

# WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES



*"To be the best you can be"*

## MINUTES of WHANGAPARAOA PRIMARY SCHOOL BOARD of TRUSTEES MEETING Wednesday June 15 2016 In Staff Room

### 1. Welcome / Introductions/Apologies/Conflicts of Interest

New trustees welcome, introduction and induction; charter, roles, communication, sub-committee structure, meeting expectations, PD, 5YA/10YPP and structure going forward. A meet & greet was held with general discussion.

Meeting officially opened at 7.58 pm.

Present: Brad Gibbons (in the Chair 2<sup>nd</sup>), Deb Brewer, Donna Skyrme, Linda O'Brien, Warren Steel (in the Chair 1<sup>st</sup>), Kaylea Bradshaw, Rhys Finn, Grant Willis

In Attendance: Kevin Cronin, Barbara Taylor, Simon Brown, Leah Jacobsen (minute taker)

Apologies: Claire Scott

### 2. Visitors

Bart Joy, Sigi Hesse

### 3. Appointment of Office Holders

Warren called for nominations:

- Deb nominated Brad as Chairperson; seconded by Linda.
  - o Warren declared Brad as Chairperson.
- Brad nominated Donna as Deputy Chairperson; seconded by Deb.
  - o Warren declared Donna as Deputy Chairperson.
- Grant nominated himself as Treasurer; seconded by Deb.
  - o Warren declared Grant as Treasurer.

Discussion held on the role of Treasurer.

- To liaise with school accountant and report to BOT as to where finances are at.
- Meet with Kevin and accountant, usually once a month prior to BOT meetings.
- Be prepared to answer BOT questions in regards to reports; part of governance is making sure whole BOT has visibility of financial position and if budget on track.
- Doesn't set budget or manage money, but is an overview vetting role; ensures following procedure and policy.

Discussion held on the need for role of Secretary.

- Feeling that role is surplus if BOT moves to new style of collating documents in Google drive.

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- Use Karen as PA to coordinate documents and load onto drive; no other work anticipated other than storing things; Donna had a brief conversation with Karen re drive who is happy to do this.
- BOT group responsibility to read and finalise minutes, regularly go into drive to see what is there.
- Chairperson/Deputy Chairperson responsible to follow up on action points etc.
- Confidential letters will be captured in the minutes and allocated to someone to action; Chairperson usually pens letters anyway if there is any surplus.
- Running the agenda becomes Chairperson/Deputy Chairperson responsibility; someone has to receive items to put forward on the agenda. NB: annual planner has agenda built into it.

**Action Point 6.1: Owner: Donna:** See whether people have their own drives, then decide on sharing and who gets what.

**Due Date: 18/7/2016.**

**Action Point 6.2: Owner: Warren:** Talk with IT about allocating individual email addresses on the school drive.

**Due Date: 18/7/2016.**

Subcommittee portfolios:

- Property
  - Needs at least 2 people as will need time and focus going forward.
  - Kaylea put her name forward; she has had a previous role connected to property. Confirmed as a property sub-committee member
  - Rhys put his name forward; property is his area of expertise. Confirmed as a property sub-committee member
  - Donna may dip in and out; can't commit to all meetings.
  - Meetings can become more frequent during building time (e.g. library rebuild).
  - Brad and Donna can be involved in hand over.
- Health & Safety
  - Deb put her name forward to carry on in the H&S role for consistency.
  - Deb is looking at stepping things back more with the staff H&S reps/committee and SMT taking over and doing the core work.
  - Needs 1 or 2 people over the top to pull it all together and follow up on people; this is what takes the most time.
  - Now more about what we are already doing than what needs doing as the H&S committee have a good plan in place – now a matter of finalising the documentation and processes, especially before ERO comes.
  - Usually 2 meetings per term.
  - Have to be seen to be making steps for things to happen, embedding it in the school – all teachers and kids.
  - Rhys doesn't mind getting involved but requested to just sit in on the next meeting and get a feel for things before making a commitment.
  - Brad advised that people shouldn't feel like they are stuck – can just see how things go.

### 4. Principal's Report (and associated documents)

The Principal's Report is generally covered at each meeting, providing an update on key things. BOT to read the reports and come along with any questions they might have.

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### Roll and Staffing:

- Roll number is slightly lower compared to the same time last year; anticipated growth in classrooms throughout the year as the junior school increases.
- Roll is a focus as it relates to staffing allocation and building.
- Ministry of Education (MOE) sets grading role – 1<sup>st</sup> Mar and 1<sup>st</sup> July.
- WGP school gets no funding for out of zone – this is why it is a big focus and we need to keep an eye on it.
- BOT should read through the draft enrolment policy; part of creating an enrolment policy is to respond to things like parent letters for out of zone students.

### Community of Learners:

- This is a MOE funded scheme, where schools develop their own communities of learning.
- We have just started to develop this in the Whangaparaoa area which includes Whangaparaoa College, Whangaparaoa Primary, Gulf Harbour Primary and Stanmore Bay Primary.
- MOE provide extra staffing over a period of time to meet challenges.

**Action Point 6.3: Owner: Warren:** Send latest update to new BOT. **Due Date: 1/8/2016.**

Library rebuild – see section 7 b)

### Disability toilet modifications:

- New toilet for a severely disabled child in the school has been council approved.
- Only have a temporary hoist at one end of the school.
- WGP school must be inclusive of special needs.

**Action Point 6.4: Owner: Warren:** Keep BOT updated.  
**Due Date: 17/8/2016.**

EOTC – see section 6 a)

**Action Point 6.5: Owner: Warren:** Make an appointment for new BOT to be taken around the school.  
**Due Date: 1/8/2016.**

## 5. Curriculum Review

This is done at each meeting in regards to arts, music etc.

- a) Maori – deferred

**Action Point 6.6: Owner: Gordie:** To update BOT at next meeting.  
**Due Date: 17/8/2016.**

## 6. Policy Follow up

- a) EOTC
  - Draft policy has been prepared.
  - Procedures come under responsibility of school management.
  - Overnight camps need all parents/helpers to be police vetted. Planned for Year 4 camp next term – parents have been sent letters.

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- Next year will look at whole EOTC and where we are going with it.
- Consent forms apply to individual activities, no blanket consent form at present – could look at this for new year enrolment.

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

**Due Date: December 2016.**

**Action Point 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.**

**Action Point 6.9: Owner: Warren:** Ring Peter at Camp Bentzon re shutting of bushwalk (danger of pines falling) will affect day trip plans.

**Due Date 4/7/2016.**

- b) Update on existing policies
  - Karen has reformatted these and they have been approved, apart from H&S.
  - Have caught up with the annual planner.
  - Policies to go back into the regular review cycle.
- c) For review: 1.1, 1.4 and 1.5
  - There has been a lot of change in the last few months.
  - Is part of a bigger group of policies under curriculum;
  - Will come back to BOT to sign off at next meeting.

**Action Point 6.10: Owner: Donna:** Pass policies to Gordie, with update from meeting.

**Action Point 6.11: Owner: Gordie:** Gordie to look at consolidating these into 2-3 rather than having 8 or 9 different ones, and to ensure that the policy terms and programs correlate with each other

**Due Date: 1/8/2016.**

### 7. Regular review and monitoring

- a) Finance – update
  - We work to a calendar financial year.
  - Kevin and Brad met with the accountant Roger 17/5/16 to discuss reformatting of the monthly report
  - Kevin is to forward Roger a copy of the summary used by Huapai to review and endeavour to replicate
  - Essential that the SMT and the BOT clearly understand what funds are available and what there is/is not to work with
  - There is money available for curriculum which we should be using – Kevin not sure if BOT aware of that.
  - 
  - Financial reports usually shared with Principal, Treasurer and Chairman but any BOT member can come along to finance meetings and/or get a summary report sent to them every month if they want it.
  - WGP school uses MoneyWorks accounting system.

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**Action Point 6.12: Owner: Kevin:** To talk with Grant and Brad re preferred accounting system (e.g. Xero).

**Due Date: 17/8/2016.**

- b) Library funding request
  - Looking towards a more modern learning place for children to go to that is comfortable.
  - The library rebuild is close to completion but needs to be finished properly to an acceptable standard.
  - Library resource manager and Troy to spend time providing a list of what is acceptable.
  - For a new build, we just get the building, nothing inside.
  - \$10,000 approved to equip it with furniture and fittings – needing another \$8-9,000 on top of that.
  - Quote obtained for approval \$19,673 – for the needs of this project this is conservative – already ordered \$7,000 from the \$10,000.
- *Motion to go ahead with library completion; BOT approves balance of funds needed (\$9,673). If within the next time period, Warren and the committee find that they need more funds, BOT approved \$5,000 additional funding (no need to bring to meeting for approval).*

Moved: Warren      Seconded: Donna  
Carried.

### 8. Emergent review/Current issues

- a) PD – Effective governance 27 June at Orewa College
- b) This will be the first of many useful PD sessions for BOT. All new trustees encouraged to sign up for this

**Action Point 6.13: Owner: Donna:** To forward the email to new BOT with link to register for session on 27<sup>th</sup> June.

**Due Date: ASAP.**

- c) Give a little fund – structure
  - Debbie Thompson is championing the creation of a bike track; hope to be laid out by October 2016 – need to get moving with this and also need to tighten up the management of any donated funds.
  - Received donation of almost \$15,000 from consultative committee, \$2,000 from a family donation, and Harcourts donation on top of \$10,000.
  - BOT gave go ahead for Give a little page set up. Trying to raise \$17,000 at this stage. So far, Give a little has raised \$500.
  - The governance for this type of thing came into question. It is about setting parameters in terms of a finish date and how money is spent.
    - o When do we need to pledge money buy? If the whole project were to fall through, do we start paying back?
    - o Who is responsible for reporting back to the community? Should be Senior Management Team (SMT) i.e. Kevin/Barbara/Gordie – but don't have enough details yet.
    - o The structure is not exactly clarified yet; just a metal track, purchase of 50 bikes. Possibly has been scaled back in Debbie's thinking but maybe needs to be bigger and better, in which case, even more money needed.

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- o Container to store in (\$5,000) plus retaining work (another \$20,000)? If adding a pump track, need to beef up to \$18-20,000?
- o You could get sponsors for specified metres of the bike track – easy way to do, gets exposures for businesses having their name permanently there, and gets the community behind it.
- o There was mention there may have been some kind of blockage to getting sponsorship?
- o Questions asked around figures for construction. Understanding is that Debbie has gone out and done this/had contractor doing stuff.
- Warren, Kevin and Deb all expressed their interest to support the initiative. Needs someone senior to watch over things, come alongside the committee and encourage.

**Action Point 6.14: Owner: Kevin/Warren:** To discuss Bike Track with Debbie and come up with a statement and structure for the Give a Little page. Want everything sorted on paper so we know where things are at.

**Due Date: Start driving from next term.**

- d) Response to letter from parent re dogs on school grounds
  - Brad expressed thanks for the submission.
  - Question raised: has the current policy changed recently to extend hours?
  - Although not an official policy, general thinking was that outside of designated school hours, dogs were not the school's responsibility
  - Following a previous complaint, school has already relocated signage re ban hours so it is visible, and has been publicised heavily in school newsletter – this seems to have stopped any further incidents.
  - What is a 24h ban trying to achieve? Intent of the letter was this would result in having an area where people feel safe and free of fear of dogs.
  - If school was to move to a 24h ban, question raised as to how we would police this, especially in the weekends? Where would liability sit, what would that create and how would we deal with it?
  - What would staff be expected to do should they see an infringement occurring? Principal would have right to call trespass; Simon mentioned police would be hard pressed to do anything re transient walk-throughs.
  - WGP is used as a thoroughfare by many people, and WGP is an open plan school (other schools probably more heavily fenced). Completely fencing the school is not a viable or desired solution.
  - Majority of BOT comfortable with current position and agreed on already set ban hours (between 7.30am and 6pm to cover before/after school activities etc).

**Action Point 6.15: Owner: Brad:** To provide a written reply. **Due Date: 4/7/2016.**

- e) Request for floodlight expenditures – current priorities, and new priorities

Brad handed over the meeting to Donna for this item – declared conflict of interest.

- Request from parent, Jim Kayes, for floodlight at school for WGP school netball team (after hours). Edith Hopper Park gets full so they come to the school.
- Requests for funding from the BOT normally go through the Consultation committee process unless it is agreed this is a Senior management decision which can be made and actioned without BOT involvement.



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- Question raised as to what are priorities for spending school funds? Maybe more important things e.g. kids don't have enough seats to sit on. Comment made that there has been a previous culture of 'no money' available.
  - Proposal is to shift two floodlights around but could just be a case of shifting one, this could reduce the cost.
  - Warren observed tonight's training and questioned the need for it. Practice is from 4-5pm so is not currently dark at that time.
  - Not having sufficient lighting could be deemed as H&S issue and should happen anyway, and having a well-lit area could be a good security measure.
  - Floodlighting of the courts may serve a useful purpose for other things e.g. evening school productions, functions and meetings, other sports teams in future.
  - Kevin commented that he doesn't like letting money stop us doing things, when/if there is money available. Not a significant amount of money in his opinion.
  - Decision should be made at management level not BOT level.
- *Motion to pass back to management to follow through and get the work done*

Moved: Warren      Seconded: Donna  
Carried.

### 9. Other

### 10. Subcommittee Portfolios

### 11. Administration

#### Minutes

- *That the minutes of the May 18th meeting as circulated, be approved as a true and correct record.*

Moved: Brad      Seconded: Warren  
Carried.

NB: This year's past minutes are with Karen. **Barbara** can ask Karen for upload to website.

#### Matters arising

- Invitation to PFA for August meeting in order to get an understanding of meetings moving forward. Start at 6.30pm with pizzas. Good way to get to know everyone.

**Action Point 6.16: Owner: Brad:** Communicate with PFA to invite them along to August meeting.  
**Due Date: 4/7/2016.**

- Powhiri invitation extended to BOT – Thu 7<sup>th</sup> July at 1.50pm.
- Warren handed over to Kevin as Principal for the BOT.

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### Action Items from previous minutes:

**Action Point 5.1: Troy:** A large piece of concrete is also sticking out in this area and needs to be closed in/boarded up – this was raised in the audit.

**Owner: Warren/Rhys:**

*Warren to follow up with Troy but would like to have property subcommittee deal with this. Warren will show Rhys the concrete. If not here, Warren responsible to report back.*

**Due Date: 18/7/2016.**

**Troy reported there has been no incidents. Item to be deleted.**

**Action Point 5.2: Grant Straker:** Offered to approach Ian Taylor to see if he could visit the school to provide tutoring/inspiration

**Owner: Simon:** Offer to follow up.

**Due Date: 18/7/2016.**

**Delete**

**Action Point 5.3: Nairi:** to think about her ideal budget and get back to BOT

**Deleted**

**Action Point 5.4: Arts Committee:** To investigate ways of protecting the art work on display – cost of providing Perspex covers for hall displays. Try to keep fragile things in one end of hall, possibility to use a Perspex screw in? Is there space in the library?

**Deleted**

**Action Point 5.5: Donna** to let Karen know to keep policies in suggested format.

Keep the table in each policy stating the review dates; tri-annual planner should match table.

**Completed**

**Action Point 5.6: Donna and Karen:** working on collating policy register.

**Completed**

**Action Point 5.7: Donna:** Once completed, upload into Google Drive and share access. Not to be stored in multiple places as things don't get updated consistently. These need to be finished prior to new BOT coming on.

**Completed**

**Action Point 5.8: Karen:** to ring or send email to **Brad** for him to sign documents.

**Completed**

**Action Point 5.9: Gordie:** to send her documentation to Donna.

**Completed**

**Action Point 5.10: Donna:** to organise copies of new policies for **Warren/Kevin** to read through and make sure procedures are in line.

**Completed**

**Action Point 5.11: Warren:** to do work on procedures and policy

**Completed**

**Action Point 5.12: (Warren/Barbara etc) to come to BOT within 2 weeks:** whether police vetting will or will not go ahead for camp(s)



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### **Completed**

**Action Point 5.13: Barbara:** Give-A-Little to be publicised in the school newsletter  
*Barbara held off after Andrew's email. May happen depending on talk with Debbie. Bike committee to liaise directly with Kathy who does the newsletter.*

**Owner: Barbara:** To follow up/hand over to Debbie & committee.

**Due Date: 18/7/2016.**

**Passed back to the Bike Committee. Completed.**

**Action Point 5.14: Kevin:** to check if 7<sup>th</sup> July will suit him for powhiri.

**Completed**

**Action Point 5.15: Gordie:** to organise korero.

**Completed**

**Action Point 5.16: H&S Committee:** to arrange elections of HSRs

**Owner: Deb:** Election of reps.

**Due Date: Week 10.**

**Completed.**

**Action Point 5.17: SMT:** go away and look at all policy and procedure development – bring back to next meeting.

**Owner: Barbara/Gordie/Kevin:** Up to SMT to keep on track with this.

**Due Date: 17/8/2016.**

**Ongoing process based on policy review schedule**

**Action Point 5.18: Deb:** To investigate suitable H&S PD and report back with costings

**Deleted**

### Correspondence

- Governance Internal Evaluation Tool – NZSTA (no action from BOT)
  - The Mind Lab (for management, no action from BOT)
  - From Debbie – the Infinity Foundation grant application needs resigning
- Action Point: Owner: Brad:** Resign grant application. **Due Date: 4/7/2016.**

### **11. Meeting Closure**

The next meeting will be on 17<sup>th</sup> August 2016, 6.30 pm meet & greet with PFA.

Closure

There being no further business, the meeting closed at 10.10pm.

*Signed as a true and correct record of proceedings*

Brad Gibbons  
Chair



Date

14/9/16

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### 12. Action Point Summary – June 2016

**Action Point 6.1: Owner: Donna:** See whether people have their own drives, then decide on sharing and who gets what.

**Due Date: 18/7/2016.**

**Completed**

**Action Point 6.2: Owner: Warren:** Talk with IT about allocating individual email addresses on the school drive.

**Due Date: 18/7/2016.**

**Completed**

**Action Point 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 Point 6.4: Owner: Warren:** Keep BOT updated as necessary – disabled toilet installation

**Due Date: As info becomes available.**

**Letter received to advise installation will occur by December**

**Action Point 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 Point 6.6: Owner: Gordie:** Maori report - To update BOT at next meeting.

**Due Date: 17/8/2016.**

**Completed**

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

**Due Date: December 2016.**

**Action Point 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 Point 6.9: Owner: Warren:** Ring Peter at Camp Bentzon re shutting of bushwalk (danger of pines falling) will affect day trip plans.

**Due Date 4/7/2016.**

**On site visit planned Week 6 - Completed**

**Action Point 6.10: Owner: Donna:** Pass policies 1.1, 1.4 and 1.5 to Gordie, with update from meeting.

**Due Date: ASAP**

**Completed**

**Action Point 6.11: Owner: Gordie:** Gordie to look at consolidating these into 2-3 rather than having 8 or 9 different ones, and to ensure that the policy terms and programs correlate with each other

**Due Date: 1/8/2016.**

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***Completed - should leave as is***

**Action Point 6.12: Owner: Kevin:** To talk with Grant and Brad re preferred accounting system (e.g. Xero).

**Due Date: 17/8/2016.**

***Completed - ongoing improvements in reporting from existing system, monitor existing***

**Action Point 6.13: Owner: Donna:** To forward the email to new BOT with link to register for session on 27<sup>th</sup> June.

**Due Date: ASAP.**

***Completed***

**Action Point 6.14: Owner: Kevin/Warren:** To discuss Bike Track with Debbie and come up with a statement and structure for the Give a Little page. Want everything sorted on paper so we know where things are at.

**Due Date: Start driving from next term.**

***Completed***

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

**Due Date: 4/7/2016.**

**To action**

**Action Point 6.16: Owner: Brad:** Communicate with PFA to invite them along to August meeting.

**Due Date: 4/7/2016.**

***Completed***





*"To be the best you can be"*

It was resolved that a request be made to Infinity Foundation Ltd for funding for the amount of \$15,000 towards our cycle track project. I certify that the above is a true and correct copy of the resolution of the Board of Trustees of Whangaparaoa School.

Signed: Brend Gibbons Name of Secretary: Brend Gibbons  
Date: 15/6/16 CHAIRPERSON

