



"To be the best we can be"

**Minutes of Whangaparaoa Primary
BOARD OF TRUSTEES MEETING
Tuesday 23rd May 2017
In Staff Room**

Welcome/Introductions/Apologies/Conflicts of Interest

Meeting opened at 7.05pm

Present: Brad Gibbons (chair), Kevin Cronin, Grant Willis, Kaylea Bradshaw, Rhys Finn, Donna Skyrme, Claire Scott (arrived at 7.30pm)

In attendance: Theunie Wiid (minute taker)

Apologies: Maiana Waugh, Deb Brewer

1. Administration

1.1. Confirmation of minutes

Minutes of the meeting held on the 22nd March 2017, as circulated, is confirmed as a true and correct record.

Moved: Brad Seconded: Donna

1.2. Correspondence

No correspondence to discuss.

1.3. Next meeting

Will be a board review - an opportunity for the BOT to do some long term planning and a self-assessment of current performance
28th June 2017, 6pm start in the staffroom

2. Student progress and achievement

2.1. Curriculum – Maori and Art

Recruitment is underway for a Kapa Haka leader. Kevin and Deb are assisting Gordie and hope to find a suitable leader and role model locally. The board acknowledges Gordie's report and extends their gratitude and appreciation for everything she does (all things Maori).

There will be more to report on regarding Art next term. Performing arts have made huge progress since joining Peaches and Pickles and Passion Fridays have been a huge success.

Participation and feedback have been very encouraging. It is good to see so many kids

engaged in the art options at a school that has traditionally been strong in sports. There is a variety of activities for the kids to choose from and everyone is being given an opportunity to participate.

3. Sub-Committee reports

3.1 Finance

The financial report, as circulated, is unanimously confirmed as received. Grant gave an overview of the financial report circulated. Grant will also provide a further update at the next meeting and make recommendations regarding potential changes to the presentation of the financial summaries.

FY16 financials are currently being audited by BDO and their recommendations, if any, will be tabled for discussion when the review has been completed.

Brad acknowledged Grant's review and thanked him on behalf of the BOT.

3.2 Health and Safety

The H&S report prepared by Eleanor, as circulated, is acknowledged. Brad asks that confirmation is obtained from Eleanor that relievers are given adequate information (particularly as it relates to evacuations).

The current buddy system should be reviewed (particularly as it relates to kids with special needs). Claire and Donna offer to help with the reviews and make themselves available to attend future H&S meetings, if required.

3.3 Property

The property report prepared by Rhys was reviewed. Building improvements (priorities and discretionary improvements) should be considered in the context of available funding. To progress funding applications a concept plan should be drawn up as soon as possible.

Resolved: that up to \$15k is made available to get plans and concepts drawn up as a basis for funding applications and grants.

Moved: Kaylea Seconded: Grant

4. Principal's report

Discussed by the Trustees and report added to meeting records

Moved: Kevin Seconded: Brad

4.1 Governance of Community Fund

Kaylea's report has been circulated and recommendations noted.

4.2 Forest school overview

A letter is to be drafted and made available for BOT members to review before it is circulated to parents. The aim is to clarify the BOT's view and responsibility in terms of kids attending learning activities organised by third party providers away from the school premises and during school hours.

Resolved: the BOT does not recommend (by implication does not take responsibility for) kids taken to third party premises, such as Forest School/Academy of Learning during school hours.

Moved: Brad

Seconded: Kevin

5. General Business

5.1 Milk

Milk made available to the school is currently put on hold as it is impacting on learning time and is causing logistics issues and wastages due to a lack of fridge space. Quantities and frequency of deliveries will be reconsidered based on parents' feedback.

- subsequent update is that a limited amount of milk will be held and used to supplement lunches for children without food

5.2 Strategy for funding raising/donations outside of those pertaining to the school

Worthy causes supporting community needs will be considered. Should it be necessary to make a selection, the kids could be involved in making those selections.

Date of next meeting: 28 June 2017 (Board review)
July no meeting due to school holidays
23 August 2017

Meeting closed at 10:02pm

Brad Gibbons
Chair

Date



4/9/17.

ACTION ITEMS: (due by next meeting)

1. Ongoing and in progress: Review and update of policy folder
2. Gordie to touch base with Deb re potential candidates to consider as Kapa Haka leader
3. Grant to work with Roger on reconciliation of financials, meet with Kevin to agree best format for reporting key information and design reporting pack for future use
4. Grant to follow up with BDO re progress on FY16 audit as well as review FY15 and FY16 BDO audit recommendations.
5. Follow up with H&S concerns with Eleanor regarding relievers and the buddy system
6. Rhys to initiate concept and draft plans so that funding applications for improvements and renovations can be made
7. Kevin to redraft letter to parents re Forest School/Academy of Learning and circulate for review.