



"To be the best you can be"

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL
BOARD of TRUSTEES MEETING
Wednesday August 19 2015
In Conference Room**

1. Welcome / Introductions/Apologies/Conflicts

Meeting opened at 7.10pm.

Present: Tristan Dean (in the Chair), Steve Collins, Donna Skyrme, Grant Straker, Will Traves and Deb Brewer.

In Attendance: Warren Steel and Gordie Palmer (Deputy Principals), Tom Clarke (minute taker)

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

Apologies: Andrew Phillipps, Brad Gibbons and Simon Brown.

2. Visitors

Warren and Gordie attended as visitors and were granted speaking rights.

3. Strategic Review/Student Achievement

a) Half Year Report

Warren presented a very comprehensive mid-year National Standards report, which was received and discussed. Trustees agreed it was an excellent report and Steve said he had written to Warren to congratulate him on receipt of the report, which he said was very well done and extremely good value.

b) Senco

Gordie presented a report on special education needs coordinators. There was discussion on off-site additional tuition and the disruption this causes. Tristan thanks Gordie for her report.

c) ITC/Communications Report

A discussion was had around what ICT capabilities in the classroom means in the school. Grant commented at length on E-learning and STEM (science, technology, electronics and maths) and demonstrated a number of robotic kits that he feels should be available as interactive electronics. It was agreed there is a need to build e-capability into the Charter in the next few years.

The annual report on Website/Communication was received from Casarah Chapman.

WHANGAPARAOA PRIMARY SCHOOL BOT

It was agreed to record the thanks of the Board to Jan and Casarah for the work they are doing and for their comprehensive reports. Steve is to consider a replacement for Casarah's role as Webmaster during her maternity leave.

d) Mid Year Principal's performance review.

Deferred until the end of the meeting when the Board would consider it In Committee.

4. Regular Review and Monitoring

a) Policy Review – none

b) Charter Review – Introductory section

In was agreed to defer this matter until the September meeting.

c) Principal's Report

Steve presented his report, which was received by the Board. He commented there were some issues with staff on maternity leave and resignations, and that staffing next term will be quite tricky and will have to be watched carefully. He will work closely with the three DPs on managing this issue.

It was agreed that the Board send *Get Well* cards to Cathy, Hazel and Barbara who are ill. Donna to attend to this.

Steve also commented that the reports that are presented to the Board at every meeting by staff can be considered to be part of the Charter review. For that reason, they should be included in the Board's agenda under the topic of *Charter Review*

5. Emergent Review/Current Issues

a) Out-of-Zone Places

Steve presented a report on the situation and commented that a decision has to be made tonight. He commented roll number predictions are tight for next year and that there is no space for out-of-zone places, apart from siblings and teacher's children.

It was moved Tristan/Seconded Donna that:

- *The Board of Trustees has allocated no out-of-zone placements for the 2016 school year and accordingly no ballot will be conducted this year, and that an advertisement to that effect be placed in the Rodney Times and in the newsletter, and placed on the school website.*

Carried

6. Subcommittee Portfolios

a) Finance

A report was received from Andrew. Tristan commented in Andrew's absence that the report showed the school to be in a better position than expected. The report also noted that BDO has submitted a proposal to increase the audit fee for the next three years from \$6300 to \$7000 a year. Tristan said this was not unexpected because of the increased reporting requirements for auditing from the end of this year and the increase of \$700 is not excessive.

Moved Tristan/seconded Steve

- *That the BDO proposal to increase audit fees for the next three years by \$300 per year from \$6300 to \$7000 be accepted.*

WHANGAPARAOA PRIMARY SCHOOL BOT

Carried

Steve reported that shortcomings with the telephone system were identified during the recent school lockdown and as a consequence, he has been in discussion with the service provider who has proposed rolling over the existing contracts into a new telephone contract with new telephone equipment, which will resolve the shortcoming. Tristan reported the offer represented good value for the School.

b) Health & Safety

A report from the Health & Safety Committee was received.

Steve reported that an inspection has been made of the school by Fire Safety and that none of the buildings' alert systems are fire alarm compliant under the new MoE provisions, and consequently the Ministry is to pay for the school to have the new system put right through the school and every classroom, which will include a two way speaker system to allow evacuation and lock-down alerts. The whole school is to be rewired by the Ministry but there may be some additional expense for the school, which will be met by 5YA.

There was discussion on the issue of the provision of blinds for classrooms for lockdown emergencies. It was moved Donna/seconded Steve that:

- *Quotes be sought for the installation of blinds for permanent classrooms and sheets for use as window coverings on temporary classrooms, and there be further research into the availability of 5YA funding to meet these costs as part of Health & Safety requirements.*

Carried.

c) PFA

A report was the PFA was received

d) Library Rebuild

A report on the library rebuild was received.

7. Administration

a) Minutes

- *That the minutes of the June 17 2015 meeting as circulated, be approved as a true and correct record once the attendee list has been corrected to include Will Trayes.*

Moved Steve/seconded Deb

Carried.

b) Matters Arising.

Nil

c) Action Items

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

It was agreed to retain the van for the time being for carting materials, as it is not available for pupil transport.

It was moved Tristan/seconded Donna that:

- *The Board obtain two quotes from reputable suppliers for the supply of a replacement van for the purposes of transporting the school's sports teams and that it authorises an application to be made to the New Zealand Community Trust for a grant for funds for the purpose of meeting some of the cost of that vehicle.*

WHANGAPARAOA PRIMARY SCHOOL BOT

Carried

There was discussion over the number of sub-committees the Board has. Tristan reported that NZSTA has an aversion to standing sub-committees. He and Steve had discussed streamlining the Board structure and disbanding some sub-committees in favour of creating them as and when required.

It was moved Donna/seconded Grant that:

- *All formal subcommittees excluding property and finance be disbanded and in future sub-committees be formed as required on a case-by-case basis. Individual Board members will continue to have individual areas of responsibility.*

d) Correspondence

As distributed and tabled.

- i) A letter was received from the Awataha Young Mariners seeking approval for them to site their 2016 Easter Regatta at the school as they did in 2005. The Mariners intend to make a donation of \$3000 to the school for use of its facilities, dependent on the outcome of their application for a charitable grant. It was moved Tristan/seconded Deb that:

- *The application from the Awataha Young Mariners Unit to base their 2016 Easter Regatta at Whangaparaoa School as outlined in the Principal's letter of support of July 30 2016, be approved, and that the Board supports any application the Unit may make for a community grant to assist with funding the Regatta.*

Carried

- ii) The Board received a report from Debbie Thompson regarding an application for a charitable grant of funds to purchase a set of cycles and a customised container to store the cycles.

It was moved Tristan/seconded Deb that:

- *The Board authorise Debbie Thompson to proceed with an application to the community charitable trusts included in her report for the amount of \$19,500 to contribute towards the cost of a set of bicycles and a storage container for the cycles, as part of the School's cycle track project to allow all children access to bike and road safety skills.*

Carried

(Trustees also noted the excellent work that Debbie has put into the project and expressed their thanks to her for her efforts.)

- iii) An application was received from Grasshopper Soccer, a community-based soccer organisation aiming to teach children the basics of playing soccer, to use a portion of the school's fields and toilet facilities once a week for which it will pay \$50 per week.

It was moved Donna/seconded Deb that:

- *The application from Grasshopper Soccer for use of the schools facilities be approved.*
- Carried.

8. Meeting Closure

- a) Next meeting.

The next Board meeting will take place at 7pm on Wednesday September 16 2015.

- b) December meeting – due to a clash of dates, it was agreed that the December meeting be brought forward one week from December 16 to December 9.

WHANGAPARAOA PRIMARY SCHOOL BOT

- c) Tristan announced that a letter of resignation had been received from Steve as Principal of the School, effective from January 31 2016. Trustees expressed their disappointment at the resignation, and paid tribute to Steve and thanked him for his outstanding achievements at the school, noting that he made a real difference to the school and will leave an amazing legacy that he can be incredibly proud of. It was moved Tristan/seconded Donna that:
- *Steve's resignation be accepted with regret.*
Carried.
- d) At 10.05 pm, it was agreed that the public be excluded from the meeting to discuss confidential matters
- e) There being no further business, the meeting closed at 11pm.

Signed as a true and correct record of proceedings

Tristan Dean
Chair

Date