



"To be the best you can be"

**MINUTES of WHANGAPARAOA PRIMARY SCHOOL
BOARD of TRUSTEES MEETING
Wednesday March 16 2016
In Staff Room**

1. Welcome / Introductions/Apologies/Conflicts of Interest

Meeting opened at 6.10pm.

Present: Brad Gibbons (in the Chair), Deb Brewer, Simon Brown, Tristan Dean (late), Andrew Phillips, Donna Skyrme (late), Warren Steel, Linda O'Brien

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

Apologies: Grant Straker

2. Visitors

None.

3. Strategic review/Student achievement

4. Annual requirements

5. Regular review and monitoring

a) Policy review

b) Board elections preparations

Set up a campaign/promotional table at the gala – have a poster next to the BBQ – **Brad** to follow this up.

Need to effectively advertise elections 6 weeks out. Do promotional campaign via school newsletter and website, also the Parents and Friends Facebook page gets high traffic- **add to next meeting agenda**

Have advert in every 2nd and 3rd newsletter up to time of elections - **Brad**.

In the first newsletter back after Easter holidays, do a snippet of what the BoT does, even have a bit of a personal profile? – **Donna/BoT**

Let people know they can come along to a BoT meeting to see what it's like, and that they can also contact members individually. Some have had conversations with people already and know that there is interest.

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Dedicate the first hour of the 18th May BoT meeting to what it means to be a member, what is required etc.

Have booklets available to hand out – **Donna** to put this in the agenda

Do a 'Save the Date' for the May BoT meeting in the newsletter (cut-off date for newsletter is Wednesday) – **Brad/Barbara**

Simon announced that he won't be standing again due to new work commitments, but is happy to stay on as Deputy Chairman until elections.

Board communication with the parent body is scheduled in the planner for March and October. The communication around elections will cover the March (first half) requirement

Gordie and Simon going to attend the next Roopu meeting in the last week of term – Thu 14th April, 6pm (TBC). At this they will present the upcoming elections and look to generate interest

c) Board handover plan/number of trustees

Talked about reducing numbers, keeping them the same, and so forth (between 5 and 7).

Only issue with dropping numbers is that people do this part time, and are busy. Would like everyone here at meetings (need 5 members to have a meeting). In the past, having the numbers was good because the BoT could get more involved and hands on, but with the new management team we can pull back, the demand is not what it was.

If need be, can co-opt people for projects, can still co-opt if have 7. Brad and Andrew thought 6 parents, plus staff and principal, would be a good number – able to cope with the demand of the different roles, manageable for everyone. The new principal may have views on the number.

We have good strength in current BoT. Standing here now at 7 members – **agreed to leave at 7.**

6. Emergent review/Current issues

a) Principal and curriculum leader reporting

Donna asked Barbara and Warren to have a look at the schedule, tweaking the curriculum review. **BLP has moved to September** as it is a more appropriate time of year.

The BoT were to come back with a template in regards to reporting. Andrew commented that what had been presented in the past had been good and informative, and that the best template is what had been presented previously, and just building on those.

Things BoT would like to see are a review of previous months, successes and failure, actions plans, pressure points, key indicators and measures, what is being done well etc.

All agreed a PowerPoint would be sufficient, don't need a written report. Keep it interesting without becoming a burden for the staff to prepare

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b) IES – Community of Learning

Warren shared about Investing in Educational Success (IES), a government strategy to improve educational achievement. Community of Learning is a branch of this, getting schools to work together.

Gordie attended meeting at Whangaparaoa. Lead principal is John Petrie from Gulf Harbour. The role of lead principal is to motivate and keep things in line. It was initially thought James Thomas from Whangaparaoa would be the driver, however, the lead principal cannot be new (must have 5 years' experience). The step above this is the expert principal.

Only full time classroom teachers are eligible to be lead practitioners, and they cannot already be team leaders. Each school has to have a certain number. The idea is for lead practitioners to be shared with other schools, loaned out for 3 days per week, pay relievers to cover them.

Would also get expertise in – give and take aspect. The model is working successfully in South Auckland.

BoT should be aware that some parents may not be happy with this. But it is a good opportunity for teachers to move into different kind of leadership, move in their career pathway, and bonus of getting in expertise from other schools.

It is designed for teachers who have been at schools a long time and perhaps haven't been able to go any further in their careers – gives the opportunity for them to level up. Linda noted that the benefits would be great.

Would be good to look at models and talk to other schools on how they made it work for them – **Gordie, Barbara and Warren** to come back to the BoT after doing some homework and advise how this could best work for WGP school. Anticipate that the DPs will do a lot of the organisation.

Some concern was expressed re the Ministry criteria ruling out some people – possibility that we do not end up with the 'cream of the crop' of professional education. We have \$1,000 from Ministry already in starter kit funding.

Also concerns there are too many hoops to jump through to apply for expert teacher funding.

Next step is to sell the programme to the wider staff and make it work for us.

Leadership are for it, but needs a model. The model would apply to all the schools in the cluster. The whole process would need to be agreed upon before it gets signed off.

7. Other

a) Health and Safety at Work Act – PD update

Deb shared from the Health and Safety (H&S) Workshop report – *refer to separate document*.

The idea of the new H&S act is to engage and educate people. Responsibility for H&S rests with everyone on BoT, the Principal, and teachers. BoT primary duty is to ensure the school is safe.

BoT and Principals as officers must exercise due diligence. WPS does do this, we just need to tighten things up, formalise it.

Having H&S representatives is strongly suggested but is up to staff to decide. They should be elected by peers. It's possible these may end up being the same people

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currently leading H&S, or those with an interest in it already. WPS also has a union rep. Suggest for school of our size to have 3-4 H&S reps. Reps need to get trained in H&S units.

Outside contractors and schools must discuss their H&S policies and risks with each other, and it must be clear who takes precedence in each area. Contracts should be signed.

The BoT is liable to face penalties if they are aware of risks and do nothing about these. Even if nobody is hurt, can still be penalised. Must manage risks so far as reasonably practicable – then unlikely to face penalty. Warren gave an example of the outside steps – deemed as unsafe in wet conditions. Currently have workaround solution until Greenstone can resolve this problem. Not signed over to them yet so onus is on ourselves. **Warren** to put the workaround in writing (use internal stairs on wet days).

We also need to sort out our lockdown procedure. Need to go back to the Ministry and drive as a H&S issue? Unlikely to secure a grant for this – should be Ministry of Education support. PFA is looking at quotes for blinds for all rooms (\$15-28,000). Interim solution until we get these is to have a bucket with sheets that can be put up on the windows – **H&S committee to discuss and decide on a course of action asap re lockdown.**

Education outside the classroom (EOTC) – responsibility of PCBU and BoT to ensure everyone is safe. Must have safety action plans for trips. Need to tie up some things, tighten up paperwork e.g. consent. Local activities are deemed low risk, and are controlled – don't need parental permission. **Key policy to be reworked and tightened up, H&S committee**

Also need to add Vulnerable Children's Act. Wait for **Deb** to attend the meeting before tackling this. There are good links to resources, which **Barbara** can download.

Deb shared her recommendations going forward:

- BoT to look at H&S systems star and see if they have the knowledge
- BoT to complete H&S checklist
- Current H&S committee to do hazards audit
- Staff to complete H&S culture snapshot table – get feedback from staff
- Invite staff to elect H&S reps (4?). Definitely need a back up for Eleanor Wenman; Gala is a good example as she will not be present on the day
- Where is evidence that policies are being adhered to?
- BoT should hear about risks and near misses so they can assess
- Do a risk matrix
- **Warren** to work with **Deb** and **Simon** on action plan and call a **H&S committee meeting before the end of term 1**

Essential that we come away from meeting with a time line and a clear indication of who will do what and when.

Explain what is expected of people e.g. attending new courses.

Committee has already flagged some issues for follow up but need to come up with a priority list as it is easy to lose touch of overall picture. **Deb** to report back at next BoT meeting.

b) Board consultation with parents

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BoT meet to consult with parents once a year. Have talked about this in the past, and have tried to do it. The planners show this meeting. Agreed the communications around elections will cover this

c) BoT at gala – BBQ roster

Deb will sort out a roster – **Brad** to feedback to Deb who is available and at what times. Tristan and Simon will be available by midday. Donna can't be there but her husband might be. Can plug other people not on BoT to fill in if we don't have enough

We have 2x good school BBQs. **Tristan** and **Brad** will bring in 2x more BBQs – try to set up on the Friday night (Troy has organised security guards).

Need pergola and other equipment? Don't need to do any food prep. **Donna** to follow up / confirm.

8. Subcommittee Portfolios

Reports & recommendations to the Board

a) Property meeting update – MoE

Meeting with John Collins, new appointee.

WGP school now have to come up with initiatives, a wish list – #1) things for fixing now utilising 5YA funds and #2) a master long term plan for building look and feel.

Warren and Troy to collate a list of short term priorities and call a meet with the property committee to finalise this and then take it go back to John Collins, MoE
Warren and Troy have done a lot of work already. Want to open up to staff for their input.

Roger discovered a connection with Greenstone paying consultant fees, hadn't been reimbursed by the Ministry. Go back to Susan, check invoices (from 2012). May be owed up to \$20,000 (or may have to write off balance sheet). Could possibly put this into the blinds and locks needed for lockdown – **Warren** to let BoT know the outcome.
Not much else interesting financial wise – end of 2015, \$27,000 ahead. Very good result

Consultation committee running smoothly.

9. Administration

Minutes

- *That the minutes of the February 17th meeting as circulated, be approved as a true and correct record.*

Moved: Tristan Seconded: Donna

Carried.

- Donna gave the minutes to Gordie for her to put them in Karen's cubby hole.
- There was a request for the minutes to be sent out earlier. The draft minutes are sent to Donna and now also Brad within 7 days. The final minutes and action plan

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are then sent out by Donna – this needs to happen, at the latest, 1 week before the next meeting so people have time to read and follow up.

Matters arising

Nil.

Action Items

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

Correspondence

- Letter in from NZSTA – Communities of schools
- Publication in from NZSTA – Parents guide to the role of the BoT

Principals report

- **PB4L** (positive behaviour for learning): Gordie talked about the initiative. She went to the first course on this today. The programme will help staff learn how to deal and respond to behavioural conflict in a positive way and provides the opportunity for professional development for teachers.
This will need backing from the BoT as well as parents to work alongside teachers. It is expected the programme will be fully up and running in 3 years' time
Gordie is the coach for WPS, Warren is team leader, and staff on the team from the senior, middle and junior schools are Nairii, Kendall and Emma. All staff are engaged and have said yes to working this programme.
- WPG school has also signed up for **Incredible Years** – a skills associated programme linked with PB4L, giving strategies for turning disruptive behaviour around and creating more positive learning environments; proactively preventing behaviour problems, learning tactics for safe practices, non-violent crisis intervention etc.
Onus is on staff to upskill. From a leadership perspective, this can also be a way to follow up on any disciplinary issues with teachers. Need action plan before parents can get on board and give permission.
- Brad mentioned that it was good to read about the amount of professional development taking place in the report.
- Barbara talked about some free workshops? – one place available at Long Bay, possibility of WPG school hosting some?
- Staff to put together a goody bag for Kathy in the office. BoT to send a card – **Brad** to action
- Mark Shearer has been appointed as a senior teacher. Still to give acceptance in writing, but has been verbally accepted. He has been a team leader, and his passion is ICT.

10. Meeting Closure

The next meeting will be on 13th April 2016.

Closure

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There being no further business, the main meeting closed at 8.45pm. The BoT then moved on to policy review.

Signed as a true and correct record of proceedings



Brad Gibbons
Chair

Date 18/5/16