



"To be the best we can be"

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
27th September 2017
In Staff Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.10pm

Present: Brad Gibbons (chair), Kevin Cronin, Grant Willis (stand-in chair), Claire Scott, Maiana Waugh, Debra Brewer

In attendance: Theunie Wiid (minute taker), Sam Cranston (PFA representative)

Apologies: Kaylea Bradshaw, Rhys Finn, Donna Skyrme

1. Administration

Grant in the chair until Brad is able to join the meeting.

1.1 Confirmation of minutes

Minutes of the meeting held on the 23rd August 2017, as circulated, is confirmed as a true and correct record.

Moved: Grant Seconded: Deb

1.2 Action Items from August

- (1) Ongoing review and update of policy folder – noted
- (2) Financial reporting – carried forward
- (3) Follow up on BDO audits and recommendations – carried forward
- (4) Resurfacing options for demolition site – the most practical and economical option currently is to leave the area as is, i.e. grass
- (5) Feedback on cohort entry – included in principal's report

1.3 Correspondence

No correspondence to discuss

Brad arrived at 7.25pm

2. Principal's report

3.1. Out of zone enrolments

The BOT reviewed the enrolment policy as it relates to enrolments from outside of the school's designated zone.

Kevin recommended to the BOT that enrolment applications for children of staff members who reside out of zone, be accepted. The BOT agrees to accept the recommendation.

Moved: Grant Seconded: Brad

Brad takes over as chair at 7.32pm

3.2. 2018 organisation and planning

Organisation of outdoor education trips for the remainder of this school year has been finalised.

The three-year strategic plan "Imagine if." is being developed under four headings: Flexible spaces, Working together, Learning and Hauora (Health and Wellbeing). Action plans are still being worked on, but the outcome of this group project will form the basis of the 2018 plan.

3.3. "Cohort entry" to school (new entrants)

Cohort entry means groups of similarly aged children start at set times of the year, not when they individually turn 5

Feedback has been obtained from a number of early learning centres in the immediate area. The feedback has been mixed. While some centres support a change, others have raised concerns or are adopting a wait-and-see approach.

Kevin recommended to the BOT that the school also adopt a wait-and-see approach. Recommendation received by the BOT.

3.4 Potential playground financing

Kevin has been following up with the Ministry about funding applications for current property projects. Funding applied for has been confirmed, but not released yet.

The Adventure Playground and Hall refurbishment are the main upcoming projects. The PFA is prioritizing the playground, but it is expected that there will be a shortfall in funding for this project. Sam to confirm how funds raised by the PFA will be allocated.

Several options of financing the project will be considered but the aim is raise as much as possible through grants, donations and fundraising. Kevin will draft a Plan-on-a-Page for the BOT to consider.

3.5 Physical restraint/managing student behavior

The policy wording was updated to reflect the appropriate legal guidelines and the school's stance on physical restraint and student behavior. The BOT discussed the policy and guidelines and agreed that they are happy with the document.

3.6 Recommendation to Health & Safety committee

In a recent H&S review potential issues regarding the playground were identified. The BOT makes a recommendation to the H&S committee to formerly consider the report and decide whether there are any issues that should be raised to the BOT.

The BOT also requests that the H&S committee report back on any current H&S issues regarding the playground and as well as future issues as they arise.

Sam and Theunie leave the meeting at 8.45pm

3. In-committee session

Date of next meeting: Wednesday 25th October 2017

Brad Gibbons
Chair

Date

27/10/17.

A handwritten signature in blue ink, appearing to read 'Brad Gibbons', with a long horizontal flourish extending to the right.

ACTION ITEMS: (due by next meeting)

1. Ongoing and in progress: Review and update of policy folder
2. (Carried forward) Grant to work with Roger on reconciliation of financials, meet with Kevin to agree best format for reporting key information and design reporting pack for future use
3. (Carried forward) Grant to follow up with BDO re progress on FY16 audit as well as review FY15 and FY16 BDO audit recommendations.
4. Sam to confirm how funds raised by the PDA will be allocated, particularly as it relates to funding for the Adventure Playground and Hall.
5. Kevin to draft a PoaP regarding funding requirements/options of property related projects.

6. Kevin to provide new feedback from early childhood centers and impacted teachers about potential changes to cohort entry.
7. Recommendation to H&S committee to consider and report back on potential issues raised regarding playground.