



*"To be the best we can be"*

**Minutes of Whangaparaoa Primary  
BOARD OF TRUSTEES MEETING  
29<sup>th</sup> November 2018  
In Staff Room**

**Welcome/Introductions/Apologies/Conflicts of Interest**

Meeting opened at 7.05pm

Present: Rhys Finn (Chair), Helen Brown, Melissa Dawson, Kevin Cronin, Maiana Waugh and Claire Scott (arrived 8.40pm).

Apologies: Brad Gibbons, Grant Willis

In attendance: Jenny Lisefski (PFA representative)

**1. Welcome and Introductions.**

Rhys welcomed all attendees.

**2. North Shore Accountants update**

Michael Zimmer from North Shore Accountants had been invited to discuss the implementation of Xero (accounting system). He first explained the challenges of the previous accounting system being complicated with reporting that was very detailed and challenging to understand. The previous system could not be accessed remotely by staff and the auditors found the system challenging also.

The school switched to Xero on 1 January 2018. North Shore Accountants worked closely with Susan Power to switch to Xero with training provided. Susan was commended for being open to a new system and the training required.

The monthly budget reporting template was customised based on feedback from Susan, Kevin Cronin and Grant Willis.

Xero now includes after school care accounts, streamlining processes related to the programme.

The school now has 2 staff members that can now operate Xero so now not reliant on only 1 staff member, reducing risk if one staff member away.

North Shore Accountants currently working with Susan on customising reports for staff and team leaders.

Great progress in 12 months. Whangaparaoa School is now 100% using Xero.

Kevin said what Xero has provided is reports including visuals that are easily understood and interpreted by the Board. The system helps Kevin to make operational discussions with accurate financial data.

(Michael leaves the meeting at 7.35 pm)

**3. Administration**

**3.1 Confirmation of minutes**

Minutes of the meeting held on the 31<sup>st</sup> of October to have Nicola Winter's surname added to

those listed as present. Once this change made, confirmed as a true and accurate record.

Moved by Rhys

Seconded by Helen

### **3.2 Action Items from October resolved**

- (1) Kevin followed up with other schools regarding H&S reporting to BOT and advised frequency and content the same as what Maiana is providing the Whangaparaoa School BOT (2.7.18)
- (2) The school community have been informed about the therapy dog via the school newsletter and recent community meetings. All positive feedback to date (3.7.18)
- (3) EOT form for EoY camps shared with BOT and no concerns raised (7.7.18)
- (4) Survey link for Million Dreams shared with BOT for feedback (1.8.18)
- (5) Price of sun hats investigated and new price set. Communicated to parents in newsletter and at November community meeting (2.8.18)
- (6) Parents were notified by the school newsletter of the teachers strike that took place on 12/11/18 (3.8.18)
- (7) Update on planned collaborative teaching environments was provided to the school community in the newsletter and at community meetings (4.8.18)

### **3.3 Meeting dates for 2019**

Confirmed BOT meeting dates for Feb to May 2019 as:

- Monday 4 February
- Tuesday 19 February
- Tuesday 26 March
- April – no meeting as school holidays
- Wednesday 22 May
- Wednesday 26 June

Remaining 2019 meeting dates to be confirmed following 2019 BOT elections are complete.

### **3.4 Correspondence**

The board confirm the appointment of Cathy Ford as Returning Officer for the 2019 Triennial Board of Trustee elections.

The Board confirm the date of the Board of Trustee elections as 7 June 2019.

## **4 Property report**

Consent for the hall build has now submitted. It generally takes 20 days to get a consent approved if a 'request for more information' is not received from Council.

The Hall subcommittee have developed a School Hall Funding & Project Programme to ensure the subcommittee are best prepared when submitting funding applications. Claire Scott and Helen Brown will meet with the school's allocated Lotteries Advisor shortly and he will provide support and information on the best approach when applying for funding. It has become apparent that many funding organisations prefer to fund smaller sub projects. E.g. apply for all plumbing related costs.

It is agreed that this is a solid and considered approach.

Moved by Rhys

Seconded by Melissa

Agreed once get the consent the Board will communicate with the school community to update them on hall refurbishment project and share architectural drawings. This will be in newsletter on 13 Dec or in New Year, dependent on consent approval (x.xx.xx)

## **5 Health and safety update**

Since our last meeting we have removed the high wire off the old adventure playground. It was cutting feet and hands. The children love this activity so we are getting options and prices to replace it. We have had a couple of broken arms which is never great, just from children tripping, general play and one child fell out of a tree.

Ruth checked with Ministry of Education re earthquake evacuation for wheelchair users, they said it was up to the school to decide where safest evacuation point was. The Health and Safety Committee agreed that best location is under a door frame.

## **6 Principal's report**

### **6.1 Strategic Goals 2019 – 2020 and Annual Plan 2019**

Kevin moved that the Board approve the Strategic Goals 2019 – 2020 and Annual Plan 2019.  
Seconded by Rhys.

### **6.2 Friday morning options**

Kevin proposal to the board a the way in which Passion Friday is operation. Kevin proposes employing Sophia Pederson from Northern School of Performing Arts for 2.5 days per week in 2019, term 1 to 3. This would include:

2 days per week exposing students to performing arts (Term 1 focus on year 5 & 6, Term 2 focus on year 3 & 4, Term 3 focus on year 1 & 2)  
0.5 days per week delivering Friday options.

This will provide release time for the teachers also.

Kevin seeking approval to employ Sophia at a cost of \$16k for 2019.  
Moved by Rhys                      Seconded by Claire

### **6.3 Feedback from Learning Assistants**

Kevin meet with LAs at end of the term 4. He asked them for their feedback on the year and their recommendations for 2019. Feedback included:

- Prefer to work with only 2 classrooms vs 3 classrooms
- Best hours between 9am – 1pm
- Professional learning to be linked to the needs of the teacher and the class, specific to needs in that term
- If teachers don't value LAs then don't need to have them but from parent perspective would be asking why the teacher did not have a LA.
- Starting in week 1 or week 5, happy for start date variance according to year level
- Feel their passions could be used more
- Like the idea of targets e.g. your group is here, get them to x. Rewarding to know the progress they have contributed to.

### **6.4 School van**

Kevin seeking approval to sell the school van. It is not health and safety compliant and rarely used. The school currently incurs costs of \$2000 per year in running expenses. Melissa recommended removing school branding before sell on trademe. Rhys recommended listing and selling on trademe.

Moved by Rhys.                      Seconded by Claire.

Kevin moved that his Principals report in its entirety be accepted. Seconded by Melissa.

## **7 General business**

### **7.1 Gala Day sponsorship**

Jenny Lisefski (PFA representative) explained the PFA are wanting to approach McDonalds Whangaparaoa to sponsor the 2019 Gala Day, as they did the 2018 event. The Board

recommended the PFA work with Melissa on proposal to ensure the McDonald's branding is subtle at the event, plastic cups are not given to families for tombola, communications on the sponsorship emphasis the link with Ronald McDonald House. (x.x.xx)

Jenny was seeking approval from the Board to approach McDonald's Whangaparaoa for sponsorship of the 2019 Gala Day. The Board agree on the conditions listed above.

Moved by Rhys. Seconded by Helen.

Date of next meeting: Monday 4<sup>th</sup> February 2019 at 7pm.

Meeting closed at 9.23pm.

  
Brad Gibson  
Chair

Date

4/2/19

Brad Gibbons

**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	Feb
x.x.xx	Nov	Kevin	Agreed once get the consent approval for 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 newsletter on 13 Dec or in New Year, dependent on consent approval	Dec
x.x.xx	Nov	Melissa	Work with PFA representative to action appropriate sponsorship agreement with McDonalds Whangaparaoa	Dec