

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES



"To be the best you can be"

MINUTES of WHANGAPARAOA PRIMARY SCHOOL BOARD of TRUSTEES MEETING Wednesday May 18 2016 In Staff Room

1. Welcome / Introductions/Apologies/Conflicts of Interest

Meeting opened at 8.20.pm.

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

In Attendance: Kevin Cronin, Barbara Taylor, Gordie Palmer, Nairi Steidinger, Leah Jacobsen (minute taker)

Apologies:

2. Visitors

One present for half of the BOT meeting.

3. Principal's Report

Community of Learners – Kevin and Barbara attended the last meeting, outcome was positive. Good decision to slow the process down, more time to make it the way we want it for us as a school. The schools involved are at different stages. Some wanted to move ahead but it's a community. Talked about time frames. New personnel coming in to school – need to consider this first. Not many going that are working that well yet. Be a bit more circumspect in how we go about it. Ministry changing the picture, there isn't a standardised picture of what they want.

Troy has started work on the playground audit over the holidays, working issues addressed are ongoing. Look at in the year to come. Latest injury hasn't forced thinking around what we need to do; it was more a procedural one; wasn't caused by malfunction etc.

Stairs next door – latest communication from Martin Wooton (MOE) is for the nosings to be rebated, during terms 2-3 holidays, to make them compliant. Good outcome. Will be ok to get through term 2.

Action Point 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.

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Issue with Tindalls block toilets leaking (moisture getting in from outside) – have gone back to Woodview on that. Seems to be issue with one toilet but not the other. Woodview tried a solution with Perspex but that hasn't worked; need to pull off GIB board again. Ongoing, will keep in touch.

4. Curriculum Review

a) The Arts report

Nairi continues to run lunchtime art clubs every week. It's another option for those who are not into sports etc. Art displays in the hall showcase students' artwork to an audience. For year 5, term 3 is dedicated to doing set productions, allowing students to help with props. The year 6 art club is responsible for backdrops, they are taking ownership and giving back to the school.

Last term focused on community. A local potter came in and did demonstrations and donated the clay for it. Kim Burke created a mural canvas. Consultation committee gave money for the mural.

Currently Nairi is focussing on visual arts. Would like to get into more digital arts

Action Point 2: Grant: Offered to approach Ian Taylor to see if he could visit the school to provide tutoring/inspiration

Year 4 art club is on hold due to management of numbers/resourcing/budget/prep time restraints. There is a big waiting list; currently have the best numbers they have ever had. She would love to have years 3-6 involved in art clubs. Nairi tries to do things that don't cost money and to recycle to stretch money out further.

[BOT discussed the art budget – only \$500.

Action Point 3: Nairi: to think about her ideal budget and get back to BOT

First art week in term 1 treated like an art gallery during the whole week. Received constructive feedback for next year. Nairi's goal is to have hall looking like a mini gallery, but sometimes art does get damaged due to the hall being used for after school care, sports etc.

Action Point 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?

Nairi's goal is to give students experience in different art forms. Recently made use of a Maori art book making pendants. Got to include/integrate some Te Reo Maori etc. Gordie thanked Nairi for offering something different, her love of art, passion. BOT as a whole thanks Nairi.

Barbara reported on the performing arts for Libby and Caroline who could not attend the meeting. They took responsibility beginning this year with performing arts – providing a great opportunity for children. Good for children to take on more ownership, develop children's confidence. Every student is given opportunity to perform whether it be a speaking role or sound, special effects etc. Good link to the community.

Aims: Building learning power links / Bring in language of BLP.

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- Being part of a performance doesn't just happen, needs work.
- Introduction to new skills/items (use of microphones etc).
- Pop-up choir
- Boys only choir
- Instruments as alternative to choir
- Younger choir voice work before main choir
- Different types of musical styles.
- Drama club Tuesday lunchtime for year 4 and 5 students
- Developing confidence in drama games, body language, fun and dynamic
- Year 5 students on production
- Drama club with years 2 and 3

Where to next? Develop arts in classrooms, incorporate dance, drama, music. Need to support staff. Have a performing arts week in 2017. Engaging more children in different activities.

5. Policy Follow up

- a) Finalise new policy format

Action Point 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.

Action Point 6: Donna and Karen: working on collating policy register.

Action Point 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.

Action Point 8: Karen: to ring or send email to **Brad** for him to sign documents.

Procedures are to sit behind the policy in the policy folder. Up to management to draft up procedures, cross check with existing internal procedures

Deb's H&S documentation is with Karen.

Action Point 9: Gordie: to send her documentation to Donna.

Gordie is working on specials needs and international students – **Donna** is keeping in touch with her.

Tristan emailed all 7 new finance policies through to Donna and brought them to the meeting to sign off. Included the overriding finance policy, financing planning, fundraising and sponsorship, asset protection policy, school donations, fraud and theft policy. Donations was mainly processes; asset protection policy to maintain list of items for financial statements, built into tax legislation; property maintenance stuff already expected to be being done. Very much common sense stuff. Decided not to reference old policies as it could be confusing, and doesn't really add anything.

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Action Point 10: Donna: to organise copies of new policies for **Warren/Kevin** to read through and make sure procedures are in line.

EOTC/Vulnerable children's act – need to sort out procedures

Action Point 11: Warren: to do work on procedures and policy (note Deb's suggested hyperlinking).

New EOTC guidelines booklet downloaded by Barbara.

Have gone back to providers and have checked them.

Gordie is working on child protection policy.

Discussion had around police checks/vetting and core vs non-core workers, volunteers, parent helpers. A non-core worker is anyone with regular access to children. White paper highly recommends all workers are checked. Warren expressed his concern re added time this will take in employment processes. Other comments were made that it would become a high police workload and they would need more resource, talked about the possibility of a community based checklist of trusted people, and how most parents help with something; but if we don't go ahead with recommendations it defeats the white paper research purpose of having a vulnerable children's act. It is part of planning, risk analysis. Prudently, if any parent etc has regular unsupervised access to children they should undergo a police check or we need to provide further supervision.

The Year 4 overnight camp is coming up next term so there is a tight turnaround if needing to get checks done – not practical given the time frame, but decided we need to make a start on getting all parents/helpers police vetted or at least consent to having a police check (this could be a deterrent for those who are not clean to not apply) even if check process not completed by camp time, school will have made reasonable move/effort to cover themselves.

For future camps, it would be ideal to select the parents 3 months out or as early as possible so there is time to complete police checks, and if need back up parent helpers etc there will be time to get them checked too. Teachers do have a lot of input into which parents are chosen. Make it a built process so parents are happy their children can go off safe.

Action Point 12: (Warren/Barbara etc) to come to BOT within 2 weeks: whether police vetting will or will not go ahead for camp(s)

Request authority for people to be vetted:

Camps and special activities – yes

Trips – no (not doable)

Contractors, providers – yes

Coaches – yes

NB: after school/weekends doesn't apply (out of school's responsibility at that point).

6. Regular review and monitoring

a)

7. Emergent review/Current issues

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a) Bike Committee – approval for give a little fund.

The givealittle website has an Education category where many schools are already taking advantage of this – looked at by Deb. BOT decided to go ahead with this.

Action Point 13: Barbara: Give-A-Little to be publicised in the school newsletter

Comment made that we could be more proactive and speak to people in the school who have money. The committee is looking for \$25,000. Some individuals have already put funds into this.

b) Approval for funding and grant applications – bike track

Moved: Tristan Seconded: Grant

Carried.

Forms will be attached to minutes and **Donna** will sign them off.

8. Other

Gordie suggested a powhiri in the school hall for all to attend and welcome Kevin.

Action Point 14: Kevin: to check if 7th July will suit him for powhiri.

Action Point 15: Gordie: to organise korero.

9. Subcommittee Portfolios

Reports & recommendations to the Board

a) H&S report

The initiative to move to meetings twice a term is good.

Need to elect H&S team by the end of term 1 and communicate that there will be a H&S staff meeting.

Lockdown procedure – children are to return to classrooms immediately if safe to do so. If staff are out of school at time, won't be allowed back in. Acknowledged that we won't have a perfect policy that covers every instance as can't get around every scenario; deal with situation as it occurs and use common sense. Keep consistent. Respond to the senior management or staff in the area. There is a clear siren for lockdown.

Committee went back through processes – feeling overwhelmed having to do policies and procedures. The BOT could take that away, make it the responsibility of senior leadership. In his role, Kevin could guide who is involved where. Already pretty good procedures around, but it is bigger than procedures; Ministry of Education lists all of them.

Workplace management, health and wellbeing, professional development are components that the Ministry says make up effective H&S. Need to slot what we've got already under those headings; lots of templates available on MoE website.

Could ring up other schools to find out what they have done. It's more about having an understanding of who's responsible for what changes. School management should be responsible for procedures, and BOT for policy. At the end of the day, collective senior management team have the expertise. H&S committee are representatives and

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shouldn't have to be writing procedures, just making sure everything is in place and taking it to the staff to understand. Once H&S committee cemented and moving forward, could get evidence to bring back to BOT. Priority now for H&S is election of committee.

Action Point 16: H&S Committee: to arrange elections of HSRs

Action Point 17: SMT: go away and look at all policy and procedure development – bring back to next meeting.

Deb raised issue of funding the required H&S training (for the H&S committee and for the BOT around vulnerable childrens act) Yes, this has to happen, funds will be found to do so.

Moved: Donna Seconded: Tristan
Carried.

Action Point 18: Deb: To investigate suitable H&S PD and report back with costings

b) Finance

Over the last 18 months there have been no real surprises and performance has been to budget or slightly better than.

Kevin enquired as to our position now. Working capital is typical for a school, non-cash surplus of \$200k in the bank.

So far this year we have spent less than budgeted but cautious about how much surplus we have

10. Administration

Minutes

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

Moved: Seconded:
Carried.

Matters arising

Brad and Barbara sent through a couple of changes for the last minutes to **Donna**.

Andrew had questions in regards to what came out of the PAT Data report. Was it expected that the results for WGP were so average? Did the teachers understand why? Not sure how other higher decile schools compare in relation to the national averages. Senior management took the report back to the team leaders. Do not know if they shared it with their teams. This year was about gathering a baseline. Next year we will be able to assess the progression of students and look at programmes based on data.

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Brad mentioned action items had been integrated into the last minutes. Tristan commented that the reason for the separate document was to ensure older action items got carried forward.

Action Items

- Review policy monitoring – DONE
- Save the date for BOT elections – DONE
- PFA report – **Brad** still to do thank you letter.
- PFA invited to BOT meeting to meet new Board – **Donna** and **Brad** liaising; will be done in August
- PFA reporting – making details of how much has been raised and where it was spent available to parents to see via the website – **Deb** still to do.
- Library – **Warren** has no update on furniture as yet, will be spending time with the library committee, **Gordie** etc still visiting libraries for options.
- Security cameras – no progress – didn't get back about liability issue; is a cost to us at this stage; Troy following up – ON HOLD.
- Letter from Jim Kayes re netball courts – opportunity to relocate existing floodlights from B block walkway; there will be an electrician at school during the week; waiting on quote from Adam.
- Setting up discretionary fund for BOT for gifting – look at budget for next year. Need to keep doing this as people need recognition. Part of general expenses, itemise it going forward so it's inherently built in.

Correspondence

- Ministry of Education final banking staff balance given to Susan. No further action required. Donna has a copy.
- WGP College moving zone – no real impact on us. Bigger WGP College may be beneficial for people coming to the area.
- NZSTA AGM Delegate registration – would be highly beneficial to attend the conference this year. Need two board members – Brad will go, budget for 2 people.
- The Education Group – principal appointment safety checklist is done – was given to Kathy on Monday
- Letter from Jim Kayes re netball lights (see above)
- Out of zone place letter – Need to follow Ministry guidelines. Policy changed in Oct 2013 and parents were notified that the school is not required to accept a sibling if the family has moved out of zone. Never had an OOO ballot with current BOT due to number of existing OOO students. Can't hold ballot if no out of zone places. **Barbara** to check if it is in policy folder – **Donna** to find and give out. **Warren** to communicate asap with parent that the answer will be no.

11. Meeting Closure

The next meeting will be on **15th June** – do handover to new BOT.

Closure

There being no further business, the main meeting closed at 10.30 pm.

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Signed as a true and correct record of proceedings

Brad Gibbons
Chair

A handwritten signature in blue ink, appearing to read 'Brad Gibbons', with a long horizontal flourish extending to the right.

Date

14/9/16

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