



"To be the best you can be"

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL
BOARD of TRUSTEES MEETING
Wednesday June 17 2015
In Conference Room**

1. Welcome / Introductions/Apologies/Conflicts

Meeting opened at 7.05pm.

Present: Tristan Dean (in the Chair), Steve Collins, Andrew Phillips, Brad Gibbons and Simon Brown.

In Attendance: Barbara Taylor (Deputy Principal) and Tom Clarke (minute taker)

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

Apologies: Donna Skyrme and Grant Straker for the meeting, and Deb Brewer for late arrival.

2. Visitors

Barbara Taylor attended as a visitor and was granted speaking rights.

3. Strategic Review

a) EOTC

A report from Steve and Eleanor Wenman on EOTC was received and discussed.

b) Health & Safety

The monthly report on Health & Safety was received and discussed. It was noted that a *Lock-down* exercise is to be held as soon as teachers have discussed these procedures with the children. Steve will notify parents in advance about this drill to avoid unnecessary concerns. Moved Andrew/seconded Tristan that:

- *The Health & Safety report be received and accepted.*

Carried

4. Regular Review and Monitoring

a) Policy Review

It was agreed that the following two policies:

- Safe Environment (Physical and Emotional) - 5.3
- Canteen (Healthy Food Choices) - 5.4

will be reviewed for consideration at the August Board meeting. Donna to be asked to consider whether these policies are required as part of her wider review. It was moved Brad/seconded Simon that:

- *The revised Policy on Staff (3.1) as presented to the Board, be adopted, subject to the inclusion of the diagram created by Donna on page 8.*

Carried

5. Emergent Review/Current Issues

a) HR Audit

A report on Part 1 of the 'Self-Audit Process 1 – General HR Policies' was presented to the Board. Steve commented this was the first meeting to be held in relation to the HR Audit process and that it was a very good exercise for the school. In most areas the school's performance was very good, but policies on Delegations, Workplace Harassment, Bullying and Stress needed checking. It is expected that on her return, Donna will update the board on the outcome of the audit and highlight those areas that needed strengthening. The review is now moving on to the second booklet in the series.

b) Suggested Updated Memorandum of Delegation.

This was signed earlier this year by the Board but no soft copy held. Steve said on reviewing the document some changes were required. Suggested amendments were discussed and it was agreed that Tristan and Steve would organise the required changes and signing of the updated document.

Moved Tristan/seconded Simon.

Carried

(Deb joined the meeting at 7.40pm)

c) Exit Interviews

After discussion by Trustees, it was agreed that this clause be amended to read:

- *An exit interview will be carried out with departing permanent staff by a person determined by the principal, unless this is deemed unnecessary by the principal. Questions will be devised in consultation between the Principal and the Board. Responses will be confidential to the Principal but can be requested by the Board of Trustees at any stage.*

Moved Andrew/seconded Simon

Carried

6. Subcommittee Portfolios

a) Finance

Andrew reported the school is a little behind budget because of extra expense incurred with the fuel tank, door locks and other sundry matters.

- 1) PFA: There followed a lengthy discussion on the functioning of the PFA. It was agreed that Tristan would contact the previous PFA chairperson and if possible attend their next meeting on Wednesday June 24 along with any other available. Trustees to stress the importance of the PFA's contribution to the school and offer any assistance from the Board.
- 2) Audit Report: Tristan commented that the auditors had raised three points in their audit report.
 - i) Financial Reporting: New reporting criteria is to be put in place. Standards have changed and the way in which our accounts are presented has to change. The Ministry will be creating templates showing how this is to be done. Our accountant needs to be advised of these changes, alter the way our information is presented in the future, including statements of cash flows and provide a more technical level of reporting. This will have to be implemented before the end of this financial year and the Board needs confirmation that this requirement will be met.
 - ii) 10 Year School Property Plan: Steve commented that there should be an update of the 10-year plan but we have to wait until the Ministry has the school plan finished. At this stage he has been unable to make contact with our MOE property adviser. Until their work is complete, it is not possible to determine what buildings to assess, plan or budget for. Trustees agreed to delay the development of the 10ypp plan at least until a decision was reached on the development of the proposed new library which should occur at a meeting taking place on Monday 20th July. It was agreed that the Property Committee would join Steve at the meeting.
 - iii) Sign off on the fortnightly Payroll Report –Steve is required to date his signature on this report rather than just signing its approval.

b) Property – no report

c) Personnel – no report

d) Health & Safety & Security – no report

e) ICT - no report

f) Consultation Committee – no report

g) PFA/Fundraising – covered under Finance Committee

h) Zoning and enrolments

A letter was presented to the Board that had been sent to the Zoning Sub-Committee regarding an application for an out-of-zone new entrant for 2016.

Tristan declared that he had a conflict over the issue because he knew the parents and couldn't be impartial.

The Board agreed that Steve would respond to the parents informing them that ballots for out-of-zone students will be held by the Board at the September meeting when their application will be included with other applications. Steve commented that enrolments for next year are about the same as last year. The Board asked Steve to present a report to the September meeting with his predictions for 2016, so the Board can consider the issue of out-of-zone applications.

i) Disciplinary – no report

WHANGAPARAOA PRIMARY SCHOOL BOT

Other

Deb raised the issue of nits in the school. Steve is to take appropriate action to try and resolve the issue such as newsletter information on treatment regimes, notes to parents of infected children, phone calls to parents where there are repeat cases of re-infection and the offer of free treatment kits to parents where appropriate.

7. Administration

a) Minutes

- *That the minutes of the May 20 2015 meeting as circulated, be approved.*

Moved Tristan/seconded Brad

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 take place at 7pm on Wednesday August 19 2015.

b) There being no further business, the meeting closed at 8.55pm.

Signed as a true and correct record of proceedings

Tristan Dean
Chair

Date