

WHANGAPARAOA PRIMARY SCHOOL BOARD OF TRUSTEES



"To be the best you can be"

MINUTES of WHANGAPARAOA PRIMARY SCHOOL BOARD of TRUSTEES MEETING Wednesday October 19 2016 In the Staff Room

1. Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7:00pm.

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

In Attendance: Barbara Taylor, Gordie Palmer, Warren Steel

Speaking rights issued to Gordie, Barbara and Warren

Apologies: None

Visitors: None

2. Administration

1. Confirmation of minutes

That the minutes of the September 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

In the first area of curriculum, going forward it would be a good idea to have at least one or two BOT members at the community meetings as a support. Ensures it becomes a united front rather than any one person. It was nice to have staff come as well. The community can see we are all together as a team and it adds substance. Six people spoke out in terms of e-learning. The positivity expressed stopped other negative comments. As a BOT, we should be providing that support.

Kevin was impressed with the investment of parents at the meeting. We need to help educate people and to get alongside them. This requires an element of trust. We need to be open and honest. The BOT is the voice of parents in the community – we need to talk to each other about it.

a) ERO preparation

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ERO is coming to see Kevin and will ask to meet with BOT on Monday 31st October – start off with a welcome at 9.15am and meeting mid to late morning (~10.30am). BOT attendance will also be needed at the Thursday 3rd November follow up meeting. Please try to make both of these meetings.

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.

b) Strategic plan/Annual plan

Kevin presented the learning vision (Connect – Challenge – Empower / Hono – Whakatara - Whakamana), mission (Together we inspire learning) and motto (To be the best we can be / Kia eke ki nga taumata tiketike). We need to have this in front of us all the time.

Kevin is endeavouring to be upfront with staff about what's coming up and where things are going. Building relationships is an area that still needs working on but it is a time thing. Kevin hopes that everyone will be challenged to grow, and will be empowered as teachers and learners.

The annual plan links in the strategic goals and the actions to achieve these goals. Discussion was had around curriculum leaders (coaches) and the funding / release time. A new senior teacher has been employed for 2017 who will join the SMT but remain as a classroom teacher, has great experience as a curriculum leader.

Coaches to meet with Kevin every 2nd week. They will go into all classrooms to see how they can support teachers. Everyone is to help and upskill each other. Their job is to keep up with PD and where other schools are at. The indicated PD budget is over and above the main budget. Coaches will mentor other teachers within the school to build broader capability and succession planning

Kevin wants to sign off the annual plan for the next BOT meeting. He encouraged all BOT members to look at the funding / release time aspect in particular

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

c) Charter: Values – O.R.C.A.

Donna had a question about how O.R.C.A. fits in with the existing charter – does this now become the basis of the charter? It covers the existing charter and is more consolidated. It has been taken from other programmes and recreated as something that is ours. These will be our report cues to the BOT and represent the life skills we want people to have.

d) Finance update / 2017 draft budget

Kevin shared the current monthly position and forecasted position for year end. Both place the school in a positive cash position. Kevin presented some ideas for the BOT 2017 and would like us to reflect on these. Grant, Brad and Kevin to meet before the next meeting to clarify depreciation, spending possibilities and a cash reserve position we would always want in the bank

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

e) 2017 donations

Kevin to confirm donation and activity fees for next year. These will be communicated to parents in November at the same time as uniform changes (refer to Policy Follow up point 1.), device pricing and payment plans.

Discussion ensued around devices. 12-month interest-free payment plan for HP Chrome books set up through JB hifi. Devices delivered to school.

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

- f) Staff appraisal and personal development

Teachers to get updated job descriptions at the beginning of 2017. There will be a more robust appraisal and review process.

Team leaders and curriculum coaches will be in class a lot more in 2017 - observing, advising, providing feedback and coaching. Structured, measured, reported 5 teachers. Experienced and beginner teachers can bounce ideas off each other, talk about good teaching practices etc. It's not about implementing harsh measures. Beginning teachers will soak this stuff up; opportunity for experienced teachers to learn new practices, change etc.

4. Policy Follow up

1. Uniform – discussion and review

Refers to email addressing public communication and discussion.

- Plain black closed-in shoes, trainers or sandals (with backs). No colours, patterns etc. No jandals, slip-ons, platforms or strappy footwear.
- Navy blue, black or white socks.
- Navy blue or black tights.
- Navy blue, black or white skivvies.
- Navy blue, black, brown or white hair ties.

Advise in November that dress and sports shirts are made to order.

School issue bucket hats are to be worn in terms 1 and 4

"Summer" uniform able to be worn all year.

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 above info, including that dress and sports shirts are made to order.

(Relates to Action Item 10.5: Kevin.)

2. H&S – discussion and action plan following meeting attended by KC

KC shared presentation and out takes via email to BOT dated 16/10/16

key focus for WGP school H& safety committee, to be monitored by the BOT

1. Identifying risks; managing these and taking all "practicable" steps to prevent harm. **This is to be documented and a register kept**
2. There is to be an updated Site specific safety plan (SSSP) for any visitors to the school and when children are taken off site
3. BOT to request to view snapshots of health & safety in play - medical register, hazard register, property update/overview (e.g, condition of boiler, faulty fencing, etc), SSSP, EOTC documentation
4. Recommend that a different BOT member takes a walk around the school looking at potential H&S issues and reporting these back - fresh set of eyes. rostered
5. Instill a culture of looking after one another and taking ownership of this - everyone in the school

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

5. Emergent review/Current Issues

- 1) BOT self review process

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Not officially discussed – defer to next meeting

Action Item 10.7: Brad to add this to the next agenda

6. Meeting Closure

1. Next meeting – date and time to be agreed

The next meeting will be on Tuesday 22nd November 7pm - 9pm in the staff room

Closure

There being no further business, the main meeting closed at 10:25 pm.

Signed as a true and correct record of proceedings

Brad Gibbons
Chair



Date

23/2/17

7. Action Item Summary – October 2016

Action Item 10.1: Brad to sign minutes for September.

Due Date: 16/11/2016

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

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

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

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.)

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.)

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

Due Date: 16/11/2016

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

8. Outstanding Action Items

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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.

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.

Brad to follow up (*refers to out of zone*).

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.

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.

