



"To be the best you can be"

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL
BOARD of TRUSTEES MEETING
Wednesday April 13 2016
In Staff Room**

1. Welcome / Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.15pm.

Present: Brad Gibbons (in the Chair), Deb Brewer, Simon Brown, Donna Skyrme (minute taker), Warren Steel, Linda O'Brien

In Attendance: Barbara Taylor, Gordie Palmer

Apologies: Grant Straker, Tristan Dean, and Andrew Phillipps

2. Visitors

None.

3. Strategic review/Student achievement

a) PAT testing

Barbara presented a presentation in support of her report "PAT Data 2016". Her summary showed that whilst there were some good results, the school was very average despite its Decile 9 rating (Higher decile rated schools should expect to see test result in the higher stanine levels, WPS was largely in the mid-range).

There are a number of resources available by using this testing, that allows teachers the ability to drill down to specific students and understand what areas of the testing they may have outperformed or underperformed on. In Mathematics there were some areas of 'strand' where the results were quite a bit lower than the national average. A review of the school coverage of these strands in 2015, which had identified some gaps, will hopefully lift achievement in these areas over a two year period.

A further discussion was held regarding the new spelling program "Switched onto Spelling" which is a change to the previous methods of teaching spelling.

Barbara commented that Term 1 was a heavy term in relation to workload associated with testing, and the data collected this year was a clear baseline. She acknowledged the effort and commitment the teachers had put into delivering these new tests.

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- b) Barbara presented a second report "Analysis of Boys' Writing" as that had been a focus area from last year's National standards reporting. Analysis was carried out to understand whether there were patterns and trends which could be identified – the analysis showed that there were no such patterns, but did clearly identify that the majority of students of concern were either already in support programs, were waiting to be in support programs or had previously been in support programs. The data analysis and the introduction of the PAT testing will allow the school to carry out further investigation as to how to be support the boys to achieve at National Standards.

4. Annual requirements

5. Regular review and monitoring

- c) Policy review – Vulnerable Childrens Act/Child Protection/EOTC/H&S

The trustees discussed the implications of the new legislation (VCA and HASAW) and what effect that will have on a number of operations around the school. The Senior Managers have been collating resources and have been researching the requirements to ensure the school fully complies with its obligations.

A draft Child Protection Policy is being put together and follow up is being carried out regarding the recruitment and screening processes currently used in the school.

The discussion continued to include the current lack of relievers and the process around safety checking them, school camps and volunteers, the programs that are run in the school relating to children keeping themselves safe and how to streamline the consent process for EOTC activities whilst ensuring that the legislative obligations are all still met.

New resources are available to schools regarding EOTC procedures.

Actions:

- 1) Gordie is to prepare a draft Child Protection policy on behalf of the SMT and submit to Donna
- 2) Once the layout and content is agreed the school will take ownership of formatting the document into a simple layout which can be easily understood
- 3) Warren is to prepare a draft EOTC policy on behalf of the SMT and submit to the staff for comment
- 4) Donna and warren are to meet to discuss the HR audit conducted last year
- 5) SMT is to set up a process of monitoring safety checking of "workers" – Donna to assist

The trustees still have work to complete on the policies that were reviewed during the March meeting.

Actions:

- 1) Tristan is to submit the Finance Policies to Donna to collate
- 2) Karen Adams will collate the Personnel, Health and Safety and Curriculum once received from the SMT and pass to Donna to add to the Policy spread sheet

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- 3) The Digital Citizenship Policy is still a work in progress with the SMT needing additional input and research
- 4) The International Fee Paying Student Policies are to be added to the Annual Planner for review in May or June – Gordie has resources that she can share with the trustees
- 5) At the start of the new review cycle all policies will be made available to staff for comment one month prior to the scheduled review date – Linda and Donna will collaborate to make this happen

d) Board elections preparations

Brad updated the trustees with how the election process was progressing; Cathy Ford is the Returning Officer and has the process well in hand. Resources have been received and sent out to parents and the newsletter will include information to parents from the existing Board.

Actions:

- 1) A “Save the Date” notice is to be prepared for the school newsletter, website and Facebook page asking parents to come along to the May meeting to meet informally meet the existing trustees if they have questions about what the role entails **Brad**

6. Emergent review/Current issues

a) Principal appointment update

Brad thanked his fellow trustees for their involvement and commitment to the recruitment process and all agreed that it was a challenging but rewarding process.

Brad then thanked in particular Warren, Gordie and Barbara for their excellent caretaking of the school in the absence of the principal.

Donna added that the new principal, Kevin, had commented on how impressed he had been with their engagement with him, their professionalism on the day he visited the school, their enthusiasm about the school and what a committed team they appeared to be.

Kevin will be taking up his appointment late in Term 2 and will be visiting when time allows engaging with some of the staff and children.

7. Other

8. Subcommittee Portfolios

Reports & recommendations to the Board

a) PFA

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The trustees acknowledged the outstanding effort put into yet another fantastic gala.

Actions:

- 1) A thank you letter is to be sent to the PFA Office Holders and Committee

The current secretary of the PFA was present at the meeting and a discussion was had about how to build better and stronger relationships between the board and the PFA

Actions:

- 1) The PFA are to be invited to the first full board meeting (after induction) to meet the new board and principal. An early start was suggested to allow for drinks and food. **Donna**

The trustees were impressed with the standard of reporting from the PFAs Annual Reports.

Actions:

- 1) Can the PFA recreate the visual aspect of the report and make available for parents to see, perhaps with posters around the school and inclusion in the newsletter. **Deb**

b) Property

Trustees were presented with a playground report. There are a number of actions required to resolve. Troy will action any low or medium priority items and will plan for completion of the higher priority ones.

Current plans are in place to upgrade some of the furniture in the Tindalls block, which Troy is championing, and will be looking for parent support to assist.

The library build continues, with a short extension to the completion date. Concerns were raised about the lack of furniture and the cost associated with moving in.

Actions:

- 1) Trustees to be supplied with a list of concerns about moving in, and what furniture items are required **Warren**

Still outstanding is the issue of security cameras – Troy is waiting on information from the suppliers. It was agreed that in principle having the cameras installed would be great; the school needs to further understand its future liabilities, if any.

Actions:

- 1) Chase up outstanding information and decide whether to proceed with the installation **Warren and Troy**

A parent has requested that the board fund the installation of floodlights on the netball courts so that our teams can practise in the early evenings – Edith Hopper is at capacity and there is a need for additional space.

Actions:

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- 1) On hold until a further meeting is held with the Ministry – need to investigate funding avenues

The trustees acknowledged Troy's commitment to his role and how he continually goes beyond his scope of duty and how appreciative the staff and SMT are of his efforts.

Actions:

- 2) Trustees to consider setting up a discretionary fund for items where items for congratulations and thanks could be purchased **Brad**

9. Administration

Minutes

An amendment is required to S6 to remove details of a meeting Barbara attended, and to change the date of the next meeting to 13th April, not 20th

- *That the minutes of the March 16th meeting as circulated, be approved as a true and correct record.*

Moved: Deb Seconded: Simon

Carried.

Matters arising

Nil.

Action Items

Updates presented and new items agreed – refer to separate document.

Correspondence

- As per Agenda

10. Meeting Closure

The next meeting will be on 18th May, where the first hour will be a meet and greet for parents interested in standing for election.

Closure

There being no further business, the main meeting closed at 10.15pm.

Signed as a true and correct record of proceedings



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Brad Gibbons
Chair

Date 18/5/16