.2.19]

Work being done on the transition from pre-school to primary progressing well.

(Mark leaves the meeting at 8.00 pm)

3. Administration

3.1 Confirmation of minutes

Minutes of the meeting held on the 4th of February confirmed as a true and accurate record.

Moved: Rhys

Seconded: Brad

4. Action Items from February resolved

- (1) The Hall project consent application is back with the council. Communication to be deferred until consent is granted [1.9.18]
- (2) McDonalds funding options has been investigated and discounted [3.9.18]
- (3) Policy reviews have been completed
- (4) SchoolDocs for teachers done
- (5) Review of Tomorrow's schools done
- (6) The meeting schedule for this year has been finalised and distributed

5. Regular review

5.1 Policy Reviews

Claire provided a SchoolDocs update. There are still a few issues to tweak to complete the implementation and some policies need a further review to ensure that they reflect the school's approach before they are published. Claire is working through those.

Reviews of three policies due for Term1 have been completed. They are:

- Legislation and Admin (the overarching policy only)
- Swimming Pool
- Alcohol, Drugs and other harmful substances

Claire recommended that feedback is obtained from the H&S committee on aspects of these policies (e.g. administration of prescription medication) before they are made live. Claire sent links to Maiana who will refer these to the H&S committee on behalf of the BOT [2.2.19]

The swimming pool policy has been updated to include daily testing of the water. A risk management assessment is being completed (with annual reporting to the BOT for their review) and the contents of a first aid kit for the pool are will be reviewed.

Rhys will coordinate with Alex and the property team the requirements of NZQA std 20046 – testing, compound and signage. Alex to put up a sign in the pool area with emergency contact numbers asap [3.2.19]

Going forward, the BOT will aim to review three policies per term. The process will be that a link will be forwarded to each board member and their comments captured before the policies are finalised and published. The BOT's focus will be on governance matters. Reviews to be completed by the end of each term.

6. Health and safety update

A number of drills have been completed recently (tsunami, fire, lockdown). A few rooms have been identified where kids will not be out of sight during a lockdown. These are being reviewed and appropriate action will be taken. This may also be an issue in collaborative spaces in future. Rhys will review the feasibility of getting blinds and also ensure that locks are placed on the inside of doors in all these spaces [4.2.19]

Valuable feedback has been received from Christchurch schools following the city wide lockdowns on the 15th of March.

Lockdown buckets were recently reviewed and emergency supplies updated as necessary (there were some expired/short dated items to replace). Maiana will follow up with Ruth about an annual review of the buckets going forward [5.2.19]

The H&S committee discussed the triathlon at their meeting. There was one incident and details are being reviewed for future learnings.

7. Community survey

Warren elaborated on the results of the survey. There were no surprises and the leadership team will consider how to incorporate the results into teaching going forward.

8. Finance Report

Rhys will make contact with Grant [6.2.19] to arrange a meeting with Grant, Kevin and the accountants before the next BOT meeting to discuss the approach for reporting in the next few months.

9. Property Update

9.1 General

The property team is awaiting consents from the council to progress the hall refurbishment project. The fire and asbestos reports were both clear. Accessibility is under review.

Rhys provided a brief update on other ILE improvements and confirmed that the boiler decommissioning will commence soon. There may be a need for some new aircon units.

A detailed property report will be tabled at the next BOT meeting in May.

9.2 Grants for community hall project

Helen briefed the BOT on opportunities for community funding. The Lotteries Commission Grant may be a major funding opportunity. Applications are due by August and the grant is awarded in November. It is

important that deadlines are understood and met if the project is to benefit from this grant. It is also imperative that absolute ownership clarity is established, i.e. who owns the land on which the hall sits?

The Ministry were not previously able to provide legal documentation to confirm the ownership structure. The hall was completed under the Auckland Education Board (1988) and it is thought to be owned in equal shares by the school, the ministry and the community.

Rhys to provide Helen with contact details for a ministry representative to obtain copies of the necessary legal documentation to support the grant application [7.2.19] The application will be progressed before the next meeting. Resolutions to the effect will be done via email in the coming weeks, however the board recorded its unanimous intention to apply for funding for the community hall project from one or more of the following entities:

Pelorus Trust
The Lion Foundation
Grassroots Trust Limited
Trillian Trust

A funding (bank) account needs to be set up so that all funding received and applied can be tracked separately from other school funds. Apart from any grants received, the account will also track money raised by the school community and PFA and money contributed by the Ministry. Rhys will discuss this with Susan [8.2.19]. Helen and Claire to work with Rhys on breaking down the project into stages and determining funding requirements for each stage [9.2.19]

10. Principal's report

Warren expanded on the written report circulated before this meeting:

- The roll is steadily increasing
- The three Kapa Haka groups currently running on a Friday are being well supported
- Million Dreams is really taking off and positive feedback is being received from both the kids and community
- The triathlon went well
- More strike action from teachers may follow in May. Awaiting results from an electronic vote to take place in April
- The senior leaders visit to Christchurch was very insightful particularly in terms of collaborative education, alternative approaches and Maori immersion. Warren will share more details in due course.

Warren also acknowledged a parent donation of a basket ball hoop and surfaced area.

The principal's report as tabled is received and accepted unanimously.


11. General Business

A community notice about the upcoming elections will be published around the 1st of May. Melissa will draft the notice and include in it details of what is coming up, the process, how to proceed if interested [10.2.19]

Helen confirmed BOT members' availability for the sausage sizzle at the Gala.

The meeting was concluded at 9.25pm

Date of next meeting: Wednesday 22nd May 2019 at 7pm.



Rhys Finn
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	May
x.x.xx	Nov	Kevin	Agreed once consent approval is received for the Hall build the Board will communicate with the school community to update them on hall refurbishment project and share architectural drawings. This will be in the newsletter on 13 Dec or in the New Year, dependent on consent approval	May
1.2.19	Mar	Warren	Circulate learning plans to BOT for review	May
2.2.19	Mar	Claire/Maiana	Obtain input from H&S committee on relevant aspects of policies under review (e.g. administration of medication)	May
3.2.19	Mar	Rhys	Coordinate with the property team the testing, compound and signage requirements for the pool	May
4.2.19	Mar	Rhys	Review the feasibility of getting blinds installed in all any spaces where kids may not be out of sight in the case of a lockdown. Ensure locks on the inside for all spaces.	May
5.2.19	Mar	Maiana	Follow up with Ruth about an annual review of the lock down buckets	May
6.2.19	Mar	Rhys	Arrange meeting re finance reporting with Grant, Kevin and the accountants	May
7.2.19	Mar	Rhys	Provide Helen with contact details for MOE representative to obtain copies of legal docs to confirm ownership structure of hall	May
8.2.19	Mar	Rhys	Follow up with Susan opening a new bank account for Community Hall funding	May
9.2.19	Mar	Helen/Claire	Document stage gates and funding requirements for Community Hall Project	May
10.2.19	Mar	Melissa	Draft notice re elections	May

