



"To be the best you can be"

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL
BOARD of TRUSTEES MEETING
18 February 2015
In the staff room**

1. Welcome / Introductions/Apologies/Conflicts

Prior to the commencement of the meeting, trustees carried out a walk-through of the new building.

Meeting opened at 7.25 pm.

Present: Tristan Dean (in the Chair), Steve Collins, Andrew Phillipps, Donna Skyrme, Deb Brewer, Brad Gibbons, Will Trayes (Grant Straker and Simon Brown from 7.50pm)

In Attendance: Hazel Williams

Tristan welcomed everyone, especially Will Trayes as the newly elected Staff Representative. Will was given a copy of the Code of Conduct. Tristan suggested to Will that at times he could be in a difficult position, particularly involving staff disciplinary matters, and he would need to be prepared to make judgment calls as to whether he felt he should remain present. (best practise suggests he shouldn't be present when staff discipline matters are discussed) Tristan pointed out that we had access to advice from NZSTA and it may be helpful for Will to check out the websites of other schools. From a legal point of view the Board was a unit, not individuals.

Apologies for lateness were received from Simon Brown and Grant Straker.

There were no conflicts of interest.

2. Darren Morton

Darren Morton had been invited to the meeting to demonstrate a security system but he did not arrive. It was suggested that if he makes further contact he be invited to a Health & Safety meeting.

3. Charter and Annual Plan

It was noted that the Charter had been approved at the previous meeting (noted under General Business).

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Steve was asked to circulate the Annual Plan in order for trustees to sign it off prior to submission by 1 March 2015. A final copy of the Charter and Strategic Plan to be forwarded to all trustees.

Steve advised that it is not possible to have the Charter and Strategic Plan complete by the February meeting, but suggested that the meeting be held one week later to accommodate this.

It was agreed that from 2016 the February meeting be held on the 4th Tuesday.

Moved Tristan Dean
Seconded by Brad Gibbons
ACCEPTED

At this stage Grant Straker and Simon Brown arrived (7.50pm)

4. Election of Officers for 2015 including Subcommittees

At this point Steve took over Chairmanship of the meeting

Steve called for nominations for the position of Chair of the Board of Trustees.

Grant Straker nominated Tristan Dean, seconded by Andrew Phillipps.

There being no further nominations, Tristan Dean was declared Chairman of the Board of Trustees for 2015.

Tristan resumed the Chair and called for nominations for the positions of Deputy Chair, Secretary and Treasurer of the Board of Trustees.

Tristan Dean nominated Deb Brewer as Deputy Chair, Donna Skyrme as Secretary and Andrew Phillipps as Treasurer, seconded by Brad Gibbons.

There being no further nominations, Deb Brewer was declared Deputy Chair, Donna Skyrme Secretary and Andrew Phillipps Treasurer of the Board of Trustees for 2015.

Subcommittee Portfolios were continued as previous, with the deletion of International Students, Donations and Te Roopu Awhina Whanau. Will was asked to indicate at the next meeting which portfolios he wished to be involved with.

5. Review of Board Processes

It was agreed that Board Processes 5, 7 and 9 be reviewed without amendment.

Moved Tristan Dean
Seconded by Donna Skyrme
ACCEPTED

6. Delegations List

Tristan pointed out that it was necessary to re-sign the delegations list, referring to pages 34 and 35.

It was agreed that Tristan amend the list to include 'at any Board meeting' and provide a copy for Steve to sign.

Moved Tristan Dean
Seconded by Brad Gibbons
ACCEPTED

7. Principal's Report

Steve gave a verbal report advising the current roll was 712 students. He reported that the new building was now likely to be available for access and occupation by 16 March. The library demolition was likely to be during July holidays with construction to begin October.

At this stage the public were excluded from the meeting in order that several confidential matters could be discussed – 8.25pm

The meeting resumed in open – 9.45pm

8. Subcommittee Reports

PFA

A written report was received from the PFA. Reference was made to the outgoing PFA officers and it was agreed that Deb purchase bottles of wine to be presented at the AGM. Tristan indicated he would attend this meeting.

The PFA had requested the Board again organise the BBQ at the Gala. Brad offered to be in charge of managing this and offers to assist would be welcome.

It was noted that the Gala involved a lot of effort and it was suggested this could be held every second year with major raffles during the intervening year. Volunteer helpers were being organised by syndicates this year, but there seems to be a lack of people at management level. Donna indicated that the PFA people who organise the Gala do so because they enjoy it, but need to be replaced after a few years.

Personnel

Steve thanked Board members who had assisted with the selection process for the second Deputy Principals and the Scale A Permanent Teachers.

Zoning

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Discussions have been taking place with the Ministry in respect of the reduced zone.

Property

Simon referred to the two carvings that are to be erected each side of the main entrance to the new building. The carvings specific to this area will be completed at the school so staff and children will be able to see the carver in action.

Library

A written report had been received from Diane Broadbelt giving a very positive overview for 2014.

It was agreed that the subcommittee reports be received.

Moved Donna Skyrme
Seconded by Tristan Dean
ACCEPTED

9. Previous Minutes/Matters Arising/Action Items

The minutes of the previous BOT meeting held on 10 December 2014 were accepted as a true and correct record with the moving of the approval of the Charter to page 2 and the correction of the word 'Principals' under Zoning and enrolments on page 4.

Moved Grant Straker
Seconded by Tristan Dean
ACCEPTED

Matters Arising

It was agreed that the Policy on Donations as amended with increased prices be approved.

Moved Tristan Dean
Seconded by Donna Skyrme
ACCEPTED

Matters Arising

Thanks were expressed to Donna for organising a very successful One Stop Shop which had produced a good percentage of donations.

The schedule for painting the exterior buildings will be dependent upon the outcome of the building condition assessment currently being arranged by the MoE

Steve was asked for an update regarding the furniture requirements for the new building in order for the property sub-committee to consider re-allocating 5YA funds to cover some of the cost. Confirmation of the amount allocated for this build from the F&E budget was also needed, which had been advised by email from the previous

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property adviser, Danica. The information should be available from the school by Friday (20 Feb).

Action Items

The outcomes of Board discussion were as follows:

252 - Deleted

264 – To be completed

303 – To be ready for next meeting

305 – To be completed by next meeting

317 – Code of Conduct and expectations of staff to be completed by next meeting.

319 – Will to complete.

320 – Progressing but not completed. Andrew commented that the website needs to be kept up to date. Steve undertook to send list of units to Board members.

10. Correspondence

Tristan read a letter of resignation he had received from Gillian Steel, effective June this year. This was received with deep regret and noted that a suitable farewell would be organised.

11. General Business

The ERO visit has not yet been confirmed.

It was agreed that the HR Audit be placed on the agenda for the next meeting. Tristan to organise a representative from NZSTA to visit and check we are complying.

12. Next Meeting

The next meeting will be held on 18 March 2015 at 7.30pm

There being no further business the meeting closed at 10.45pm

Signed as a True & Correct Record

Date