



"To be the best you can be"

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL
BOARD of TRUSTEES MEETING
Monday September 21 2015
In Conference Room**

1. Welcome / Introductions/Apologies/Conflicts

Meeting opened at 6.15pm.

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

Apologies: None

2. Visitors

None

Due to the shorter time allowed for this meeting the chairperson sought agreement to alter the order of the agenda

3. Emergent Review/Current Issues

a) Stanmore Bay School Proposed zone

The board discussed a letter received from Stanmore Bay School outlining a zone as proposed by the Ministry of Education (MoE).

The board believe that there are no practical implications to Whangaparaoa School at this stage, and it was agreed that Tristan would respond to the principal at Stanmore Bay to that effect.

Steve did suggest that the board may want to investigate how many students attending Whangaparaoa School are currently in the marked shared zone. The board asked Steve to supply them that information.

b) End of year celebrations and Farewell to Steve

The board discussed the contents of an email sent by Gordie Palmer outlining the desired plans for the end of year luncheon and events to mark Steve's departure.

It was agreed that Will would seek information regarding the cost of last year's lunch; that the Board would forgo their Christmas Dinner and join in with the event for Steve's farewell; that Deb would make contact with the PFA regarding their involvement and Donna would reply to Gordie once all the outstanding information had been gathered.

4. Subcommittee Portfolios

a) Finance report

The board discussed the report prepared by Andrew.

Steve confirmed the Consultation Committee meeting will be held the first Monday of Term 4.

It was agreed that a review of the procedures for managing the funds allocated and spent via the Consultation Committee be carried out as per the Finance Report recommendations.

b) Property

i) Steve requested funds of between \$5000 and \$10000 to top up the funds allocated by the MoE for the installation of a Fire Evacuation PA System.

The Board agreed to apply to the Ministry to re-allocate 5YA Funds as yet unspent in support of this project

Moved: TD Seconded: BG
Carried

ii) Deb reminded the board that there is an opportunity to apply for grants to partially fund the requirements outlined in last month's Health and Safety report regarding lockdowns.

Steve asked Deb to supply him with a full list of all items that are required and that he will follow up with obtaining quotes

iii) Library – Steve forwarded his notes from that afternoon's library meeting to the Property Sub-Committee

5. Strategic Review

c) Charter

Steve advised that the Deputy Principals had all taken a keen interest in the Charter Review and are currently compiling recommendations in areas of writing, maths, Maori, bi-cultural learning, behaviour, special needs and gifted and talented.

Tristan advised that for the recommendations to be considered they are required to be presented before the next board meeting

The trustees are to engage in email communications to carry out their review of the introductory section of the charter.

Steve advised that he will be sending out a variety of reports for consideration as part of this process and that he will ensure that any deadlines for reply are clearly marked in the communication.

6. Regular Review and Monitoring

- a) Policy Review – Finance policy 4.5 and 4.6

It was agreed to park the review until the October review to give an opportunity to review the whole set of policies.

7. Administration

- a) Minutes

That the minutes of the August 19 2015 meeting as circulated, be approved as a true and correct record once the error on page 2 regarding cost increases for the auditors be corrected.

Moved: TD Seconded: BG
Carried.

- b) Matters Arising.
Nil

- c) Action Items
None

- d) Correspondence
As distributed and tabled.

8. Meeting Closure

- a) Next meeting.

The next Board meeting will take place at 7pm on Wednesday October 21 2015.

- b) There being no further business, the meeting closed at 7.10pm.

Signed as a true and correct record of proceedings

Tristan Dean
Chair

Date