

**PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING
HELD ON TUESDAY, 23 FEBRUARY 2016 AT 7PM IN THE STAFFROOM**

PRESENT: Marie Gibson (Board Chair), Steve Logan, Adam Price, Julian Morrin,
Mark Nash, Jess Ward, Mike Thomas, Cath Franks and Marie Barfoote

MG welcomed everyone to the first meeting of the year.

MINUTES OF PREVIOUS BOARD MEETING OF 14 DECEMBER 2015:

- Moved MG/Seconded MN That the Minutes of the previous Board meeting held on 14 December 2015 be accepted subject to amending the spelling error in the last bullet point under the “Finance” report which should read : *“Pg 6 of payments - Security – this is for building warrant of fitness - checking smoke alarms etc.”*

CARRIED

MATTERS ARISING:

Action List from December Meeting

- JM and MT are currently reviewing the Norrcom contract
- JW has sent out the invitation to the other principals and board chairs re our proposed enrolment scheme change
- JW will present the budget later in the meeting
- AP is still to set up the Google Doc calendar and will get on to this shortly

2016 CHARTER AND STRATEGIC PLAN:

JW presented the 2016 Charter and Strategic Plan in draft form for review. The final needs to be signed off and sent in to the Ministry by the end of March.

Discussion ensued and JW will make some slight changes to the document.

SL made the comment that he likes the way JW set out these documents so changes can be tracked.

Annual Plan: Analysis of Variance for 2015 Targets

JW handed out the Analysis of Variance for 2015 to Board members to read which will go with the annual audit and explained the data. Of the three student achievement targets (Asian and Pasifica Students Reading, Year 6 Students Writing and Year 6 Students Mathematics), two were partially met and one was not met. The Ka Hikitia –Raising Maori Success at PBS was a resounding success.

Annual Plan (Student Achievement: National Standards) Targets 2016

JW handed out the Annual Plan Targets for 2016 covering “Yr 2 Students Reading”, “Maori Students Maths”, “Yr 7 Students Mathematics” and “E-Learning” and discussed and explained the data.

MG thanked Jess for all her work.

2016 BUDGET:

The following points were brought up in relation to the budget:

- MN asked where we are in relation to money received due to the roll increase? JW explained she applied for extra staffing at the end of 2015. In terms of students, funding comes from the Ops Grant based on the July 2015 roll. She explained we are likely to get more because we are over that figure already
- Discussion ensued about the rationale for spending more than earning. JW said we have budgeted more than actually spent in previous years and explained due to the higher roll we have had to employ more admin staff and teacher aides. She added that more and more teacher aide learning support time is a high desire on teachers' wish lists. Having an extra pair of hands in the classroom makes a huge difference, especially for students with high needs who don't qualify for external funding. Raising the TA budget is a necessity not just a want. We currently employ 10 teacher aides
- Funding for the kapa haka teacher came out of the Maori budget. We have now created a separate code under payroll
- Banking staffing is down due to careful management in 2015
- Office staff has been increased by previous agreement with the Board
- ACC levies are down
- PD has increased for staff – courses more expensive and BYOD initiative has created greater need to upskill
- Elections – increased for this year due to it being election year
- Photocopier – it was decided to keep the photocopying budget the same as last year, but JW will talk to staff about keeping photocopying to a minimum
- Subscriptions are up (e-tap)
- Insurance – it is what it is. Ministry pays for some. MN asked if we need an insurance assessor to come in? JW may look into this
- Ultrahome is now in the Cloud – cost has increased due to being levied per student
- Chromebooks are leased - so increased
- Reducing reading support (Quick 60 programme) as it was a one-off set-up cost in 2015

- MT and JM to meet with Norrcom to review their contract before deciding on a budget for this. Discussed if extra support could come from the Board contingency. Decided to leave at \$24,000 for now until after the meeting with Norrcom
- Asset purchase – increasing slightly considering what we spent this year
- Jubilee expenditure for the Pou base still requires \$2,000-\$3,000 for structure, seating and placement
- Need to see final accounts to see if any surplus
- SL will seek advice to see how we can carry surplus forward and will let Eva know
- JW acknowledged Eva's overtime on working on the budget and upcoming audit visit

REPORTS:

Finance (Draft)

- SL had some questions on journals. JW explained that Eva and herself were still learning – some things had been put against codes which were incorrect but nothing huge
- SL queried a pre-payment of \$1,400 to Norrcom. JW said this was meant to be paid in 2016 (but paid in 2015 instead – learning curve)
- Principals' Conference expenses went to subs instead of professional development
- Statement of Financial Position – SL noted that the format is difficult to understand
- JW noted that End of 2015 surplus should be similar to End of 2014

SL said he can't sign off the report due to not being final yet. The surplus will drive the final decision about the budget. This can be signed off at the next Board meeting when it is final.

Payments:

- Vodafone payment queried – JW to find out
- \$2,000 from Mostly Pools – JW explained this is due to the filter, pipes and replacement sand needing to be changed every 5 years
- Desk & chairs - These are for the new learning space in Gill Snowsill's room. Should be able to claim back through 5YA furniture entitlement

Moved SL/Seconded MN That the amount of \$148,943.85 for 155 payments be accepted.

CARRIED

Income & Expenditure 12 Monthly:

- SL queried the “other donation” of \$10,500 in December. JW said this was money from Fuji Xerox towards our Jubilee and a rebate from Paper Plus from stationery sales
- Special needs had less income than expenditure during 2015
- Laptop lease – goes out and comes back in
- December salaries higher because two months’ worth of Xmas/holiday pay for support staff etc.
- 1st aid expense was the purchase of the defibrillator

By the next meeting there will be final copies to approve.

Principal:

- We were accepted into a cluster of eight schools on the Kapiti Coast for an initiative called ALLiS (Asian Language Learning in Schools). The initiative is funded by the MOE and the Confucius Institute to promote Asian language learning in schools. Three of our teachers will attend professional development for this on 4 & 11 March
- BYOD – new permission forms have been sent out and we have already received a high percentage back. JW wants to run another parent evening similar to the last one and the Trust is happy to attend (possibly to be held mid-March). Any Board members who could be there would be helpful. JW will ask the Trust if Tuesday, 15 March works?
- TA Learning Support Programme – Mike and Carrie spent a lot of time sorting timetables during the holidays. Thanks to them both for their time. Mike and Carrie’s “2015 Special Needs Review” to be scheduled to the March meeting
- Tara Vertongen has asked for maternity leave from 2 May 2016 – 1 May 2017. Hopes to be back teaching T2 2017. Approved.
- Raewyn Carpenter, surplus teacher (30 week tenure) – is working out really well
- Cath Franks is the new senior syndicate leader for Yr 7/8 while Colin Siverson is undertaking post-grad study. Cath has stepped up to the challenge.
- Paula James has been employed 2hrs per day in the office and 4hrs per day as a Teacher Aide. The extra help in the office is working well
- Property & Financial – budget discussed
- JW will be meeting with Lee Ashby, Property Manager on Thursday morning (with any available board members welcome to attend) re 5YA and the hall and hopes he will bring a further budget break-down as requested
- MG asked if the new furniture is working well in the learning space? JW advised the students really like it

- MN enquired about the recent vandalism at the school. JW advised that someone climbed over the pool fence, kicked in the changing shed gate and stole the pool vacuum hose. We have been leant one for the year but will need to replace it. A student from Kena Kena School also broke a classroom window. We've paid the bill but the family will reimburse us
- SL queried the pool temp as it is very hot some days. JW advised we need more chemicals the warmer it is, and all level testing has passed
- The boundary willow tree is dead and needs removing, and other trees on the boundary need trimming. The quote is \$1,300.

Deputy Principal:

- Special needs – will be applying for ORS funding this year for a very high needs student. Not sure if will be successful though
- e-tap - going well, good functionality. Apparently the programme is capable of doing Board elections also – will be good to look into. Can also possibly use e-tap instead of Survey Monkey for future surveys
- Student Council selected – MT was very impressed by the quality of the students who applied. There were 13 places awarded out of 18 or 19 who applied. All did a great job

ENROLMENT ZONE UPDATE:

- JW has sent out an invite to other local principals and board chairs to attend a meeting on 8 March at 7pm in the staffroom. This meeting is part of the consultation required to review our enrolment zone with a view to decreasing it. JW will email Board members possible options for decreasing our current zone
- On the night she will give a picture of roll growth, how many classes and talk about siblings etc. and will show on paper what our new zone would look like. JW spoke of three different options available and will draw out the options and email to Board members.
- The Ministry has asked for a phone conference with JW and MG before the meeting. The proposed date to put in place will be guided by the Ministry.
- MG will advise the school community, via the newsletter next week, as a “heads up” our current position and consultation process.

ICT UPDATE:

JW held a PD meeting with teachers in Yrs 5-8 recently and brainstormed concerns re the introduction of the chromebooks. Solutions were also canvassed. They also

brainstormed possible parents' concerns and came up with solutions for opportunities planned throughout 2016 to support e-learning at BPS.

FINANCIAL PROCEDURES:

SL handed around copies and discussed some changes:

- Asset Management: Add "Review in March in conjunction with budget process". 3rd bullet – must be "Approved by the Board" not "Made by the Board"
- 2nd page – take out "motor vehicles"
- Asset Records – Assets over \$1,000 should be recorded – change to \$500
- Discussed other changes to be made. SL to change and give to JW
- Theft & Fraud Prevention: Template from Ministry site was used and tweaked slightly. Board members happy with it.
- Cash Management: AP to have a look at and make some changes.

2016 MEETING DATES (UNTIL ELECTION DATE):

Will go with suggested dates for elections:

- Call for nominations - 6 May
- Nominations close - 20 May
- Voting papers to community by 25 May
- Election day - 3 June
- Votes counted by 9 June
- New board takes office - 10 June

Next Meeting Dates:

- 22 March
- 26 April
- 24 May

Need to put word out in the newsletter in a couple of weeks. Will invite any parents potentially interested in being nominated to the next three meetings.

GENERAL BUSINESS:

Loading Software on Student Devices

JM queried when will it be done? JW is on to it.

Motivational Speaker for November

Need to start thinking of who to invite.

MG thanked Board members for all the reading that needed to be done before the meeting.

The meeting concluded at 9.43pm

To Do List	
Action	Who
<ul style="list-style-type: none"> Seek advice to see how we can carry surplus forward and advise Eva 	SL
<ul style="list-style-type: none"> Vodafone payment queried 	JW
<ul style="list-style-type: none"> "2015 Special Needs Review" to be scheduled to the March meeting 	MG
<ul style="list-style-type: none"> Draw out the 3 options to reduce zone and email to Board members 	JW
<ul style="list-style-type: none"> Advise school community via newsletter re proposed zone change 	MG
<ul style="list-style-type: none"> Give JW Financial Procedures 	SL
<ul style="list-style-type: none"> Look over Theft & Fraud Prevention procedures 	JW
<ul style="list-style-type: none"> Look at and make changes to Cash Management procedures 	AP

FTE Board Hours	
No of Attendees	9
Length of Meeting	2hrs 45 mins
Prep Time per Attendee	Board Chair – 3hrs Board Members X4 – 1hr each