

## Whangaparaoa Primary School Board of Trustees Meeting Minutes 24-11-15

### Present

Tristan Dean, Will Trayes, Grant Straker, Brad Gibbons, Simon Brown, Donna Skyrme, Steve Collins, Deb Brewer (late)

Andrew Phillipps absent

### Other

Warren Steel, Gordie Palmer, Sandra Grech, Melissa Stillwell, Barbara Taylor

No conflicts of interest

### Literacy review – Sandra and Melissa

- 2015 has been a year of reviewing of current and accepted practices, challenging these and making changes for 2016
- Presented a review of the resources provided for each teacher
- Resources have been better aligned with the curriculum
- 2016 plan presented
  - Consistency of marking is essential
  - Specific year level strategies to be implemented
  - Good discussion around the proposed introduction of PAT testing form years 3-6 to provide more robust data and give better direction for targeted learning
- Sandra and Melissa left following their presentation

### Maths review – Barbara and Warren

- Discussed how they have reviewed the direction provided by the charter and guidelines within and designed programmes to meet these
- Focus on introducing timetables to give priority to literacy and numeracy and ensure these lessons are not disrupted or cut short
- Focus on reducing distractions and introducing greater consistency across classes
- Introduction of processes to assist kids to take ownership of their own learning
- Review of current situation, agreeing what “good” looks like, driving consistency across classes
- Solid professional development (PD) undertaken in 2015, including teacher aides

### National standard review – Warren Steel

- Raw data presented along with year level commentary from senior teachers
- Clearly identified writing and maths as priorities and especially the achievement of boys
- To introduce a peer/mentoring programme between teachers to build capability across the school
- Still issues with consistency of measurement across years

#### Charter – all

- Barbara presented the revised format she has spent a lot of time working on
- Grant Straker agreed to provide the information required for objective 8, Learning and Empowerment
- Environment section – BOT to provide core strategies
- Steve Collins recommended that BOT members attend education on the Vulnerable Childrens Act
- Senior leadership team to finalise the annual section and use this to provide the future reporting schedule for the board. Current timetable to be replaced by this

WS and GP left at 9.15pm

#### Budget 2016

- Commented on by Steve Collins
- Bottom line is that there is a small surplus planned for 2016
- Budget to be approved at the December meeting
- Some points to be fed back to Andrew to comment on at December meeting
- Andrew to also present comments around 2016 donations forecast

#### Principals report – Steve Collins

- Final report of his tenure at the school
- Heartfelt thanks expressed by SC for the support of the BOT (current and previous)

December meeting to be moved to Tuesday 8<sup>th</sup> at 7pm

BOT review also moved to same meeting

Will Traves advise he will be leaving the school on a 1 year sabbatical and will be handing over the staff trustee position in 2016

- Aim for new staff trustee to start Feb 2016

#### Previous minutes reviewed

- BG moved these be accepted
- 2<sup>nd</sup> by Steve Collins

#### Health and safety committee

- Deb advised that we have 1 quote for blinds and 2 more to come in
- All agreed that the PFA are to be allowed to utilize the school grounds as (paid) car parking for the 2016 Weetbix Triathlon in Manly – weather and conditions permitting
- Lock down procedures for both during and after school have now been agreed and are in place

Action items

- Steve Collins to ask Hazel where we got to with grant for new school van

In-committee session commenced 10.05pm – BT left the meeting

Meeting concluded 10.30pm

*Signed as a true and correct record of proceedings*

*Tristan Dean*

*Date*

*Chair*