



*"To be the best you can be"*

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL  
BOARD of TRUSTEES MEETING  
Wednesday March 18 2015  
In Room B3**

**1. Welcome / Introductions/Apologies/Conflicts**

Meeting opened at 7.20 pm.

Present: Tristan Dean (in the Chair), Donna Skyrme, Andrew Phillipps, Will Trayes, Brad Gibbons

Tristan welcomed everyone and noted that there were no conflicts of interest.

Apologies: Deb Brewer and Grant Straker for the meeting, and Steve Collins and Simon Brown for late arrival

In Attendance: Emma Sharman, Warren Steel and Tom Clarke (minute taker)

**2. Visitors**

Emma apologised that Sarah Searle was unable to be present. She gave a Power Point presentation on BLP, reviewing BLP in 2014 and previewing developments in 2015. Emma commented that staff had generally progressed well with BLP although some had not taken it up as quickly as others.

In thanking Emma for her comprehensive report, Tristan commented on the huge progress that has been made with BLP over the last 12 months and that work was very much appreciated.

**3. Strategic Review**

Warren presented a Year 4 to 6 e-asTTLE report on maths and reading, commenting that it was a start-of-year report. It was difficult getting the report prepared in time for this meeting and meant there had not been time to fully analyse the report. He said the next report at mid-year on achievement should start to show some movement in e-asTTLE.

He commented that the report showed progress which was largely on target at this stage.

Warren agreed that there was little value in continuing to present reports at this stage of the year, and that the Term Two report should start to show growth and provide more valuable information for Trustees.

Moved Tristan/seconded Brad that:

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It is unnecessary for the Board to receive a formal e-asTTLE report in Term One, but that any issues arising from Term One reports should be brought to the Board's attention at Warren's discretion.

Carried.

Emma and Warren were thanked for their input and left the meeting at 8pm.

### 4. Regular Review & monitoring

b) Principal's Performance Agreement

To be dealt with later In Committee at the end of the meeting.

c) Presentation of accounts to auditor

Andrew reported that this had not occurred. Tristan, Andrew and Steve had received a report from Roger but it was received too late to be considered by tonight's meeting. The accounts need to be presented to the auditors by March 31st. It was agreed Andrew and Tristan will discuss the accounts with Roger prior to their presentation to the auditors

### 5. Emergent Review/Current Issues

a) HR Audit

It was agreed that Steve, an administration person such as Hazel and two Trustees should consider the audit and that any points arising from it should be scheduled as action points. Steve commented that it needs to be carefully scheduled to ensure there is time to attend to it, for example not when the ERO visit is pending because of the massive work input required for that. He considered the middle of the year would be an appropriate time.

It was agreed to set up an action point that Steve look for a suitable time in early Term Three. Donna to speak to Dianne in the interim.

Simon arrived at the meeting at 8.25pm

b) Principal's Report – NZEI Updates.

Steve's brief report was received

A lengthy discussion then ensued regarding the appointment of the DPs and their advertised roles, and whether this should be considered In Committee. The discussion then continued in open meeting, concerning the information presented to the Board on the circumstance regarding the appointments and communications with staff, and how that impacted on the Board reaching a decision.

Arising from this discussion it was agreed that there is a need for things to be done differently in the future, and that some form of "decision filter" is desirable which can be applied to all Board decisions, to consider the full consequences of each decision before a final decision is made.

It was agreed that Tristan would draft a resolution concerning the development of a *decision filter* to be built into the process which can be applied to any material decisions the Board makes in future, which will be considered for adoption by the Board at its next meeting.

This filter to be kept on file as part of the decision making process in the future.

**Other**

a) Board presentation to parents.

The first Board communication with parents for 2015 is to be produced at the end of Term Two, with another at the end of the year. The last Board newsletter last year was received well by parents who thought it was relevant, professional and well presented. It was agreed to put out another next term, in which an invitation would be extended to parents to register an interest in meeting with the Board at a special Q&A evening. If there is insufficient interest, this meeting will not proceed.

It was agreed the newsletter needs to be governance-focused, and that Simon will liaise with all trustees on its content.

b) Board agenda on website

There was a discussion on the issue of placing the Board's agenda on the school website.

Moved Tristan/seconded Donna that:

A summary of the agenda for the Board's meeting be placed in the newsletter on the website on the Thursday prior to the meeting, in a form that takes into consideration issues that may be private and confidential and which should therefore not be made public.

Carried.

**5. Subcommittee Portfolios**

c) Health & Safety & Security

There was discussion on the report of the Health & Safety Committee, specifically the Transport Policy & Guidelines and the issue of seat belts in the school van. As a result it was agreed that urgent action is needed to resolve the issues, and that as an interim move effective immediately the van not be taken off the Whangaparaoa Peninsula with children aboard. It was further agreed that as soon as practically possible, Steve will:

(a) investigate the matter with a view to replacing the van with a vehicle with appropriate seatbelt restraints

(b) arrange for the van to be taken to VTNZ at Silverdale immediately to obtain a proper official opinion, and if it is currently not legal, the van not be used to transport children effectively immediately

(c) report back to the next meeting with his findings.

It was agreed that the current Health & Safety Committee report be not received, and that the Committee be asked to review the report and submit it again for the April meeting.

h) Zoning & Enrolments.

Steve presented his report on the visit of two MOE officers and their tour of the district to look at zones. It was agreed to informally respond to the Ministry with the view that based on discussions to date, Trustees were comfortable with bringing the zone in from Roberts Road, but that this is the only adjustment that needs to be made at this point.

Steve also reported that he had had informal discussions with Jane Taylor-Clark at a MoE Property Committee meeting for the Hibiscus area, in which she informed him that - subject to some factors such as infrastructure, condition assessments, a role growth analysis she is doing and a master planning exercise - she would be recommending and making a case to the Ministry to replace and rebuild our older buildings. Submissions would have to be put in and MoE would

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manage the process, but that would see our old buildings gone and with new buildings in place in the next two to three years. Classrooms that would likely be involved are L1, L2, L3, B9, B10, B11, K1, K2, K3 and K4 – a total of about 10 classrooms, including looking at A-Block and remodelling the inside and making it up to date.

### 7. Administration

a) Minutes

That the minutes of the February 18 2015 meeting as circulated, be approved.

Moved Donna/seconded Simon

Carried.

b) Matters Arising – Nil.

c) Action Items

Board discussion on Actions and Outcomes are appended as part of these minutes.

d) Correspondence

As distributed and tabled.

### 8. Meeting Closure

a) Next meeting.

The next Board meeting will be delayed one week and will take place at 7pm on Wednesday April 22 2015.

b) It was agreed that the public be excluded from the meeting to discuss a confidential matter at 10.27pm. It was agreed that the meeting be reopened at 11.15pm.

c) There being no further business, the meeting closed at 11.20pm.

*Signed as a true and correct record of proceedings*

*Tristan Dean*  
*Chair*

*Date*