



"To be the best we can be"

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
29th May 2019
In Staff Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.08pm

Present: Rhys Finn (Chair), Helen Brown, Melissa Dawson, Brad Gibbons, Claire Scott, Kevin Cronin

Apologies: Grant Willis, Maiana McCurdy

In attendance: Theunie Wiid (minute taker), Jenny Lisefski (PFA representative), Warren Frogley (PFA representative), Dan Cooke

1. Welcome and Introductions.

Rhys welcomed all attendees and introduced Dan and Warren.

2. Administration

2.1 Confirmation of minutes

Minutes of the meeting held on the 26th of March 2019 confirmed as a true and accurate record.

Moved: Rhys Seconded: Brad

2.2 Action Items from March resolved

- (1) Communication regarding community hall project will be in the next newsletter
- (2) Learning plan have been circulated for review [1.2.19]
- (3) Pool testing have been completed [3.2.19]
- (4) Blinds and internal locks have been reviewed [4.2.19]
- (5) Finance meetings and new bank account discussion have taken place [6.2.19] and [8.2.19]
- (6) Helen has followed up with MOE contact regarding ownership of hall structure [7.2.19]
- (7) Documents for stage gates and funding re community hall project done [9.2.19]
- (8) Notice re elections have been done [10.2.19]

3. Strategic Review

Kevin introduced Dan, explained his role and the contribution he has been making to the overall learning environment.

3.1 PE

Dan provided an overview of his background and teaching approach and how these will benefit the school in the longer term. Specifically he explained how he is building confidence and skills with the teachers to continue the specialized work in Movement he has been doing with the kids and how this translates into improved academic performance and social skills.

A representative from Active NZ visited the school to get feedback from the teachers and to observe Dan's work. She confirmed that the school was leading the way and Dan was invited to present his work and the results he has been achieving as a model for other schools to follow. The positive stories that have been shared shows that the kids understand that Movement is bigger than sport and school and that they are incorporating the principles into daily life. Teachers are also getting the message that more Movement throughout the day is beneficial to them. Dan acknowledged the help and support he has been receiving from the teachers to facilitate his work.

Rhys thanked Dan on behalf of the BOT for the work he does.

(Dan leaves the meeting at 7.30pm)

3.2 and 3.3 Learning Conferences and Collaboration – addressed as part of the Principal's report

4. Regular Review

4.1 Policy Review Report Back

Claire confirmed that the review for the current term is close to completion. A few H&S related items need to be finalized (see action items carried forward from March meeting). In terms of the Inclusion policy, Claire will follow up where this sits and how other schools deal with it [1.3.19]

4.2 Policies for review in T2

A question was raised about the seemingly onerous requirements of the Emergency planning and procedures policy which requires all relevant documents to be printed and available as hard copies in class rooms and the office on a regular basis. Claire will seek confirmation whether displaying a printed version with the most recent updates is sufficient [1.3.19]

Claire will email staff, through Karin, to review the updated policies and note changes [2.3.19]. No issues have so been identified with the policy reviews, but the Tsunami policy is still to be uploaded.

Rhys has completed a review of the locks and concluded that locks are needed only on external facing doors. He is also currently doing more research on the requirements for the pool signage particularly in terms of the requirement for a phone number (for public access only?)

4.3 Health and safety update

The update was deferred to the June meeting due to Maiana tendering her apologies for this meeting.

4.4 Principal review appointment and Goals set

A new principal appraiser has been appointed. Rhys to send an email re catching up with the appraiser to clarify their approach and review expectations [3.3.19]

4.5. Finance Report

Rhys had meetings with Grant, the accountants and Kevin about the latest finance report recently – broadly in line to reach budget (and surplus) expectation for the year. Grant pointed out expense lines to keep an eye on, but generally Rhys is comfortable with the state of the finances.

4.6 COL update

Documentation has been distributed and an update included in the Principal's report. Feedback has been very positive on work completed on streamlining transitions.

5. Property update

Consent has been received for the Community Hall Project. Rhys suggested that the project is not put up for tender yet as funding is still being finalized. A breakdown of the major costs have been done by a quantity surveyor but firm prices and quotes have not been obtained due to the uncertainty around achievable due dates. The quotes already obtained will be used to support grant applications.

Kevin to follow up with other HBC principals to get recommendations for a suitable project manager [4.3.19] with the aim of getting the tender process underway.

Hall users have been informed of the impending upgrade and their letters of support will be used to support grant applications. Feedback on how the space is used will be noted as there may be a need to reconsider how the space is currently being used. The user base is already diverse, but the aim is to cater to the largest possible base.

Helen to seek clarification on how to compile funding applications where whole project quotes are required since we will be doing the refurbishment in stages [5.3.19]

Helen and Claire will meet with Kevin to discuss usability of hall spaces [6.3.19].

Rhys informed the BOT that several areas in the school still need blinds for H&S purposes. Funding will be allocated once the necessary process steps have been followed. He is also working on a proposal to replace the existing boiler with heat pumps at a future date.

Property report is accepted in its entirety without any objections raised

Moved: Kevin

Seconded: Melissa

6. Principal's report

A number of out-of-zone applications have been received. Kevin recommends that all of these are accepted once he has had an opportunity to interview all the families involved.

A nationwide teachers' strike went ahead today. No updates have been received.

Kevin tabled a proposal to increase the current LA resource. Based on the motivation for increasing the resource as well as the current financial position, the proposal has unanimous support.

Moved: Melissa

Seconded: Rhys

Kevin asked the BOT for their feedback on the Community survey results before the next scheduled meeting [7.3.19]. A summary has been distributed.

Kevin also presented the BOT with an overview of his sabbatical report before it is submitted to the NZ teachers council. He expressed his gratitude to the BOT and staff for the opportunity and indicated that he will share more details at a later date.

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

Moved: Rhys

Seconded: Melissa

7. General Business

Kevin encouraged the BOT to cast their votes in the upcoming elections.

The meeting concluded at 9.40pm

Jenny, Warren and Theunie leaves the meeting before an in committee session commences.

Date of next meeting: Wednesday 26th Jun 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
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
5.2.19	Mar	Maiana	Follow up with Ruth about an annual review of the lock down buckets	May
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.	Jun
2.3.19	May	Claire	Email staff through Karin to review policies and note changes	Jun
3.3.19	May	Rhys	Send email re appraiser catch up (Claire and Kevin)	Jun
4.3.19	May	Kevin	Follow up with other HBC principals re project manager for community hall project	Jun
5.3.19	May	Helen	Find out how the best way to present staged costs in funding applications where whole project costs are expected	Jun
6.3.19	May	Helen/Claire	Meet with Kevin to discuss options to maximise usability of community hall	Jun
7.3.19	May	All	Provide feedback on community survey results	Jun