



*"To be the best we can be"*

**Minutes of Whangaparaoa Primary  
BOARD OF TRUSTEES MEETING  
25<sup>th</sup> October 2017  
In Staff Room**

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

Meeting opened at 7.10pm

Present: Brad Gibbons (chair), Kevin Cronin, Grant Willis (arrived at 8.33pm), Donna Skyrme, Maiana Waugh, Debra Brewer, Rhys Finn (arrived at 7.38pm)

In attendance: Gordie Palmer, Barbara Taylor, Theunie Wiid (minute taker)

Apologies: Claire Scott, Kaylea Bradshaw

**1. Administration**

**1.1 Confirmation of minutes**

Minutes of the meeting held on the 27<sup>th</sup> September 2017, as circulated, is confirmed as a true and correct record.

Moved: Brad                      Seconded: Kevin

No conflicts of interest to note.

**1.2 Action Items from September**

(1) Ongoing review and update of policy folder – currently under control, but a regular review cycle will be introduced in 2018. Changes to the Food Safety Act, as they relate to tuck shops, will be reviewed. If necessary, changes will be incorporated into existing policies.

(2) Financial reporting, BDO audits and recommendations – this action item is now closed. See Grant's report back in 5.

(3) PoaP for property related funding – closed.

**1.3 Correspondence**

Brad tables a letter received from Trish Nathan for an out-of-zone application to be considered by the BOT. The application fits ministry criteria and the BOT agrees to accept Kevin's recommendation that it be approved.

## **2. Principal's report**

### **2.1. Playground approval**

Kevin presents the BOT with two options for potential funding to use towards the adventure playground. The BOT approved the following funding applications:

- (i) Trillion Trust for \$30,000
- (ii) Lion Foundation for \$20,000

Moved: Deb                      Seconded: Brad

### **2.2. LINC-ED student management tool**

The current student management tool, E-Tap, has become outdated and will be replaced by LINC-ED. Feedback from schools where it is already being used has been very positive. On top of a one-off implementation fee of \$2,000, there is an annual subscription fee of \$10.00 per student.

The BOT supports Kevin's recommendation that this fee is added to the stationery list for each student going forward.

### **2.3. Strategic Goals**

Each learning community had an opportunity to contribute to the "Imagine if..." strategic document and five common themes have been identified. They are:

- Hauora
- Culture
- Collaborative team
- Learning
- Flexible spaces

The overall strategy is still being refined and broken down into draft plans with indicative timelines and accountabilities. The current work is teacher driven, taking advantage of their broad base of knowledge, experience and interests.

### **2.4 Community meeting- November 2017**

Gordie provides an overview of additional staffing requirements for 2018 based on the current role and special needs being supported. The BOT acknowledges Gordie's expertise in and commitment to supporting the students with special needs and their requirements.

Barbara and Gordie leave at 8.17pm

Kevin confirms the school's commitment to supporting all of its students and teachers and agrees that a potential teacher shortfall (based on ministerial guidelines) will be funded from the school's own resources.

At the community meeting on the 15<sup>th</sup> November, the 2018 teacher placements will be announced. Parents will be given an opportunity to provide input into these placements, but no promises can be made in terms of accommodating all of the suggestions that are made.

## **2.5 2018 Draft budget**

Kevin highlights the items that may require additional funding next year. These include a potential shortfall in teaching and support staff funding from the ministry (refer earlier commitment to support all students' needs), additional relievers, counselling staff and capex projects, such as the adventure playground and hall upgrade. The aim is to fund capex projects through fundraising and grants where possible. Increases in operational expenses will be mostly offset by savings in other areas.

Grant arrives at 8.33pm

Kevin to compile a three-five year projection to illustrate how strategic initiatives may impact the school's financial position in the next few years. The BOT will use this document as guidance when approving the final budget.

The BOT considered and accepted Kevin's general financial report.

## **3. Re-establish Committees**

To re-invigorate and formalise decision-making in 2018, the Finance (Kaylea, Grant), Property (Rhys, Brad), Personnel (Claire) and Health & Safety (Maiana) committees will be re-established. Future BOT meetings can then be used to report back, rather than requiring lengthy discussions. Existing terms of reference for each of these committees will be reviewed and updated as required.

The Board agreed to incorporate the recent ERO report guidelines into future agendas and/or an annual review document of board performance.

## **4. Property**

Rhys provided an update on plans for the hall project. Rhys proposes that Trevor is engaged to draft a set of working drawings which will facilitate initial quotes and tenders.

Moved: Rhys

Seconded: Brad

## **5. Finance update**

Grant gave an update on discussions with BDO. Outstanding audit reports and final accounts will be finalised within a week. Since these will require review and endorsement, Grant suggested that this task is delegated to the Finance committee in the interests of expediency.

Moved: Grant

Seconded: Brad

Meeting concluded at 22.07pm

Date of next meeting: Wednesday 22 November 2017

*Brad Gibbons*  
Chair

Date



29/11/17

**ACTION ITEMS: (due by next meeting)**

1. Ongoing and in progress: Review and update of policy folder
2. Kevin to draft a 3 – 5 year financial projection articulating assumptions around strategic initiatives. The BOT will use this document to approve the 2018 budget.
3. Grant to provide Kevin with a template for the financial projection document.
4. Brad to review the Boardroom Hero report guidelines and build those into future agendas and/or an annual review of board performance.
5. Rhys to commission hall drawings from Trevor