



"To be the best you can be"

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL
BOARD of TRUSTEES MEETING
Wednesday October 21 2015
In Staff Room**

1. Welcome / Introductions/Apologies/Conflicts

Meeting opened at 7.05pm.

Present: Tristan Dean (in the Chair), Steve Collins, Grant Strake, Will Trayes, Deb Brewer, Andrew Phillips.

In Attendance: Barbara Taylor (Deputy Principal), Debbie Thompson, Shaun Niemand, Leah McNee, Warren Frogley and Sigi Hesse (PFA), Tom Clarke (minute taker)

Tristan welcomed everyone and particularly Barbara, Shaun, Leah, Debbie, Warren and Sigi. He noted that there were no conflicts of interest.

Apologies: Donna Skyrme, Simon Brown and Brad Gibbons for late arrival.

2. Visitors

Barbara, Debra, Shaun, Leah, Warren and Sigi attended as visitors and were granted speaking rights.

3. Strategic Review/Student Achievement

a) Gifted & Talented

Debbie presented a comprehensive report on gifted and talented students, which she noted also included children with special needs. Her report:

- Explained the school's definition of 'gifted and talented' students, and how they are identified in relation to the ERO processes to identify them, noting that the school meets most of the ERO requirements
- Explained the checklist that teachers use to identify gifted and talented students
- Explained the screening of gifted and talented students noting that of the 135 students identified as gifted and talented, screening showed 18 were identified with a BIA in the gifted range which is the 95th percentile or above, and 14 of them were within the 90 to 94 percentile.
- Explained the implementation of strategies to provide for these students
- Explained the aims and objectives of the 'thinkers and doers' group that she takes that provides the opportunity for these student to work with other like-minded students.

She then presented her recommendations on 'where to next' that included:

- Continuing Thinkers and Doers

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- Making more time available to support teachers to develop skills in students
- Continue to screen students with outside assessors, preferably all six year old students
- Continue networking with others in the Gifted and Talented field
- Ensure new staff understand the definition and needs of Gifted and Talented
- Consider cluster groups in classes
- Consider possible acceleration of students where appropriate.

Debbie recommended more funding for the programme. Currently it is costing about \$35 per student for screening but the cost for full screening is up to \$900 each. Currently the school is spending \$3000 to \$4000 annually on screening.

After discussion on Debbie's presentation it was agreed that Barbara and Debbie will discuss how best to communicate the result of screening to parents. Debbie said currently she ensure that parents of gifted students get the results – other results are communicated to the students' teachers.

Tristan thanked Debbie for her informative report.

b) PE and Sports

Shaun and Leah then presented a comprehensive report on the sports curriculum.

Shaun explained the aims of the HPE curriculum, and the annual Kiwi Sport budget that has been in place for the last five years with the objective of encourage sporting activities. Steve commented the programme had been very successful in getting parents involved. Leah and Shaun commented that the requirements of the programme are too big for two to handle on a voluntary basis, involving many hours of work, particularly handling the required paperwork. They gave examples of the amount of paperwork required for each student for each event. They commented that in their view it will not be possible to continue to offer the current range of sporting activities unless a dedicated person can take over the management of the programme. They noted that some students are currently missing out on participation because the numbers are too big for the available resources and some classes are missing out altogether. Under the Kiwi Sport programmes, the objective is to have a participation rate of 80%+ every day but the school is currently not achieving that. Steve and Will commented that Shaun and Leah are doing a great job for the students. Tristan commented that the school may have to cut back the range of activities offered and concentrate its efforts more. Tristan thanked Leah and Shaun for their presentation. Steve expressed thanks to Leah, Shaun and Debbie for everything they do for the school noting their professional and dedicated efforts add significant value to the school.

Debbie, Shaun and Leah then left the meeting.

c) Charter Review

Trustees discussed the current Charter and the desirability of reviewing and restructuring it to streamline it. Barbara commented the Charter contains fantastic information but felt it would be a more effective document if it was streamlined.

(Brad joined the meeting at 8.15pm)

It was agreed that streamlining it and making it more teacher-focused would improve the usefulness of the document. Deb raised the issue if the introduction section should include a statement regarding the role and acceptance of Te Reo, tikanga Maori and tikanga, and biculturalism generally.

It was agreed that while this is covered comprehensively in Section Two and Three, it should be included in the Introduction.

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Steve commented that it has to be more than simply being “instructed” or “teaching”– it has to be in the heart and soul of the student. How to incorporate this into the Introduction will be the subject of further discussion between Steve and Deb for consideration as part of the review of the Charter. Steve is to rewrite Part II and Part III of the Introduction.

It was agreed that the layout of the entire Charter document needs to be reviewed and streamlined. The phrase “exemplary student” was also discussed and it was agreed that this needs to be changed to better reflect the objectives of the school into the future.

Barbara and Steve have already begun reviewing the Charter, and feedback has been received from Brad and Donna. It was agreed that those comments and the comments discussed at this meeting will be included in the review and the revised document will be submitted to Trustees for further consideration.

Debate then moved onto the issue of school fees and the problems of collecting these.

4. Regular Review and Monitoring

a) Policy Review

It was moved Brad, seconded Tristan:

- *That Policy 6.6 Attendance be deleted and that revised policy 6.5 Protected Disclosures Act be accepted.*

Carried

b) Self Review

It was agreed to defer this matter until the November 2015 meeting.

5. Emergent Review/Current Issues

a) Formation of CoS

The Board discussed a communication received from James Thomas of Whangaparaoa College regarding the formation of a CoS for Whangaparaoa Peninsula schools.

Steve commented that his view was that Whangaparaoa School should support the proposal pointing out that this did not commit the school at this stage but that there are potential benefits for the school in proceeding and at this stage it should retain its option to be involved without committing itself. It was agreed that Tristan would send a letter to James Thomas by next week indicating the Board’s support for the proposal.

b) Board PD

The Board discussed a communication received from Carol Abley of Stanmore Bay School regarding PD for Boards of Trustees on the Whangaparaoa Coast. It was agreed that Tristan would advise Carol that the Board was in support of PD occurring on the Coast.

6. Other

a) Board Presentation to Parents

There was discussion on the best method of the Board communicating with parents and the problems involved in the Board trying to organise meetings with parents to discuss issues with them. Will suggested an alternative of Board members being available to meet and talk to parents at the school during Parent Interviews. It was agreed this was a worthy suggestion, and that the proposal would be trialled at Parent Interviews in March and July, and also at the family picnic at

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the school on December 4 this year. Steve commented that he already holds parent feedback arising from an earlier survey, and that he will present this feedback to the November meeting of the Board.

b) Attendees for CC Meeting October 27

It was agreed that Andrew and Tristan will attend the Consultation Committee meeting on behalf of the Board and that other members can attend if they so wish.

6. Subcommittee Portfolios

a) Finance

Andrew reported a satisfactory position but noted that the school will have to fund building repainting in the future. Steve reported the Condition Assessment is well underway. An asbestos survey is yet to happen after which a 10 year plan will be available and at that point the Subcommittee will be in a better position to plan building repainting and maintenance. Andrew said that operationally finances year to date are tracking really well. And we are well ahead with capital spend and that there are provisions to protect the school against things that could go wrong. Steve commented that Auditors are likely to be unhappy because the 10-year plan is unavailable until the building issues are resolved.

b) Health & Safety

Deb reported that a list of the rooms that require blinds and locks has been compiled and that information is required for an application for a community charitable grant. Steve to be the first point of contact for Helen to obtain the information she needs to make a grant application. Three companies are to be asked to submit quotes.

Deb then informed the Board of the circumstances surrounding recent police involvement with an intruder on the school grounds following a recent after-school incident involving ex-pupils of the school. Steve commented that it is important that the Health & Safety Subcommittee consider this situation. It was agreed that the Health and Safety Subcommittee meet next week with Deb to consider this issue and also to discuss the issue of window coverings.

Deb also spoke about the school's Halloween Disco event on Friday October 29 starting at 6pm and asked if Trustees could make themselves available to assist with the event.

c) PFA

Warren Frogley spoke about digitizing the newsletter and the school making better use of social media. It was agreed that Warren and Steve would discuss this issue and its application in the marketing of the school.

7. Administration

a) Minutes

- *That the minutes of the September 21 2015 meeting as circulated, be approved as a true and correct record.*

Moved Andrew/seconded Brad

Carried.

b) Matters Arising.

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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 be delayed by one week and will now take place at 7pm on Wednesday November 25 2015 starting at 6pm, subject to confirmation from Donna. Steve commented that this meeting will finalise the draft Charter and the draft budget for next year and recommended that the agenda be cleared as much as possible to allow time for these items to be considered fully.

b) At 10.05 pm, it was agreed that the public be excluded from the meeting to discuss confidential matters

c) There being no further business, the meeting closed at 10.35pm.

Signed as a true and correct record of proceedings

Tristan Dean
Chair

Date