



"To be the best you can be"

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL
BOARD of TRUSTEES MEETING
22 APRIL 2015
In the staff room**

1. Welcome / Introductions/Apologies/Conflicts

Meeting opened at 7.00 pm.

Present: Tristan Dean (in the Chair), Steve Collins, Donna Skyrme, Deb Brewer, Brad Gibbons, Will Traves, Grant Straker, Simon Brown, Andrew Phillipps (from 8.30pm)

In Attendance: Hazel Williams, Nairi Steidinger, Gordie Palmer, Warren Steel, Barbara Taylor (from 7.30pm), Alan Curtis (STA).

Tristan welcomed everyone, especially Nairi Steidinger (Reporting on The Arts), the Deputy Principals, and Alan Curtis (for guidance on management and governance)

Apologies for lateness were received from Andrew Phillipps and Barbara Taylor.

There were no conflicts of interest.

2. Report on The Arts – Nairi Steidinger

Nairi advised that she was now head of Arts, having been on the committee for five years. She referred to the written report she had presented to the Board, split into aims and activities for each of the four terms this year.

Donna offered to contact the appropriate parent for the return of the school flutes.

The Art Club held during lunch breaks is underway with 50 students interested on the first day.

Nairi pointed out that all classes have music lessons, pupils may join the choir and private lessons are also available. The Head of Music at Whangaparaoa College is keen to have some interaction with our school and Nairi will be following this up.

Steve advised that Nairi is working on her own at the moment but will be part of an Arts team.

WHANGAPARAOA PRIMARY SCHOOL BOT

Tristan enquired if there was any way the Board could assist Nairi but she indicated that with funding from the Consultation Committee there were no needs at this stage.

Nairi was thanked for attending and for her report and left the meeting at 7.30pm

3. Alan Curtis (STA) – Guidance in Management and Governance

Alan had been invited to give some guidance and began by suggesting he wanted to explore general views on where the role of the Board begins and ends, and when teachers have issues, what is the process to be followed, ie. what steps should have been taken before a situation goes before the Board.

Alan stated that the Board should have effective governance. He invited the Board to share in small groups, key relationships of the Board in respect of Parents, Community, Staff, MOE, ERO, NZSTA, etc.

He indicated that the responsibility of ERO is to review the performance of the Board not the staff. They assess that by examining the school, management, teachers, etc. He emphasised that it was vitally important for Board members to attend the first meeting when ERO representatives are attending the school and the last meeting when the feedback is given.

It was noted that the Board currently provides a Newsletter to school families twice a year. The Charter reflects the views of the Board and the community.

He explained that it was imperative that Board members are clear about their roles. For example, if a Board member is discussing their child with the class teacher and the teacher changes direction and makes a complaint about another staff member, it is the Board member's responsibility to explain to the teacher that it is not appropriate for him/her to discuss that matter. The procedure would be to inform the Principal who would, if necessary, refer the matter to the Board.

If a staff member is not happy they must work through the issues with the Principal first. The Board has delegated all staff responsibilities to the Principal and/or his management team. The Principal runs the school, not the Board. He pointed out that staff members can only communicate with the Board by way of a formal complaint in writing.

It was particularly noted that the Board can only deal with formal complaints and members cannot go direct to staff, they are to go through the Principal.

He stressed that Board members are not responsible, they are accountable.

Alan was thanked for his attendance and guidance and left the meeting at 8.30pm.

4. Deputy Principals – First Impressions

The Chairman invited the two new Deputy Principals to give their first impressions.

WHANGAPARAOA PRIMARY SCHOOL BOT

Barbara advised that since they first met the previous Thursday and Friday the three DPs have been discussing their roles and feel they already are a team. She has provided a SWOT Box (Strengths, Weaknesses, Opportunities, Threats) for the staff to give their feedback as to how to move on from this point. Her responsibilities include Arts, Literacy, Maths, BLP, Coast Families, Parent Education.

Gordie expressed her appreciation of the Powhiri and the warm welcome by the whole school. Her responsibilities include Special Education, Special Needs, Gifted and Talented, Health and Safety, Student Teachers, Teacher Aides and Support Staff. She commented on all the wonderful children.

Gordie related an unfortunate incident which had occurred before the Powhiri.

Warren emphasised that the three DPs were melding into a great management team and this will filter through the whole school.

Barbara, Gordie and Warren were thanked and left the meeting at 9.10pm

5. Policy Review

Policies 3.3 Policy on Classroom Release Time and 3.4 Policy on Professional development were to be discussed. However it was decided that all policies under NAG 3 could be consolidated into one personnel policy.

It was agreed that this be made an Action Point with Steve to draft a combined policy and then forward the draft to Grant and Brad for consideration at the next meeting.

6. Review of Reporting

It was agreed that the staff be made aware of the process where proposals are forwarded to and discussed by senior management with recommendations to be made to the Board.

It was noted that the timetable for meetings seems to be working.

7. Subcommittee Reports

Finance

A written report had been received indicating an overspend of the budget. This has included extra expenses for the new building.

Steve was asked to review the profit margins of the Canteen and After School Care.

Steve reported that an International student was commencing.

It was agreed that the Finance report be received.

Moved Tristan Dean
Seconded by Grant Straker
ACCEPTED

WHANGAPARAOA PRIMARY SCHOOL BOT

Library

Meetings were continuing with regard to plans for the new library, providing space for the library and resource room.

Andrew suggested applying for contingency funds from the Consultation Committee, say \$10,000, for the new library build.

8. Previous Minutes/Matters Arising/Action Items

The minutes of the previous BOT meeting held on 18 March 2015 were accepted as a true and correct record.

Moved Brad Gibbons
Seconded by Donna Skyrme
ACCEPTED

Matters Arising

It was agreed that the HR Audit be included as an Action Item, Steve to confirm a date.

Action Items

No action required.

Tristan had prepared a draft policy on Material Decisions made by the Board of Trustees. He suggested this should be considered prior to decisions being made which may have an impact on people.

It was agreed this should be included in the Board members' orange folders, Tristan to finalise the wording and send the document to Donna for formatting.

Will and Steve had prepared a written report on the School Van. It was noted Tom Clarke (minute taker) had offered to assist in preparing an application for financial assistance for a replacement van.

It was agreed that this offer be accepted.

Moved Donna Skyrme
Seconded by Deb Brewer
ACCEPTED

It was further agreed that the van be decommissioned until a suitable replacement can be purchased, this information to be communicated to parents.

Moved Tristan Dean
Seconded by Simon Brown
ACCEPTED

The question of the need for sub-committees to be discussed by Tristan and Steve.

WHANGAPARAOA PRIMARY SCHOOL BOT

9. Correspondence

Incoming and outgoing correspondence noted, including Code of Compliance for new building and notice of terms and holidays for 2016.

10. Next Meeting

The next meeting will be held on 20 May 2015 at 7.00pm

It was agreed that the public be excluded from the meeting to discuss a confidential matter at 10.40pm. It was agreed that the meeting be reopened at 10.45pm

There being no further business the meeting closed at 11.10pm

Signed as a True & Correct Record

Date