

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES



"To be the best you can be"

MINUTES of WHANGAPARAOA PRIMARY SCHOOL BOARD of TRUSTEES MEETING Wednesday August 17 2016 In Staff Room

1. Welcome / Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.35pm.

Present: Brad Gibbons (in the Chair), Deb Brewer, Rhys Finn, Claire Scott, Grant Willis, Donna Skyrme (minute taker), Kaylea Bradshaw, Linda O'Brien, Kevin Cronin

In Attendance: Barbara Taylor, Gordie Palmer, Warren Steel

Apologies:

2. Visitors

Nil

3. Curriculum Review

a) Warren - mid year National Standards

Explanation from Warren about the difference between reporting of NS at yrs 1-3 and at yrs 4-6, in that assessment is carried out at the anniversary date for the year 1-3 students and the reason behind the reporting is to provide the board with some indication as to where resources may need to be allocated to support students who have been assessed as not achieving.

The SMT have identified a need to assess their own data collection and how it is used to plan and develop future actions. This is still a work in progress and focus is still necessary.

The data at this stage may not be completely accurate, due to a variety of factors, including teaching teams using the same tools for assessment and changes in personnel. Impacts on results could be from introduction of new and different assessments.

Grant asked for the benchmarks to be included in the reporting so it is easy to identify strengths and weaknesses. Also an understanding about distribution i.e. how do we compare to others.

Concerns raised from the reporting

- Maths data - is the reporting correct?
- Lack of ability to track progress through years/cohorts

Suggestion to restructure the report to highlight the concerns and offer explanations or action plans.

Action plans from the team leaders were not proofed prior to presenting to the board - therefore there are many items listed but are possibly not a true picture of what actions will be taken to address any items identified.

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Discussion about how easy it is to focus entirely on the results/data and lose sight of the bigger picture. When compared to the other schools in the region the school is on track and achieving at similar standards.

Kevin showed an example of a report which included cohort and action plans all together.

Action Item 8.1 Kevin and SMT to continue to monitor and improve reporting with a view to include requests from the trustees

b) Barbara - ALiM report

Barbara advised that \$12,000 of resources were supplied through the PFA and was used exclusively for maths.

Historical support programs did not include maths programs. An application for ALiM funding was successful and ALiM aims to improve maths across the whole school. Tier 2 interventions as described in her report.

Big focus will be to make this program sustainable through the use of the Curriculum Action Plan, and to enable the teams to capture the students highlighted as needing additional support much earlier in the school. In order to support the accelerated programs the classroom programs are being looked at to ensure the children are well supported back in the normal classroom environment.

c) Brief discussion about the website about Privacy aspects of blogs and log-ins for parents and whether the log in was a barrier to parents visiting the site.

Kevin thanked the people who wrote the reports and acknowledged the effort and work that goes into preparing and presenting the reports.

4. Administration

Action items update - see list at the end

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

Moved: DS Seconded: DB

Action Item 8.2 Brad to sign minutes for June

Action Item 8.3 Correspondence - Brad to follow up with NZSTA regarding letter received and report back to trustees

Action Item 8.4 New agenda item - CoS - Kevin

5. Principal's Report

Karakia - do the board want to introduce this as part of their meetings?

Thanks from Kevin for the support shown by trustees

Finances and PD Discussion about the funding of PD as detailed in Kevin's report. Strategic plan requires that the team have opportunities to see what others are doing. Assurance was given that the school is in a strong financial position and that further discussions will be held later in the year to prioritise spending.

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Focus will be on ensuring that money that can be used for the children will be used for that purpose.

ERO Brief overview regarding the ERO process. Kevin introduced the School Evaluation Indicators resource and advised that the board will be required to carry out some assurance checklists (filed in 2016 Board doc file) and that the basis of the visit will be around this

<http://www.ero.govt.nz/assets/Uploads/ERO-15968-School-Evaluation-Indicators-2016-v10lowres.pdf>

Special board meeting for discussion late October/early November - TBC

Action Item 8.5 Trustees to read the information provided in the link. Additional resources available in the Drive

Miscellaneous Purchases

The trustees approve the introduction of a school credit card, with an agreed limit of \$5000 and a card issued to the Principal, DPs and one card for staff to use. The card is not to be used for any cash withdrawals.

Moved: BG Seconded: DB

Uniforms Kevin presented the SMTs thoughts in relation to the current uniform policy and suggested changes.

Changes to be added to the policy by SMT and presented to the board as per the discussion on this date. To take full effect at the start of the 2017 school year.

Moved: BG Seconded: DB

Start of 2017 New structure suggested to include 2 days of meet the whanau (Wed 1 and Thur 2 Feb) where each child and their parents would meet with the teacher for half an hour. First full day of school would be Friday 3 Feb (Waitangi Day falls on Monday 6 Feb). End of year would be Friday 15 December.

To be introduced to parents at the upcoming meeting

Sydney trip to visit significant schools Kevin requested funding to visit Northern Beaches Christian School and Claremont College (Sydney) for 3 nights for the Senior Management Team as the beginnings of learning about new structures and cultures.

The trustees agreed in principle to fund the trip up to a maximum spend of \$7500 to cover flights and accommodation. Kevin to supply cost outline to Brad and Grant, and additional funds will require further approval.

Moved: KB Seconded: RF

Delegations List Look at the existing policy and review and build delegations around the needs and practicalities whilst ensuring visibility and management of the process and budget.

Action Item 8.6 Kevin and Brad to review existing delegations list and present to trustees for approval

Activity Fee Recommendations for activity fee in place of individual charges for each item.

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Consultation Committee Recommendations to remove this as a process and manage spending priorities in line with the annual plan

Physical Education Millennium program - Youth Devel Program, 30 hours/week split across a number of activities, PhD student, funded through Kiwisport allocation plus another \$10,000, funds to be raised through fundraising.

Trustees approved the initiative in principle and felt it was an exciting opportunity for the school. Kevin to send further details to trustees.

In principle - Moved: CS Seconded: GW

Strategy plan Feedback - bring the school together - vertical learning communities
36 classrooms, 6 mini schools of 6 classes

Homework replaced with home school communication policy/strategy. Focus on the following day's learning for the individual and not on tasks set for tomorrow

Learning assistants - trial in rooms, utilise the additional \$40k coming from the PFA.
12 hours a week. Replacement for learning support programs in time. Approx cost is \$100,000 a year, funded by the board entirely. Not an admin role, full support in the classroom; 2nd adult. To focus on reading, writing and maths. 30 weeks/year.
Funding model to be presented and further discussion required.

5. Policy Follow up

Deferred to September

6. Regular review and monitoring

Property

Fence line - 2 quotes for finalising fencing on Ladies Mile and replacing boundary fence around the field

Rhys to clarify profile to contractors

The trustees approved expenditure to complete the fence as per the 5YA up to \$32,000 Excluding GST

Moved: RF Seconded: KB

The Trustees approved expenditure for the removal of the 5 Liquid Ambers up to \$6,500 Excluding GST

Moved: RF Seconded: KB

5YA process to check for reallocating funds and claiming funds back
Also need to check whether the school put in the claim for the previous expenditure on the fence.

7. Emergent review/Current issues

8. Other

9. Subcommittee Portfolios

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A report from the Health and Safety Committee was to be included but was late being sent due to the timing of the meeting. Left on the table for Trustees to view and comment

10. Meeting Closure

The next meeting will be on Tuesday 20 September at 7pm

Closure

There being no further business, the main meeting closed at 10 pm.

Signed as a true and correct record of proceedings

Brad Gibbons
Chair



Date

16/9/16

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12. Action Point Summary – August 2016

Action Item 8.1 Kevin and SMT to continue to monitor and improve reporting with a view to include requests from the trustees

Due Date: December 2016.

Action Item 8.2 Brad to sign minutes for June

Due Date: 20/9/2016.

Action Item 8.3 Correspondence - Brad to follow up with NZSTA regarding letter received and report back to trustees

Due Date: 20/9/2016.

Action Item 8.4 New agenda item - CoS - Donna

Due Date: 13/9/2016.

Action Item 8.5 Trustees to read the information provided in the link regarding ERO visits. Additional resources available in the Drive <http://www.ero.govt.nz/assets/Uploads/ERO-15968-School-Evaluation-Indicators-2016-v10lowres.pdf>

Due Date: 20/9/2016.

Action Item 8.6 Kevin and Brad to review existing delegations list and present to trustees for approval

Due Date: 20/9/2016.

13. Outstanding Action Points

Action Item 6.3: Owner: Warren: Send latest update re Communities of Learners to new BOT.

Due Date: 1/8/2016.

Completed - added to agenda for September

Action Item 6.5: Owner: Warren: Make an appointment for new BOT to be taken around the school.

Due Date: 1/8/2016.

Deferred to later in the year (in light)

Action Item 6.7: Owner: SMT: Include blanket consent form in Enrolment Packs.

Due Date: December 2016.

Action Item 6.8: Owner: Donna/Brad: To communicate with Karen to reformat the EOTC policy – just need page 1+2, the rest is procedure – send out and sign off before next meeting.

Due Date: 1/8/2016.

Donna to follow up with Karen

Action Item 6.15: Owner: Brad: To provide a written reply to Bart Joy.

Due Date: 4/7/2016.

To action