



*"To be the best you can be"*

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL  
BOARD of TRUSTEES MEETING  
Wednesday December 8 2015  
In Staff Room**

**1. Welcome / Introductions/Apologies/Conflicts**

Meeting opened at 7.10pm.

Present: Tristan Dean (in the Chair), Steve Collins, Will Traves, Deb Brewer, Simon Brown, Brad Gibbons, Donna Skyrme

In Attendance: Barbara Taylor, Warren Steel

Apologies: Andrew Phillips, Grant Straker.

**2. Visitors**

**3. Strategic Review/Student Achievement**

**Charter Review**

- a) Add into annual planner/policy review: healthy eating for discussion during next years meetings following Donna's email regarding the subject
- b) Barbara confirmed that the school has been accepted for the ALiM program, which the ministry provides funding for accelerated learning in maths. Trustees reviewed the updated charter and added inclusions where necessary.
- c) Steve will re-write the introduction to remove the duplication.
- d) Senior managers have some work to complete and aim to have a finalised version to Trustees by Wednesday next week.

**Other**

- a) Deb to pursue information regarding lock and blind quotes and pass to Property committee for application to Ministry

**4. Regular Review and Monitoring**

**Annual meeting planner**

Discussion about the timing of reporting from teachers to the board.

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- a) Barbara/Warren to develop a timetable when reports should be presented.
- b) Trustees to prepare a framework for reports to be presented to.
- c) Trustees to advise what areas we want to hear about.

### **Principal's performance overview**

Deferred

Tristan to follow up with Roger to confirm his retention until a new principal is appointed

### **ERO visit**

School advised of ERO visit for Term 2. Discussion about whether to try to postpone the visit. The senior management team believe the visit should stand.

### **Budget approval**

Small changes have been made and these were discussed.

Quotes required for replacement server, allocated into the budget. Opportunity to pursue buy to lease?

The budget was approved.

Moved: Principal      Seconded: Tristan

### **Donations**

Trustees agreed to leave the amount of donation amounts the same as last year and agreed to increase communication to the community to tie in with the Charter strategies.

Moved: Tristan      Seconded: Deb

## **5. Emergent Review/Current Issues**

### **Board self review – succession planning**

The board discussed which trustees are considering standing for re-election and what the strategy will be for ensuring continuity.

The staff trustee has advised that he will not be returning and plans are to be put in place by Steve and Warren to carry out re-elections for the first board meeting of 2016 (24 February).

Appointment of minute taker – potential appointee to be contacted in January by Deb.

## 6. Other

### Question and answer session with the principal

The trustees took the opportunity to gather information about partially completed projects and necessary follow up

## 6. Subcommittee Portfolios

### Property

The trustees discussed the Building Condition Assessment which was received by the school on Sunday 6 December. The sub-committee had met prior to the start of the meeting and discussed the points of the report which had been highlighted. A further meeting is to be planned with Ministry advisors in the New Year.

## 7. Administration

### Minutes

- *That the minutes of the November 24th meeting as circulated, be approved as a true and correct record.*

Moved: Brad                      Seconded: Tristan  
Carried.

### Matters Arising

Nil

### Action Items

Steve followed up with Hazel regarding the grant application for the school van. The application stalled with Tom, who has now left his position at the school.

### Correspondence

The trustees discussed the report received from Jenny Higham of Coast Families. The school would like some further information from Jenny regarding the amount of interaction she has with each family with a view to better understanding the value of the service.

### Farewell from Steve

Steve once again expressed his thanks to the trustees and in particular to the chairperson for the continued support and interactions over the term of the board, and plans were made to organise the gifting of the end of year presents and other events.

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### 8. Meeting Closure

#### Next meeting

The next meeting will be on 24 February 2016

#### Closure

There being no further business, the meeting closed at 9.57pm.

*Signed as a true and correct record of proceedings*

*Tristan Dean*  
*Chair*

*Date*