



"To be the best we can be"

**Minutes of Whangaparaoa Primary  
BOARD OF TRUSTEES MEETING  
Tuesday 27th February 2019  
In Staff Room**

Meeting opened at 7.10pm

Present: Rhys Finn (chair), Brad Gibbons, Helen Brown, Warren Steel, Claire Scott (arrived 7.45pm).

Apologies: Melissa Dawson, Maiana Waugh, Grant Willis.

**1.0 Welcome, Introductions and Conflicts of interest**

Rhys welcomed all attendees. No conflicts were noted.

**2.0 Administration**

**2.1 Confirmation of minutes**

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

Moved: Brad                      Seconded: Rhys

**2.2 Correspondence**

An application for extended leave without pay has been received by Jan Ramsey (JR). Her letter was tabled and after consideration, and noting previous extra leave requests, the Board has decided not to grant extra leave beyond 5 days, and assuming the leave is attached to the school holiday. WS to respond to JR.

**2.3 Action Items from February**

- (1) Cash reserve tracking to be included in finance dashboard for 2019. GW to action. Update in March
- (2) Upon consent approval for Hall build received, the Board will communicate with the school community to update them on hall refurbishment project and share architectural drawings. Timing dependant on approval. Action KC/MD when appropriate.
- (3) Work with PFA representative to action appropriate sponsorship agreement with McDonalds Whangaparaoa. Action MD. MD to update next meeting

**3.0 Annual Planner**

**3.1 Finalise 2019 Meeting Planner**

The Board reviewed and amended the Meeting Planner in line with new requirements and Annual plan.

#### 4.0 Policy Review

Claire confirmed that the schools policies are now all on the new 'School Docs' system. She has sent an email giving access to all Board members, the next stage is to go live to all Staff, before opening the system to the Community at the start of Term 2. CS to resend an email giving details, and allocating Governance Policies to each of us to review. Board are to review their policies and feedback to Claire by **12th March** in order that we can go live to staff prior to the next meeting.

Going forward, policies will be much easier to review as there is a set programme over the school year which highlights each policy that needs addressing. From this point forward the first and last meeting of each term needs an Agenda item to cover policy.

#### 5.0 Property Update

Rhys gave a full update on the Property Situation. The works scheduled over the Christmas period went according to plan, with money left in the budget. The school has requested that this money can be allocated to installing heat pumps in various classrooms, which would go towards Health and Safety requirements, and ultimately move away from reliance on the the school boiler which is becoming expensive to maintain and run.

Rhys also noted that the consent process for the works to the Hall is still in consultation, and that he has responded to a number of requests for further information. The asbestos report has come out negative for the Hall which is good news.

Brad noted that as part of the Hall works we should also make a point of upgrading our school sign at the main entrance to the school to a digital sign.

#### 6.0 Principals Report

*In Committee 8.15pm - 8.40pm*

Warren reported to the Board as Acting Principal. The roll continues to increase and we are now at 693. WS will be submitting our roll this week to the MoE for funding requirements.

Otherwise the school and staff have settled into the new year well and he reports a new 'Buzz' in the staffroom with the new staff joining. The librarian Rebecca Bateson has settled in also and has now been handed the reigns by outgoing Mrs Diane Broadbelt. In addition Sophia Pedersen has started working with years 5 and the students are enjoying these sessions.

Warren highlighted there is another Paid Union Meeting Scheduled for Tuesday 19 March. Organisation will be similar to the last meeting with the school asking parents to pick up their children at 12.50 pm to allow teachers time to get to the Salvation Army Building at Orewa Heights in time for the meeting commencement at 1.30pm. More detail will be sent out to parents this week.

Helen to share information on the 'Tomorrow's School' review in order that the Board can discuss and agree a response to the requested survey at the next meeting. Closing date is April 7th.

The BOT unanimously accepts Warren's report as presented.

## 7.0 AOB

The board will be running the Sausage sizzle stand at the School Gala. Rhys has agreed to bring a BBQ to be used in addition to one provided by the school. Helen agreed to create a schedule of helpers.

Helen will ensure that Theunie Wiid is informed of our meeting dates as we have agreed to continue using her to record the minutes.

## 8.0 Meeting Close

Meeting closed at 9.15 pm

Date of next meeting: 26<sup>th</sup> March 2019

Chair Rhys Finn

Date 15/5/19

### ACTION ITEMS: (due by next meeting unless otherwise stated)

	Month raised	Responsible	Action	Due by
1	02/2019	Grant	Cash reserve tracking to be included in finance dashboard for 2019	Feb
2	02/2019	Kevin/Melissa	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	TBA
3	02/2019	Melissa	Work with PFA representative to action appropriate sponsorship agreement with McDonalds Whangaparaoa	Feb
4	02/2019	Claire	Allocate Governance Policies for Board members to review	ASAP
5	02/2019	All	Review set Policies and respond to Claire with comments and/or confirmation have completed	12th March
6	02/2019	Claire/Warren	Introduce 'School Docs' to staff	March
7	02/2019	Warren	Make recommendations for a replacement Returning Officer to run Board elections	March meeting
8	02/2019	Helen	Share information and requirements in order for board to respond to MOE survey	ASAP
9	02/2019	All	Review info on Tomorrow's Schools prior to next meeting to agree response	March Meeting
10	02/2019	Helen	Create schedule of helpers for Gala Day	March Meeting
11	02/2019	Helen	Inform Theunie Wiid of this years meeting schedule	ASAP

**POLICY REVIEWS:**

No	Description	Allocated to review	Action required	Finalised
2.1	Self-review	Grant	Possible duplication with 2.4- to be reviewed in that context	
2.3	Uniforms	Helen	Delete "specifications attached"	28/05/2018
3.1	Staff	Claire	Will draft recommendations. There seems to be overlaps with Appointments & Personnel policies. Layout needs updating	
4.5	Fraud	Grant	Principal's and BOT chair's roles to be clarified	
6.1	Animal welfare ethics	Helen	No changes	28/05/2018
6.2	Copyright	Helen/Claire	No changes	28/05/2018
6.7	Enrolment	Claire	URLs need updating	