

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
22nd November 2017
In Staff Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.10pm

Present: Brad Gibbons (chair), Kevin Cronin, Grant Willis, Donna Skyrme (arrived 7.15pm), Maiana Waugh, Debra Brewer (arrived 8.38pm), Rhys Finn, Kaylea Bradshaw, Claire Scott

In attendance: Warren Frogley (PFA representative), Theunie Wiid (minute taker)

1. Administration

1.1 Confirmation of minutes

Minutes of the meeting held on the 25th October 2017, as circulated, confirmed as a true and correct record.

Moved: Brad Seconded: Rhys

No conflicts of interest to note.

1.2 Action Items from October

(1) Ongoing review and update of policy folder – currently under control, but the chair recognizes that an improved process is required for 2018.

1.3 Correspondence

No correspondence to discuss.

2. Health and Safety

Maiana provided an update on the H&S committee meeting she attended. Two successful drills were completed in the last week. The tsunami drill went well and the school was evacuated within 5 minutes. The fire drill was also successful despite two actual fires on the peninsula on the day of the drill.

A general risk was however identified during both of these drills: relievers may not know which of the students in their class is in attendance on the day of an evacuation since they do not know the students individually and they will not have a printed copy of the class roll.

Maiana to work with the H&S committee on an alternative class list/means to access the electronic roll in the event of an evacuation.

3. Property update

Rhys provided an update on the current property projects. Trevor Wilson (architect) has now been officially engaged to provide drawings for the hall project. 10YPP is underway and once approved, 5YA will also get underway.

The board notes with regret the impending departure of Troy.

4. Finance YTD

Kaylea provided a finance update. The reports prepared by the new accountants as well as the budget look good although more transparency around accruals would be helpful.

A discussion between the BOT and Kevin clarified the process for hiring teacher aids and learning assistants as well as the forecast cost of this resource. There is currently a timing difference between when the costs are incurred and funding received, but this is not be a concern as the mismatch will be resolved in due course.

To enable the BOT to gain best insights into current financial matters and reporting, Kaylea recommended that at least one week is allowed between the release of the reports and the BOT meetings. Kaylea will set this expectation with the new accountants and agree with them a work schedule of deliverables and timetable of reporting dates so that a realistic expectation can be set.

Questions around clarifications and assumptions of specific expense lines will be resolved at finance meetings going forward so that detailed discussions around these are not required at BOT meetings. A process will be put in place for the next meeting cycle.

5. Principal's report

The principal's report is presented, discussed and accepted.

6. Budget discussion

BOT members raised specific questions about the projected roll for 2018 and provisional staff entitlement from the ministry, maintenance costs associated with school premises, special needs funding, the contribution of international students and the school van.

The BOT requests that the finance committee is to recommend the appropriate level of cash reserve to hold going forward. Once the appropriate level is established, steps can be taken to manage the reserve in terms of either expense cuts or revenue opportunities. Input will be obtained from the accountants in regards benchmarks and governance considerations.

Warren confirms the PFA's ongoing commitment to raising the funds needed to support current projects despite a marked decline in proceeds from established projects like the Gala. The PFA has undergone some restructuring and recruitment and now feel confident that robust processes and an appropriate level of governance are in place.

The BOT notes that the budget for the year projects an operational deficit, but acknowledges that there are sufficient cash reserves available to counter any short terms concerns. Brad thanks Kevin for the work done on the budget.

The budget for 2018, as presented and discussed, is approved.

Moved: Brad

Seconded: Grant

7. General Business

7.1. Sustainability of BOT

Brad will arrange for a notice in the next newsletter of the two available vacancies on the BOT. If no applications are received the BOT may consider reducing committee numbers and co-opting members going forward.

7.2. Year-end dinner with PFA

The final BOT meeting for 2017 will be on the 13th of December at 6pm. The meeting will be followed by a dinner with the PFA at 7pm.

7.3. Prior year-end financials and audit report

Grant confirms that the prior year financials have been finalised by BDO. The final reports, including the auditors' recommendations, will be made available to BOT members for perusal ahead of the next meeting. The finance committee to draft management comments to the recommendations (most have been resolved, but need to be documented) and the report in its entirety will be discussed at the next BOT meeting.

7.4. ERO report

Brad to summarise the ERO report for future consideration and inclusion in the documentation for future meetings.

7.5. Lockdown procedure

The procedure for updating parents in the event of a lockdown is available on the website. Kevin will review the timing of updates for particular circumstances and updated where necessary.

7.6. Last day of school

Last day of term will be on the 15th of December. In keeping with the tradition, the BOT will sponsor gifts and a lunch for current and departing teachers. Deb will work with Kaylea to source gifts and food. Claire offered assistance

Meeting concluded at 9.45pm

Date of next meeting: Wednesday 13 December 2017 at 6pm.

Brad Gibbons
Chair

Date



13/3/18

ACTION ITEMS: (due by next meeting)

1. Ongoing and in progress: Review and update of policy folder
2. Maiana to work with H&S committee to provide relievers with an accessible copy of their class roll to reference in the event of an evacuation.
3. Kaylea to update finance process by (a) setting expectations with new accounts around deliverables and the timetable for these, (b) discussion of transaction/expense line detail at finance sub-committee meetings ahead of BOT meetings

4. Brad to draft BOT vacancy notice with Kevin for next newsletter
5. Brad to confirm numbers with Warren and making a booking for year-end dinner (invitations to be extended to BOT and PFA members as well as Gordie, Warren and Barbara)
6. Brad to make available the BDO reports on the shared drive
7. Finance committee to make recommendations for appropriate levels of cash reserves to be maintained going forward and liaise with accountants regarding benchmarks and governance issues for setting and maintaining the reserve.
8. Finance committee to draft management responses to recommendations raised in BDO audit report.
9. Brad to summarise ERO report and devise a plan for inclusion in all future meeting documents.
10. Kevin to review and update timing of updates to parents in the event of a lockdown as currently published on the website.
11. Deb, Claire and Kaylea to organise last day of term gifts and lunch for teachers. Gifts ideas and lunch menu will be in line with last year.