

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES



"To be the best you can be"

MINUTES of WHANGAPARAOA PRIMARY SCHOOL BOARD of TRUSTEES MEETING Wednesday November 22 2016 In the Staff Room

1. Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7:15 pm.

Present: Claire Scott, Deb Brewer, Grant Willis, Brad Gibbons, Linda O'Brien, Rhys Finn, Donna Skyrme (minute taker), Kaylea Bradshaw

In Attendance: Barbara Taylor, Gordie Palmer, Warren Steel, Debbie Thompson

Speaking rights issued to Gordie, Barbara and Warren

Apologies: None

Visitors: None.

Gifted and Talented Education program report – Debbie Thompson

Debbie presented her report which included an overview of the variety of programs she runs and the results which are generated from it.

Debbie's commitment to the school was commended by Gordie, and she also received recognition from Kevin about her bike track project and the additional value she adds as well as providing excellent communication to parents of her Quest groups

2. Administration

Brad advised the board of Leah's resignation. She will be in attendance at December's meeting which will be her final one. Progress has already been made to appoint another minute taker.

Confirmation that policies will be kept by the school and copies will be made available to the Board instead of the other way around.

Brad advised that the auditors had highlighted some areas where the board should tighten up its documenting of events: Checking that processes are tight as trustees e.g. speaking rights, minutes sign off, visitors etc - ensure that speaking rights are acknowledged in the minutes

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1. Confirmation of minutes

That the minutes of the October meeting as circulated, be approved as a true and correct record.

Moved: KC Seconded: DS

2. Matters arising from previous minutes – none.
3. Action items – *refer to summary (below)*.
4. Inwards & outwards correspondence as emailed/distributed and tabled.

3. Regular review and monitoring

1. Principal's report

Discussion about new Motto, Mission Statement, Vision:

Mission Statement - Maori translation - collective vision and motto

Together we inspire learning - whakahui whakamanawa tatou ako - together meeting, unity, manawa - heart, strength coming within, togetherness "ko - apple core"

Connect, challenge, empower

Hono, Whakatara, Whakamana - self - be yourself, not like any

To be the best we can be

Kia eke ki nga taumata tiketike

Change necessary to tie in with PB4L, as well as adding clarity and condense the many other focuses. All been done collaboratively with teaching teams.

Have to be visible in classrooms and remove previous 7Cs, BLP etc - linked together

Feedback from teachers was that it needed to be simplified, use the language on a day to day basis. No mixed messages to the children

Daily panui - whakatauki (proverb), Maori, BLP

Inquiry for term 1 will be based around the mission, vision, values

Strategic Plan - 3 year plan of development

Devices included, learner centred curriculum, empowerment, meaningful inquiry context

Recommendations from ERO have all been included in the strategic goals

Annual Plan - as per previous presentation, will change as the year progresses. Every second meeting - revisit annual plan

Questions from the Board to be considered -

Is this a dynamic time frame?

Where does accountability lie for the teachers to meet targets?

How would you track in reporting if there are changes?

What measures/metrics that would demonstrate success in these areas?

Varying indicators, some are measurable, some are not, reflections in teaching practise and IDD as well as cultural shifts. Tracking of shifts in children to see 1 year's movement for 1 years worth of teaching

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KC asked that the Strategic Plan and Annual Plan be accepted by the trustees

Moved: KC Second: LoB

Carried

Feedback from teachers re Strategic Plan and Annual Plan?

Feedback not given to teacher rep, would go to principal, as per correct process as the rep isn't there to represent the feelings of the staff. Opportunities for all to communicate. Changes are real for the staff too and so SMT offer as many opps to raise queries.

Not all answers are available now as it is a slow and steady process - 3 year plan to remain as a focus, and not to expect overnight changes.

SNUP network investment allowed for capability and was a lead into using devices (from Ministry)

Budget

Operating surplus will be delivered at year end (conservative) - will maintain cash balances over and above what is a reasonable buffer. Potential of \$20k surplus at year end

Allows for flexibility in additional spending during 2017 to bring the school up to acceptable standard - to be spent on upgrading fixed assets or on operational needs.

Discussion about how to progress building needs - use of surplus to move projects along and recover at July's 5YA e.g. paying for architects or project managers

Action Point 11.1t: Add to December's meeting for discussion and possible approval - this will need to be deferred to February meeting (BG)

Discussion about the annual plan - KC is confident that the annual plan for 2017 can be achieved, with a review and monthly monitoring, may need some flexibility to ensure sustainability for 2018/2019.

Summary - budget is conservative, opportunities to increase in number of International students will support income growth

Discussion about Learning Assistants (LAs) 9 Learning Assistants have been trialled in classrooms.

Feedback has been largely positive, with teachers asking for same person back, and lots of interest from other teachers.

For next year - 15 LAs, 3 per Community, 1 per 2 classrooms, 14hrs/week.

Supports collaboration and acceleration. Weekly training sessions/PD will be included as of next year.

LAs will be separate to the 9 teacher aides as they have different roles. Consideration will be given to where the LAs are placed in cases where there are TAs in a class

Grant clarified that the budget will be set and the reporting will be against that budget. The budget will not be modified during the year, rather that there needs to be forecast running concurrently and which is updated monthly. The Board are aware that there is a potential that the school may overspend in 2017 and utilise some cash reserves to bring the environment up to standard

Discussion about donation amounts and the impact the introduction of devices may have on the amount received. Further discussion about how to counteract that.

Kevin asked that the budget be approved in principle, with reference to Kevin's notes and that the changes will be made and recirculated once the amended figures have been added

Moved: KC Seconded: GW

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Carried

The trustees went into committee 9.00 to discuss a private issue
The meeting continued at 9.05

4. Policy Follow up

None

5. Emergent review/Current Issues

Discussion about the scheduled parent meeting and agenda items
Kevin presented the slides to the trustees for discussion to revisit the planned changes.

Presentation will include elements gained from feedback received through emails and meetings with Kevin since the last meeting.

9 emails about e-learning: 5 positive, 4 largely positive but felt yr3s too young and 1 negative.

3 emails about uniform and 1 visit - some changes have already been made based on this feedback.

The trustees discussed their support of these initiatives and have assured Kevin that we are all comfortable about the process which has been followed, that the information presented was adequate enough for everyone to make informed decisions.

6. Meeting Closure

10.00 The board went in committee to discuss a private issue

10.05 Back into meeting

Brad suggested that partners be invited to the board dinner on 14 Dec - all agreed

Sydney reports to be read and commented upon

To add to agenda - Chairperson slot

Meeting closed 10.15pm

Brad Gibbons
Chair



Date



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7. Action Item Summary – October 2016

Action Item 10.1: Brad to sign minutes for September,

Due Date: 16/11/2016

Completed

Action Item 10.2: All BOT members to make themselves available for meeting with ERO Monday 31st October and Thursday 3rd November from 1.30pm

Date: 31/10/2016

Completed

Action Item 10.3: All BOT members to review the annual plan and come prepared to sign off at the next November BOT meeting.

Due Date: 16/11/2016

Finalised 21 Nov

Action Item 10.4: Grant, Kevin, Brad, Roger – Grant to talk with accountants for Huapai School (North Shore Accounting), then work with **Kevin, Brad and Roger** to finalise proposal; budget to be signed off in November.

Due Date: 16/11/2016

Cancelled

Action Item 10.5: Kevin to confirm donation and activity fees for 2017 and organise for this to be communicated in November at the same time as uniform changes, device pricing and payment plans.

Due Date: 16/11/2016

(Relates to Action Item 10.6: Donna/Karen.)

Completed

Action Item 10.6: Donna/Karen – Donna to send Karen links/photos re Hannah's range of shoes and uniform info from WGP College website; **Karen** to redraw policy with all the info.

Due Date: 16/11/2016

(Relates to Action Item 10.5: Kevin.)

Completed

Action Item 10.7: Brad BOT self review process - Brad to add this to the next agenda

Due Date: 16/11/2016

Finalised 21 Nov

Action item 10.8: Brad to add H&S overview/review to the monthly agenda

For action next year - minutes will be in the Drive prior to the board meeting - meeting dates have been changed to allow this

8. Outstanding Action Items

Action Item 6.7: SMT to include blanket consent form in Enrolment Packs.

Due Date: December 2016.

In progress.

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

Due Date: November 2016.

In progress, seen draft.

Completed

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.

Completed.

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

Due Date: 19/10/2016.

Donna and KC to resolve these.

Completed

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 KC to resolve these.

Completed

