



"To be the best you can be"

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL
BOARD of TRUSTEES MEETING
Wednesday May 20 2015
In Conference Room**

1. Welcome / Introductions/Apologies/Conflicts

Meeting opened at 7pm.

Present: Tristan Dean (in the Chair), Donna Skyrme, Steve Collins, Andrew Phillipps, Brad Gibbons, Simon Brown and Grant Straker.

In Attendance: Barbara Taylor and Gordie Palmer (Deputy Principals) and Tom Clarke (minute taker)

Tristan welcomed everyone and particularly Barbara and Gordie, and noted that there were no conflicts of interest.

Apologies: Deb Brewer and Will Traves for late arrival

2. Visitors

The visitors in attendance were given speaking rights.

3. Strategic Review

A) Maori

Gordie presented a report on Maori and the Strategic Section of the charter and how the Board can support the staff to meet the school's requirements to work within the bicultural context of Aotearoa New Zealand. She noted with pleasure a high level of interest and a wide embracing of the principles of Tikanga and Te Reo and biculturalism by the staff.

(Deb arrived at 7.15pm and Will arrived at 7.30pm)

3A. Additional Item

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The Board discussed a report from the Principal on the issue of staff replacement for Gill Steel. It was agreed that this is a management issue, that the Board will support the management team in its handling of this matter and shared some ideas on how this might be best achieved.

Gordie then left the meeting.

4. Regular Review and Monitoring

a) Policy Review

Trustees discussed the number and extent of its current policies and the practical application of policies to the school's operation.

Moved Tristan/seconded Donna that:

- Policy 1.6 (Library) and Policy 1.7 (Planned Classroom Policies) be deleted forthwith and that there be a general review of Policies with the objective of rationalising and reducing the number of excessive policies, with particular reference to those that could be construed as affecting issues of management, and moving towards a simplified Board policy structure.

Carried

It was further agreed that Donna will review all current Policies and put before the next meeting a list of those Policies that she considers should be reviewed as part of the move towards a more simplified structure of Policies.

b) Staff Policy (From previous meeting)

At Steve's suggestion, this policy was left to lie on the table for Board members to consider for discussion at the next meeting.

5. Emergent Review/Current Issues

b) Self Review - Student Achievement

Donna and Steve had attended an STA seminar at Orewa College. Donna had circulated Trustees with notes on the outcome.

Steve said the school is well ahead in some areas and everyone should be very proud of that but we need to maintain the process of review and improvement. . As an example, many schools have pithy, short, hard-hitting vision statements and there is a need to review ours. Tristan commented that points such as these can be included in the next Charter review.

In considering how student achievement is reported to the Board, Donna commented that the Board gets a lot of information but often it is not clear what these reports actually mean when considering action points for the future. Reports tend to contain numerical data but they may be of greater value if more analysis was done prior to the reports being presented to the Board and they focused more on what is required to improve problem areas and where the school could place its emphasis to help with these.

Grant commented that Trustees still require the data in the reports because as part of its governance responsibility, the Board is required to compare that data with previous data to make sure it is getting the right information.

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Steve commented that if the budget, excluding operational expenses like salaries, could be done on a six monthly basis instead of an annual basis, this would enable the school to divert resources to place focus on those areas where performance improvements are needed. Andrew commented there is no reason why this cannot be done now with those sections of the budget that relates to curriculum.

Tristan thanked Steve and Donna for their report.

6. Subcommittee Portfolios

a) Finance

Andrew reported the budget is looking good.

He reported that we are now being funded for the 790 children in Steve's report and donations are right in line with budget, and both these factors have helped balance the budget.

Steve reported that he had had meetings with After School Care and Canteen staff. After meeting with Tristan, they suggested that the After School Care programme was successful and profitable, although competitors did charge more which may present a very limited ability to move charges in this area. Additionally, after reviewing the Canteen's charges, costs and the product sales, they found that there may be an opportunity to increase some prices in a few areas where there is high turnover or a high labour charge. Tristan said the Board would like to see the canteen operate at a profit. Steve is reviewing the canteen operation, but said he does not want to lose it, but we cannot run it at a loss. Steve will keep the Board informed of progress.

Other

a) Principal's Report

Steve's report was received.

There was discussion regarding the staff survey. Steve commented there has been a turn around in the last five weeks since Barbara and Gordie joined the team and a real recognition among the staff on a professional approach that was being taken to moving the school forward. It was noted that the phrase "*unsafe*" could apply to a range of scenarios and not necessarily only to the physical security of the school. He said this survey can be considered a benchmark and the next survey will give a more accurate picture of the situation.

There was discussion on the demolition of the library for the rebuild. It was agreed that the library demolition (scheduled for September this year) and rebuild should not proceed until the whole School Building Condition assessment - which looks at the whole school in terms of the viability of building renovation versus demolition and rebuild - has been completed because to do so may compromise the best utilisation of land space in the future.

Steve commented that it has been impossible to obtain answers from the MoE. It was agreed that he will inform the MoE that the Board is not prepared to move ahead with the demolition and rebuild of the library until there is a definitive response from them on the School Building Condition assessment going ahead, and a demonstrated liaison between the two departments.

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Tristan also commented on the school's Anzac Day programme which he said was outstanding.. It was agreed Tristan would write a letter to both Ruth Osborne and Linda O'Brien who organised the Observation, to congratulate them on an outstanding achievement.

6. Subcommittee Portfolios continued

d) Health & Safety & Security

There was discussion of a recent incident involving a man on the school grounds outside K3 after school hours, who was armed with a knife and this raised a number of concerns which were discussed at the H&S meeting. Police were looking at their procedure with regard to such incidents.

7. Administration

a) Minutes

That the minutes of the April 22 2015 meeting as circulated, be approved.

Moved Brad/seconded Grant

Carried.

b) Matters Arising.

Attendance at the NZSTA conference at Skycity on July 3, 4, 5: Brad and Deb volunteered to attend, subject to confirmation. Steve said he might be able to attend depending on his personal circumstances at the time.

Will raised the possibility of making the approved minutes of Board meetings available to staff as a way of keeping staff informed.

Moved Tristan/Seconded Deb:

That the approved minutes of Board meetings be made available to staff on the basis that:

- a) the Chairman be consulted first if there are matters likely to be controversial, and
- b) an accompanying document be included to explain the context of anything that could be open to misinterpretation.

Carried

There was further discussion on the desirability of placing the approved minutes on the School's website, and it was moved Tristan/seconded Donna:

That the approved minutes of Board meetings be published on the School's website on the basis that:

- a) the Chairman be consulted first if there are matters likely to be controversial, and
- b) an explanation be included to further explain anything that could be open to misinterpretation.

Carried

c) Action Items

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

d) Correspondence

As distributed and tabled.

e) General Business

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- i. Tom was asked to liaise with Hazel to progress an application to a Gaming Trust for funding for a new school van.
- ii. Tristan reported he and Steve had met to discuss how to disassemble some current sub-committees. He will report on this to the next meeting.
- iii. Steve advised that a Teacher-Only Day will be held on August 28th to focus on addressing the achievements of boys and Maori and as a result, the end of the school year will be extended by one day to December 16.
- iv. Grant informed the Board that he is involved with a Working Group for Technology in Education that is run by Graham Aitkin, Dean of the Education Faculty at Auckland University and by the Institute of IT Professionals and has Government backing.
- v. It was agreed that Steve and Tristan will liaise on a reply to Gill Steel's letter of resignation and that Tristan sign the letter on behalf of the Board of Trustees.

8. Meeting Closure

- a) Next meeting.
The next Board meeting will take place at 7pm on Wednesday June 17 2015.
- b) There being no further business, the meeting closed at 9.50pm.

Signed as a true and correct record of proceedings

Tristan Dean
Chair

Date