



"To be the best you can be"

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

1. Welcome / Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.03pm.

Present: Tristan Dean (in the Chair – 1st), Brad Gibbons (in the Chair – 2nd), Deb Brewer, Donna Skyrme, Grant Straker, Warren Steel, Linda O'Brien

In Attendance: Barbara Taylor, Gordie Palmer, Leah Jacobsen (minute taker)

Apologies: Simon Brown, Andrew Phillipps

2. Visitors

None.

3. Strategic review/Student achievement

a) Approve Charter and Annual Plan

The latest version of the Charter was sent through. Barbara highlighted the 5th aim in the Introductory Section which has been re-worded. It previously had reference to BLP, however, the 3rd aim covers this.

The Charter was discussed at one of the Teacher Only Days and is now a working document that can be referred to

The Charter was accepted.

Moved: Grant Seconded: Donna

The final version was signed by Brad and given back to Barbara for sending to the Ministry.

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES

c) Hautu – Trustee PD update

Gordie and Deb attended the Hautu workshop in September last year. The focus was on Maori student achievement. One of the biggest challenges identified was getting whanau to contribute. The challenge is to keep working on getting more whanau on board.

WPS has a good base and can be even better with support from a strong leadership team. There is confidence in the current leadership and staff are being upskilled – Gordie is doing a fabulous job.

When ERO last visited, they commented that WPS was doing a good job but they want to hear more Te Reo Maori when walking through the playground, in the staffroom etc.

Some teachers may have concerns about getting things wrong. However, no need to worry as it is all part of the initiative – part of Gordie's role is making people more comfortable.

Some of our Maori students currently sit under a truancy umbrella – want to take particular interest in them and accelerate their learning.

4. Annual requirements

a) Office holder elections

BoT elections to be held mid-year. Appointment of Principal also coming up. Tristan and Grant not standing for re-election. Brad and Simon will stand, and probably Donna. Andrew and Deb will probably stand down but happy to stay as co-opt. Discussion was had around numbers needed for a cohort (minimum of 4).

Tristan passed meeting over to Warren at 7.43pm.

- Tristan nominated Brad as Chairperson; seconded by Deb.
 - Warren declared Brad as Chairperson.
- Tristan nominated Donna as Deputy Chairperson; seconded by Deb. Donna had concerns re taking too much on and nominated Simon, which was seconded by Brad. Grant rang Simon, who accepted.
 - Warren declared Simon as Deputy Chairperson
- Tristan nominated Andrew to stay on as Treasurer for the 1st half of 2016; seconded by Grant.
 - Warren declared Andrew as Treasurer
- Donna nominated Tristan as Secretary, who declined. Donna happy to stay in role but would need to push back some of the admin to the school.
 - Warren declared Donna as Secretary

Warren handed meeting over to Brad at 7.49pm.

b) Introduction of new staff trustee

Staff trustee is Linda O'Brien, who will probably stand to be re-elected mid-year. Make sure Linda is included on emails going forward. Also needs a policy book.

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES

Linda asked for clarification re role expectation – essentially staff voice to ensure communication between staff and BoT:

- Report to BoT on day to day issues (brief synopsis / FYI)
- Inform staff of BoT roles
- Give an abridged version of minutes to staff & display print copy in staffroom

5. Regular review and monitoring

a) Board processes 5, 7, 9

Tidied up last year and clarified roles. Pretty comfortable with relationships and how they operate. Note there is repetition in 7 and 9. The new BoT will need to understand these to ensure proper handover. First couple of meetings of the new BoT will have time allocated to induction and going over policies.

Policies were approved.

Moved: Tristan Seconded: Grant

b) Delegations list

Tristan to email **Brad** and **Warren** – both need to sign (**Brad** to come in and do this).

c) Policy review plan for 2016

Barbara to refer Donna's policy folder to Karen Adams. It was identified that some policies missed their scheduled review and some have been left lying on the table. The trustees agreed to meet at 6pm at the next meeting to bring the review schedule up to date. **Barbara** noted we don't have anything on International Student policy. The Vulnerable Children's Act needs prioritising; look at other school websites for examples – **Barbara** and **Gordie** to action.

Once decisions on policies are made, how are these communicated? Most schools have policies available on their websites.

Discussion was had around use of photos of children on the school website. Need BoT to look at removing the 3 child policy and clarify how to use images in written work etc. moving forward. Update permissions for all children on file; new permission slips may need to go to parents.

WPS has privacy and copyright policies but needs to develop a clear cyber policy/digital citizenship policy. **Barbara** and **Gordie** to give commentary and bullet points of suggestions – knock out a draft for next meeting.

Review should be led by the school, agreement to be made about how policies can be presented to staff for review.

Consider the use of the school website versus an internal sharing set up. Moving forward, discuss sharing of child's learning – there are apps and products that can help which are

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES

safe and off the school website; also good from a maintenance point of view. Staff blogs may need to become general, or password protected. At present, anyone can go on school website and register. Possibly use something like Seesaw, junior blogger long term.

Website guys have been doing developments and have donated their fee back to the school (\$4-5,000). **Warren** to send thank you note to Warren Frogley and to email all related info to Brad.

6. Emergent review/Current issues

a) Donations – strategic planning

- Donna sent through a summary. Started off the year well – up from last year.
- Start planning in Term 3 rather than in Dec. Schedule time in Sep/Oct meetings to lock processes down: who will do what, advise parents of what next year's donation will be, organise to get in the newsletter twice, and do another drop in Term 2 holidays.
- Idea to use a Visual Thermometer for donations – fill it in every month. Could be a project for one of the classes. Would need to be careful with wording.
- Offer incentives for donations? E.g. vouchers for dinner, local businesses offering discounts etc. Should be simple and not create a whole lot of work.
- Discussion had in regards to online vs physical donations/fees, and stationery through One Stop Shop (reaches 400 families, 675 kids, 38% of donations obtained on day). The shop is a massive amount of work, but has become standard practice for the school. Administrative costs are negated by volunteers. Not compulsory, but there is a significant saving for parents who use it.
- Ensure communication goes out for stationery pre-orders and pre-paying fees prior to Christmas. Discount if paid by March 31st. Info re school donations are not on the stationery form – better to have one sheet with everything on it?
- How do we thank people involved with One Stop Shop? Send thank you letters at least – **Brad** to action this or allocate to someone? Could use cards that the kids have designed.
- Need to acknowledge donations made. Parents want to know what the school does with these. There is weight in sharing what we are spending money on as it quantifies where dollars go and helps generate conversation. Come up with things to tag donation money for e.g. school van back on the road.
- Student enrolment is a good time to encourage donations – have a conversation with each one. This gives another window where parents can pay. NB: NE orientation has changed – there is now a part where PFA / BoT talk about donations. Maybe the Principal would be the best person for this? At present, staff don't really get into many discussions with parents. Could possibly do more in parent interviews (another opportunity) but this may not sit comfortably with staff.
- Goal setting interviews are coming up. Have a BoT presence at these nights as significant donations are received here. Senior leaders to work with Bot. Also advertise donations with upcoming BoT election.
- Finance to send reminders out every 2 months i.e. that you can pay donations today. Try to be flexible so people have options to pay whatever, whenever.
- **Tristan** to put together a rough plan on donation strategy – fire ideas through to him. Get feedback from **Warren** and teachers before the next meeting,

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES

b) PB4L – application and support

Warren shared that information had been presented at a Teacher's Only day on positive behaviour for learning. The PB4L approach has been well researched and training is totally Ministry funded. 100% uptake from staff. WPS needs support from BoT to send back to the Ministry – Tristan spoke for BoT support as a whole. Also needs commitment from one Trustee to be part of the staff training – **Brad** is happy to do this. **Gordie**, as coach for WPS, will communicate with Brad where things are up to.

Behaviour related learning is the same as any other subject. A negative approach to behaviour doesn't help learning. A positive approach empowers teachers and encourages children to want to change their behaviour. PB4L will develop and skill staff. Upskilling teachers goes hand in hand with BLP.

7. Other

a) Health and Safety at Work Act – trustee support

Ministry created training designed for BoTs so they are up to date with changes to legislation etc. Arrange for **Deb** to attend workshop (**Donna** may also go, needs to look at the dates again). Material hasn't been sent through to WPS – should get this through NZSTA membership? Follow up on resources available. **Donna** to forward any info she has to Gordie.

NB: needs EOTC incorporation (Vulnerable Children's Act)?

b) ERO assurance checklists

Defer – can be pushed to Term 4, so don't need to fill out until Term 3. We should receive an email with links to download, however, don't wait for this. Try to come up with an agenda for early Term 3 (although won't necessarily know the focus as every term changes).

8. Subcommittee Portfolios

Final budget approval

Early indications are that 2015 will end with a small surplus. A delay meant that the January financials were not available for the meeting.

Property

Recent incidents has raised the priority level of having the fencing completed. **Warren** to come back to property subcommittee with ideas on what is wanted. Get expressions of interest to complete fence at the front. **Property subcommittee** to organise ad in the newsletter in regards to this.

Warren talked about potential hazard of trees falling in carpark and end of field. **Warren** to get quotes and report back to the property subcommittee. Funding would come from the maintenance budget. Need to get this done ASAP.

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES

9. Administration

Minutes

- *That the minutes of the December 8th meeting as circulated, be approved as a true and correct record.*

Moved: Brad Seconded: Tristan

Carried.

- Minutes need to be filed at school in a lockable filing cabinet, possibly in PAs office. **Warren** to organise a cabinet with a key for Brad and himself. **Barbara** to give minutes to Finance/PA for filing.

Matters arising

Nil.

Action Items

- Policy updates – as above.
- H&R policies – as above.
- HR audit – has been largely done, one module still to do by the school. **Warren** to carry on from Steve. **Donna** has documents and will brief Warren. To be done by April.
- Application for grants and funding for school van – currently void, but could be picked up again. **Warren** has a contact and could investigate. Check with Troy as part of that.
- Re-allocation of 5YA – appears that new Fire Evacuation PA system is in. Question whether we got full quotes and if Ministry funding covered the whole cost? **Warren** to investigate and follow up for next meeting.
- Grant applications – **Deb** to follow up with volunteers. Opportunities to improve lockdown process. Donna suggested going back to the Ministry as this is a possible H&S issue and normal quote process may not apply. **Deb** to follow up and give update at next meeting. Could get a letter from police outlining WPS issue to the Ministry? **Warren** to contact John Collins. Need quotes for replacement locks – Troy was following it up. Could be a target for Donations.
- Property Committee – **Warren** to arrange meeting with Ministry for Building Condition Assessment, and with Troy re fencing.
- Coast Families – small group of people using services. Could tap into services for grief counselling, working with children etc. Jenny on leave for the year; is now Kerri Vicdale. Get feedback from **Gordie** in a couple of months' time.
- Reporting to the board – what Warren outlined was good. **Donna** to send most up to date version to Barbara and Warren. Haven't progressed on the framework as teachers want parameters/template to work with – **BoT** to do this (**Donna** to schedule into next agenda). Barbara and Warren discussed delaying the March teacher report.
- Principal Performance Review – Warren has been in touch with Roger.

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES

- Budget - School server – Got approval to install over the holidays, Tristan saw the paperwork, now budgeted for. Grant suggested looking at iPad Pros if updating IT equipment.

New action items collated by Donna

Correspondence

- November letter from Ministry re Health & Safety (discussed above).
- Resignation from Anne-Marie Hardy (is in the Principal's Report). **Warren** to organise acknowledgement letter.
- Warren has seen a copy of the letter from Tania Adams.

Other

- **Warren** to organise a farewell and gift for Denise Ball for Friday 26th February – she will come back in. More details to come from Warren.
- Farewell has been organised for Anne-Marie on Friday 8th April, 3.15pm. BoT member to attend – **Warren** to get in touch with **Brad** re details.
- Offer and organise exit interviews for staff who have recently left or who leave going forward. **Donna** has a list of people who should be contacted. The offer should be made as part of acknowledging letters of resignation. Give them the option to meet with senior management and/or BoT. Previous BoT had a template/format for these; **Donna** to look in her old files.
- Would be best to hear about staff leaving via formal channels i.e. Principal's Report, rather than through social media etc. All resignations should be addressed to the Principal and BoT Chairperson.
- Review policy of gifts for staff at some stage. Based on so many dollars per year of service.
- Congratulations were expressed to Warren for kicking of the year very ably. Staff are well led and teachers well prepared. The support staff and team leaders are also to be commended.

10. Meeting Closure

Next meeting

The next meeting will be on 16 March 2016 – start time of 6pm.

Closure

There being no further business, the meeting closed at 10.20pm.

Signed as a true and correct record of proceedings

Brad Gibbons
Chair



Date

17/3/16

