

# WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES



*"To be the best you can be"*

## MINUTES of WHANGAPARAOA PRIMARY SCHOOL BOARD of TRUSTEES MEETING Tuesday September 20 2016 In Staff Room

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

Meeting opened at 7:13 pm.

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

In Attendance: Barbara Taylor, Emma Sharman, Leah Jacobsen (minute taker)

Apologies: Donna Skyrme, Deb Brewer

Visitors: None.

### **2. Curriculum Review**

#### **1. Values and BLP; Principles and Key Competencies**

Emma Sharman – BLP Report for BOT Term 3 2016

This year has been different from how BLP was approached in the past. Emma has noticed how much BLP language is coming through all the time. We have changed a lot of teaching since doing it – a lot of teaching points we can learn on. A lot has been learnt in the journey and we want to make sure we use it and don't lose it. The kids are learning that it's okay to make mistakes and we are also learning from them. Emma presented some ideas of where they went – imitation running through each of the four 'Rs' (Learning Dispositions of Resilience, Reciprocity, Resourcefulness and Reflectiveness). The passion shows, and the kids are reflecting this passion.

Kevin's thinking is that BLP will fit in with the revised values statement for 2017

#### **2. Charter Review – Aims and Objectives**

Kevin sent three documents as a sounding board – HDS Strategic Goals 2015, HDS Strategic Goals 2016, Annual Plan for HDS 2015. This strategic goal/annual plan system is used at Huapai school. Kevin mentioned he is overwhelmed at the length of the WGP charter. The proposed system is more succinct and follows directly in line, with strategic goals fitting under one page. Each bullet point of the strategic plan links out with the annual plan action points. Introduce and build on a 2-year plan.

Kevin was asked some questions: What does 'success' look like in some of the areas? Are there aspirations we have which are measurable? Do we want WGP to be the best at these and lift our engagement with the community? How would we achieve that? Is it appropriate to benchmark against other schools re ministry standards?

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The comment was made that it is good to see a range of stakeholders involved in the annual plan and that there is accountability there. It's good to ask these questions in a BOT format as we go about putting processes in place.

The strategic plan will be due to the Ministry on **1<sup>st</sup> March 2017**. Will be a matter of forming what we do now. Want to see this ready for **November** and finalise it in **December** as a moving document. The comment was made that it also needs to inform the budget process (same timeframe for submission to MOE).

**Action Item 9.1: Kevin and SMT** to present strategic plan at November BOT meeting.

### 3. Administration

1. Confirmation of minutes

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

*Moved: Brad Gibbons    Seconded: Rhys Finn*

**Action Item 9.2: Brad** to sign minutes for August.

2. Matters arising from previous minutes – None.
3. Action items – updates presented and new items to be agreed – Refer to summary page (below).
4. Inwards & outwards correspondence – As emailed/distributed and tabled.

### 4. Regular review and reporting

1. Principal's report

Had a community meeting last Wednesday – was really good and positive. Kevin had about 6 emails that followed in response – those people weren't necessarily there the whole time so didn't get an overall picture. Uniform got the most interest. As BOT, haven't received feedback from parents.

Barbara talked about learning progressions. These are a way of making sure staff, children and parents are on the same page, and know the next steps. Bought a reading programme last year ?; same is being done for maths; currently working on the writing one. Ailsa is working to format these so they go into the children's books as a conference tool. Staff are becoming more familiar with it and know where they are going next. It is a structured programme. Learning conferences next year – want the kids involved in the conversations, not just parents. This language should appear in the reports going home.

Personnel is problematic at the moment. People on maternity and discretionary leave don't need to inform us of their plans until 8 weeks out from next year. Advertisements for positions involve a 2 or 3-week time frame, then there are interviews, Christmas, and people will be snapped up by other schools. Met and emailed the staff to think about giving earlier notice. Currently holding 3 positions, and fixed-term staff are still waiting to hear if they will have a job or not. Kevin's advice to these people as an employer is that they should be applying for jobs. To be fair to them, they need a clear picture from the school. This means we could lose them. This is a union thing. Four new staff are to replace exiting people – have 6 staff leaving. Staffing is based on the number of kids and the ministry numbers look reasonably accurate so there is no grounds for appeal. The discretionary leave was approved prior to Kevin starting. Is it normal process to allow people discretionary leave going forward? It was a strategic decision by the management. Ensure in

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the future that we have a built in notice period that will give flexibility around that, with a suggestion to give more notice (i.e. 3-4 months).

**Action Item 9.3: SMT** to go back to staff contracts and review what they say around notice periods.

WGP has 760 on the roll; the student level drives teacher funding. Is it a useful metric to report on? We have all that information there. Are we on track with recruitment? This is not really relevant – if staffing equates to student numbers, we can't take any staff off. Variance to the September notice is the Year 0s. The roll can easily grow. This is important when we come to looking at the balance. Do we want to take any more students in? There is no property funding for out of zone students. Ratio of teachers to students are not set.

Enrolment – WGP is having an increase of people asking to come to the school. Distressed parents are asking for help. If they are not in zone they won't be assured of a place, unless we decide as a school we want to accept out of zone placements. Next week, the SMT are looking at new entrant numbers to see if there are any places. Do we want to offer out to the community? Would need to be careful advertising to specific places. This could go against us re property funding. There has been a blanket ban at WGP for 3-4 years. Steve had an active programme of knocking it down. We did let siblings in, though it was not guaranteed and was discretionary. Kevin's recommendation is not to take any more placements because of the building side of things – just stick to ministry procedure.

It was noted that the Enrolment policy is on the school website but not in the policy folder.

**Action Item 9.4: Barbara/Karen** to add Enrolment policy to the policies folder. Communicate in the school holidays if any further action is needed.

Staff have been given sheets for next year to indicate who they want to be working with or not with, where they would like to go and what year level they would like.

### 2. Finance report

Roger produces the financial report. This has been circulated, and dashboard pieces have been put on. Grant met with Roger last week and wants to continue to do on a regular basis. He has observed that Roger has very conservative views on forecasts, which has created a degree of comfort, but this is not the objective of presenting our financial position – it should be more accurate.

Going deeper into the report – gives the ability for actual forecast through to December and compares against the budget. Things are coming in within \$1,000 of budget and makes assumption that spending is on track. Ending up with building surplus amounts. On the balance sheet, assets represented as cash in the bank. Ignore current liabilities – networking capital figure is an estimate of surplus funds until the end of December. Within that, there is provisions sundry accrual of \$24,000. Nothing to back it up. Cyclical maintenance, estimate putting aside. About \$450,000 odd not earmarked for contractual.

Grant would like to get a better feel for what is real. There is some capacity we should release right now. Proposed to BOT to do the things that have been approved. Question is how many of these things can we do at once, also want to align these with the strategic plan. Need a prioritisation of initiatives guided by the SMT – proposed \$50,000 to spend over next 3 months.

As a policy, what does the BOT determine as a reserve? We wouldn't want it to go below this level. There is also the next BOT to consider. Think of this in terms of budget going forward. Agreement with the \$120,000 backstop, but the school has been remiss in not using the money for the kids at WGP. Grant's point is that of process so that Kevin can get on and do things. The trustees are happy with this. Proposed to review that each month rather than wait for 3 months. Grant wants Roger to create a spreadsheet indicating how spending is going each month, what we have to spend against the pool each month – anything substantial should go to BOT for approval (i.e. \$20-30,000 spent on toilets). The idea is to arrive at a point which doesn't constrain the SMT. The most important thing is to be setting the budget.

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Grant commented that he was unfamiliar with the funding models, and doesn't want to miss opportunities to pool funding from different sources.

New school credit cards just been given allocated. We need a credit card policy – standard based on Kiwi school policy. Grant to ensure we are on point with this. Needs to outline internal procedure and then it should be monitored – bank statements will help to do that.

**Action Item 9.5: Grant** to review the school credit card policy and report back to trustees for sign off.

Trustees have approved finance of up to \$7,500 for the SMT Sydney trip. Additional funds will require further approval.

**Action Item 9.6: Kevin** to come back to trustees on Sydney trip budget.

### 5. Subcommittee report

#### 1. Property

Property funds – pools of money are from 5YA. Not cyclical maintenance, but is capital. Get \$500,000 from the ministry – allocated in 2013. Cyclical maintenance is budgeted every year, or could do bulk project or company painting. Not a lot outside of that money. We can apply for grants but have to have at least half of the money. NB: WGP owns 70% of the school hall, the rest is owned by the ministry. We do get some money through roll growth if above 30 students maintained for 3 months. Anything that comes under health & safety has to get done regardless. WGP was fortuitous in that all the asbestos from the buildings has been dealt with. Other finance comes through donations and PFA. Decile funding is per student and gets drip fed in. Funding of teachers' salaries comes under operational funding.

The subcommittee wants to apply for a redirection of funds through 5YA to get the roofing done. 5YA can be tricky in that schools have to come up with a 'wish list' over 5 years. We can apply for reallocation midway, but it is a slow process. Martin Hill, as a recognised project manager, is an expert who is helping WGP with that. John Collins has also come on board as a funding consultant. The ministry has a list of recommended providers. Once submitted, the timeline for approval would be 1 week. Will hire contractors to work over the Christmas period. WGP has gone through and employed consultants who know the history of the school. This will be integrated in the next 5YA. We need the ministry to come on board for the remaining. Martin says the ministry is pro schools who are willing to put a hand in pocket. Contributions that come from 5YA are not accumulated. Our total is \$416,500.

We have a property plan in place through to July next year. Use what we've got then look at getting a new block in the next. Plan to update K blocks – to be gone by Christmas. Block 10 is getting demolished. Want to reallocate block 10 funds for L & M blocks staying for 1 year. Had funds to do up B11. Will be getting rid of 9 & 10 down the track, but have to prove to the ministry that they are unworthy of repair. Plan to remove 4 classrooms – come to deal with them in 1 years' time. We are 4 classrooms over allocated. Part of our deal in getting the new admin block built was to lose K & L. The money is there, but reallocate to do up roofs and M blocks, repaint the new B block (with the sea nearby, painting has a 7-year lifespan; ideally should be painting every 5 years). Next year plan to do up parts that we will have here in the future but it means next year 4 people will be in old classrooms. Do up all A & M blocks.

Some of the costs have already been incorporated into other things e.g. the drainage and electricity has already been done as part of the project for the admin block. The fence is already equated and done.

5YA drawdown, spend first then invoice for reimbursement (pre-approved). Trying to get \$100,000, will cost \$200,000+ to get the hall done. The entry and toilets have been done off our own bat. Approach the banks to give. People can also apply for grants. Need to get the ball rolling on this. Costs \$981,000 to run WGP.

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In terms of governance, what are we as a BOT being asked to approve? The subcommittee has gone through all things in the 5YA. Not asking for more money, but rather a reallocation process. BOT need to approve the amended 5YA plan before the ministry is approached.

*The trustees approve the presented amended 5YA plan for 2016/2017.*

*Moved: GW      Seconded: BG*

**Action Item 9.7: Rhys** to add amended 5YA plan (and any other relevant documents) to Google Drive September 2016 folder. (Plan was emailed out to trustees.)

Kevin commented that we should have been using our money during the 5 years to update our property. It is great to have inherited the 5YA money but we have also inherited all the work that hasn't been done for 5 years.. We do have the opportunity now to make a big difference.

Ensure that the next 5YA is in place before Christmas so trustees can feed into it before July next year. Grant is okay with this, His only request going forward is to have something documented with enough notice to read/review it. The point was made that that is part of having a subcommittee who have power to make decisions.

**Action Item 9.8: Brad** to write a letter to Troy acknowledging all that he is doing for the school.

### 6. Policy Follow up

#### 1. 1.8

##### Reading recovery

This is only provided to 6-year-old students. Kids have an observational survey. If there are concerns around progress they can be referred to Reading recovery. This is a programme the school chose to implement. Is there really a need for a policy? Seems outdated and should fall under the Curriculum policy. Decision made to remove policy.

**Action Item 9.9: Barbara/Karen** to remove Reading recovery policy and update the policy folder.

#### 2. 1.9

##### Special needs

Is the existing policy working in practice? WGP has stood down two high needs kids as it can't tolerate their behaviour. More an issue of not having the right people/resource to deal with and/or refer them. WGP policy is very general – are there guidelines missing? We have passionate people trying hard, but there is a bigger picture – we don't have specialist resource, only get so many hours of support, teacher aides don't have qualifications; system is set up to fail in a way. Guidelines have to be appropriately resource based, practical for safety, ones that teachers can embrace. Becoming increasingly complex, meeting needs is getting harder.

Grant's experience here, as a parent of a child with special needs, has been highly inclusive. Every kid is different and that is part of the challenge. From a social aspect, the kids need this environment. Experience makes a massive difference. The spectrum is huge. The school has an obligation to take anyone with needs no matter what they are. There is only one school with this focus on the North Shore. Parental involvement is very important.

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Do we have a special needs committee? Having a committee there is a chance to go off track/tangent but there is genuine intent to make it work. Also shows visibility of how the school deals with this – committee can put process around that.

**Action Item 9.10: Gordie** to review and approve Special needs policy – to be renamed 'Additional Learning Needs'. Liaise with Karen re policy folder.

### 7. Emerging review/Current Issues

#### 1. Year 6 camp

The Year 6 camp at Shakespeare reserve has been done at WGP for years. Staff have filled out RAMS for water activities etc. Document was passed around the trustees to view. Just need BOT to now give approval.

*The trustees give approval for the Year 6 camp at Shakespeare to go ahead.*

*Moved: BG      Seconded: RW*

#### 2. Community of Schools update

Community of Schools is in a state of flux and won't be moving ahead quickly. It was rushed through last year as the application needed to be in. MOE automatically gives schools \$1,000. They recommend having 6-8 schools in a cluster. When Kevin joined, they hadn't decided a lot – no real structure or plan in place; no rules of operation. COS works on the basis of leading lead teachers out to other schools in the cluster. There are advantages and disadvantages to this. The lead principal takes 2 days out of their school every week. John Petrie was the lead principal of the cluster but is now leaving and no one else can or wants to be lead. Kevin is working to a time frame of July next year, so he can have time to get his feet on the ground. Gulf Harbour is not appointing a principal until next year. If nothing happens soon, also run the risk of Carole retiring. Have asked the ministry if a Deputy Principal would be okay or a facilitator – the answer being no. Kevin's view is that Barbara should be able to come to the meetings. Can we withdraw the application? There are catches which haven't appeared yet. Is a way of professional development and we may be restricted in the future if we don't get involved with COS. There are not many COS working successfully, but once there is a good model it could grow. Schools have had clusters of principals for years. The Hibiscus Coast cluster has been great. Opportunity for getting quotes and loan power.

There has been discussion in the media about a new growth funding model which has been unanimously rejected by the Teachers' Association. It's like bulk funding, but there are concerns that go with that.

### 8. Meeting Closure

1. Agenda items for next meeting
2. Next meeting – times to be agreed

The next meeting will be on Wednesday 19<sup>th</sup> October at 7pm. A special board meeting for ERO will be held on 12th October at 6pm in the staffroom

### Closure

There being no further business, the main meeting closed at 10:06 pm.

*Signed as a true and correct record of proceedings*

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Brad Gibbons  
Chair



Date

16/4/16

### 9. Action Item Summary – September 2016

**Action Item 9.1: Kevin and SMT** to present strategic plan for WGP to trustees.

**Due Date: November 2016**

**Ongoing - in draft form with Trustees**

**Action Item 9.2: Brad** to sign minutes for August.

**Due Date: 20/9/2016.**

**Completed**

**Action Item 9.3: SMT** to go back to staff contracts and review what they say around notice periods.

**Due Date: 19/10/2016.**

**Ongoing**

**Action Item 9.4: Barbara/Karen** to add Enrolment policy to policies folder and communicate any further action as needed.

**Due Date: 19/10/2016.**

**To follow up**

**Action Item 9.5: Grant** to review Credit card policy and report back to trustees for sign off.

**Due Date: 19/10/2016.**

**Completed**

**Action Item 9.6: Kevin** to report back to trustees on Sydney trip budget.

**Due Date: 19/10/2016.**

**Completed**

**Action Item 9.7: Rhys** to add amended 5YA plan (and any other relevant documents) to the Drive.

**Due Date: 19/10/2016.**

**Completed**

**Action Item 9.8: Brad** to write a letter to Troy acknowledging all that he is doing for the school.

**Due Date: 19/10/2016.**

**Action Item 9.9: Barbara/Karen** to remove Reading recovery policy and update policy folder.

**Due Date: 19/10/2016.**

**Donna and Kevin to update**

**Action Item 9.10: Gordie/Karen** to review and approve Special needs policy – rename 'Additional Learning Needs' – and update policy folder.

**Due Date: 19/10/2016.**

**Donna and Kevin to update**

### 10. Outstanding Action Items

**Action Item 6.5: Warren** to 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).**

**Completed**

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**Action Item 6.7: SMT** to include blanket consent form in Enrolment Packs.  
**Due Date: December 2016.**

**Action Item 6.8: Brad** to sign the EOTC policy.-

**Due Date: 20/9/2016.**

Karen to confirm this has been updated to the new version

**Completed**

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

**Due Date: 19/10/2016.**

**Complete**

**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>.

***All trustees to attend a special board meeting on 12th October at 6pm in the staffroom.***

**Completed**

**Action Item 8.6: Kevin, Grant and Brad** to review existing delegations list and present to trustees for approval.

**Due Date: 19/10/2016.**

**Completed**