

**MINUTES OF THE PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES**  
**Held on Tuesday, 22 March 2016 at 7.00pm in the Staff Room**

**PRESENT:** Marie Gibson (Board Chair), Julian Morrin, Mark Nash, Steve Logan, Adam Price, Jess Ward, Mike Thomas, Cath Franks, Marie Barfoote, Carrie Reid (SENCO), Ale Pulepule (Visitor)

**APOLOGIES:** None

MG granted speaking rights to Carrie Reid and Ale Pulepule for this meeting.

**MINUTES OF PREVIOUS BOARD MEETING OF 23 FEBRUARY 2016:**

Moved MG/Seconded JM That the Minutes of the previous meeting of 23 February be accepted Subject to a change on Pg 2 budget which should read "banked staffing" not "banking staffing".

**CARRIED**

**SPECIAL NEEDS REVIEW 2015:**

MT introduced Carrie Reid as SENCO and team leader of teacher aides and explained her role to the Board. Both Carrie and Mike then spoke about and answered questions on the 2015 Special Needs Review:

- They informed the Board of current student needs including academic, health and social and behaviour
- 177 students received additional learning support in 2015
- Carrie explained the wide variety of special needs in our school and spoke of the successes, challenges and focuses for 2016 as well as about liaising with other agencies and what supports were put in place
- A new male teacher aide with music training has just been employed

The Board acknowledged that Carrie and Mike are doing a fantastic job managing all the different aspects of this area and this was reiterated by JW.

MT and Carrie thanked the Board for their support. Carrie left the meeting at 7.38pm.

**MATTERS ARISING:**

**Google Doc Calendar**

MG thanked AP for setting up the Google Doc calendar which will be used for key dates to review policies etc. This will be a useful way of handing over key dates to new Board members in the future. It was suggested that MB could manage the calendar in the future.

**Norrcom Contract**

JM and MT met with Paul Norris from Norrcom today to discuss moving forward with our contract with them:

- They are on board with a partnership project with us
- They currently use initiatives with other schools that could be used here – eg electronic ticketing instead of our paper-based job book
- They are on board with performance reporting
- He suggested we have one overall contract, rather than fixed number of hours per week
- He will come back with a proposal on how we can engage, hours, cost etc.
- Our budget will definitely need to be increased – maybe 2-3 times what it is now
- JW will enquire at the upcoming Principal's meeting what other schools are doing in this respect
- Once the new information is available JM will review

## **Action List from February Meeting**

### Vodafone Payment

JW confirmed that although the Vodafone statement was larger than in previous months, it was accurate. However, she will be meeting with "NZACTA" in Term 2 to discuss putting school phone lines through the internet. The charge will be \$10 per month, instead of the current \$30 per month.

## **2016 BUDGET:**

- The Board acknowledged that Eva McGinley has done a fantastic job with the 2016 budget, especially as she is new to the position and has put in a huge amount of overtime on this. The Board agreed that JW should purchase a gift for her in appreciation of her hard work, and also for Diane Nelson (who has supported Eva as previous Accounts Manager)
- As previously agreed, the \$40,000 contingency was removed from the budget
- SL looked into the budget in detail and was initially concerned, however, on further investigation, by removing the capital expenditure for the hall project (\$110,000) the final figure is close to zero
- Teachers Code up by \$10,000 in the draft budget. It was queried if this was enough? JW said if banked staffing has another good year, then this amount will suffice. However, if we have a lot of staff sickness, then it may be close. The Board decided to add another \$9,000 to this code to cover an extra CRT day for every classroom teacher in Term 2
- Teacher Aides Code – increased by \$25,000. SL queried is this enough? JW felt this was an appropriate figure, however, if needs change through the year we would discuss it as a Board at the time. It is hard to predict student movement in this area
- Office Staff budget is up to match the growing size of the school
- PD is up as courses are often expensive, but very highly valued by staff
- IT Support – up \$5,000 in the draft budget, but the Board felt we should add an extra \$6,000 to increase the total amount to \$30,000 due to growing needs school-wide

JW will talk to Eva about these changes and she thanked the Board for their input.

## **REPORTS:**

### Principal

- The school roll was 665 as at last Friday, with another 10-12 more students expected before the end of term
- BYOD: Classes in Yrs 5-8 are gradually getting all students connected to the student wifi and Google Classrooms. Last Friday Larisa Mckenna and Gill Snowsill were released from class for the day and worked in the ICT suite loading up Google Classrooms with students
- School Review/Documentation: JW reported on e-tap. Teachers no longer use "red books" for recording assessment and anecdotal information as this can now be loaded directly onto e-tap – a work in progress ticking along nicely
- Personnel/Employment Responsibilities: JW requested the Board consider repeating their practice of giving teaching staff an additional CRT day in Term 2 for report writing purposes. This was unanimously agreed to
- JW advised she is undertaking a number of PD courses this term including First Time Principals Course, WRPPA Conference and Board Succession Planning
- Property and Finance:
  - Hall Costings - JM, MT JW and John Trask met with Lee Ashby recently. Lee feels we should get started asap. Our final budget for this project will need to get a final sign-off from David Hyland (Financial Manager) at the Ministry

- Rms 5-8 and dental clinic - JW will contact Ministry of Health to remove dental clinic Machinery and would like to use as open space for things such as band practice/ meetings/teaching groups. This space is not suitable as a classroom. Lee suggested we look at the newly completed classrooms at Raumati South School. The Principal at RSS would be happy for us to visit anytime after Easter
- Air Quality Testing – This report has now been received. There are no adverse conditions impacting on the air quality in Rms 25 and 26. Don Gillies will meet with JW next term to discuss remedial work around weather-tightness
- Staff Toilets: Have received a couple of quotes for replacing the staff toilets in the admin block. The present toilets are not commercial toilets and not suitable for the use they get and need urgent attention. Rob McEwan, Plumber has recommended a new commercial brand of toilet that would be fit for purpose at a cost of approximately \$1,900 per cubicle (remove existing toilet, alter water and waste pipes, replace wall linings and supply and install new toilet suite). JW will enquire about cutting back costs and/or getting a reduced cost for replacing all three at the same time. This work needs to be done asap
- There are no health and safety incidents to report
- MG queried whether parents had been informed of the Parent Education presentations posted on our website. It was agreed that feedback will be given via the "Principal's Message" in the school newsletter
- MN queried how concerned JW is with the new Health & Safety Act. She reported that she knows of some principals that have huge concerns, however, she felt assured from the NZEI meeting that if good practices are in place and due diligence is done, then there should be no problem. Will put this on the agenda for next time once the Ministry resources are looked at

MG thanked JW for her report.

### **Deputy Principal**

- Enviro Schools - MT and teacher Shelley Evans have been engaging with Enviro Schools in regards to helping us set up robust systems that promote a stronger sustainability focus at school. Probably will need to join "Enviro Schools" to get full benefits and support. Students need to be involved in this so that it can be embedded school-wide
- Had visit from Tanya Greig, an Educational Technology Consultant at Sitech. Some of our technology is aging (eg data projectors/stereos) and will need to be replaced in the near future. She suggested leasing is a good way to go eg: 3 year term lease. MG asked if we have plans for this in ICT strategy? No. MT will investigate and make a proposal later

MG thanked MT for his report.

### **Finance – Review Accounts**

January and February accounts are not available yet (due to the workload preparing for the auditors' visit) and will be presented to the Board at next month's meeting.

### **ENROLMENT ZONE REVIEW:**

Following on from the consultation meeting, we need to make further decisions going forward re our proposed zone and what it will look like. The feedback from other schools is as follows:

- Raumati South School - Well organised - astonished at low growth predictions
- Raumati Beach School – No feedback
- KenaKena School - Summed up what was said on the night and from their experience of tightening up their zone. Whatever we do will likely impact on them. They basically supported and acknowledged the position we are in
- Kapiti School - Sent a letter of support offering two classes we could use if need be (busing students there daily)

MG will respond to the letter.

Discussion ensued on whether we will go with Option 2, stick with the preferred option, or draw up a new option. It was decided that we go with the second option, with a few extra road exclusions - roads south of Central Park and Regent Drive, roads south of Holcombe Drive and Trusham Court and excluding streets/land northwest of Mazengarb Road.

JW to re-draw Option 2 and email to Board members for approval. Then it will be sent to Ian Hill and Mitzi Austin at the Ministry.

### **HALL PROJECT:**

Lee Ashby wants us to progress quickly. SL asked what money we are targeting? JW advised \$140,000 ballpark figure.

After some discussion it was decided as follows:

- Remove the sponsorship board
- Only do the flooring and painting in the bathrooms
- Do only structural walls for the kitchen (kitchen to be outsourced)
- Remove the extension of the storage area out towards the neighbours side, but get a price to include the small edge of the balcony for storage
- Remove glass from balustrade

JW will email the Board with final details before giving the go ahead

### **SUCCESSION PLANNING:**

- Eva McGinley will be the Returning Officer for the upcoming Board elections. A letter of appointment stating the fee to be paid to Eva will be written up by MG
- JW will investigate if Keith Lambert had previously sent a similar letter to previous Returning Officer Diane Nelson
- Election dates will be followed as suggested previously
- Number of positions to be filled = 5 (parent reps)
- Effective Succession Planning – our readiness seems to be on track
- Good idea for those trustees standing down to do some shoulder tapping of possibly interested parents
- Current Board members will draft up a blurb on their experiences each to go in successive upcoming newsletters
- It would be a good idea to send home advertising pamphlets
- JW will put the website link "Becoming a Trustee" on our web page
- If we have more than five interested candidates, then we will go to a vote

### **GENERAL BUSINESS:**

#### **Syndicate Leaders' Reports**

MG thanked the syndicate leaders for their reports and it was noted that providing the report is an additional task for teachers, so bullet points are a very acceptable option.

#### **Signing of Board Minutes**

The auditor brought to JW's attention that once approved, the Board Chair needs to sign all minutes. MB to organise a folder of minutes to be signed from after Diane Nelson left.

#### **Asset Procedure**

Discussed whether we needed to define "School's physical resources to be kept secure and accounted for". No definition required.

## Theft & Fraud Procedure

The Board agreed to remove the words "prima facie" to make it plain English.

## PTA Financials

JM presented the PTA Annual Report to the Board. \$20,463 was put through the school last year in terms of camp funding, pizza purchases, classroom resources, camp donations, etc. The hard work of the PTA was acknowledged by the Board.

## NZSTA Submission Re Paid Parental Leave

Chris Hipkins asked for feedback on whether or not our Board supports the submission made by NZSTA on the behalf of boards re paid parental leave?

The Board was very unhappy assumptions were made without talking to Board members first. MG will draft a response during the next few weeks stating that we have no further comment, but will raise the issue with NZSTA.

The meeting closed at 9.55pm

To Do List	
Action	Who
<ul style="list-style-type: none"><li>Ask at upcoming Principal's meeting what other schools are doing in this respect of contracts with Norrcom</li></ul>	JW
<ul style="list-style-type: none"><li>Contact Ministry of Health to remove dental clinic machinery</li></ul>	JW
<ul style="list-style-type: none"><li>Put Health &amp; Safety Act on agenda for next month once looked at resources</li></ul>	MG
<ul style="list-style-type: none"><li>Investigate and make a proposal on ICT strategy</li></ul>	MT
<ul style="list-style-type: none"><li>Acknowledge Kapiti School's letter re offer of classroom space if needed</li></ul>	MG
<ul style="list-style-type: none"><li>Re-draw Option 2 of proposed new school zone and email to Board members</li></ul>	JW
<ul style="list-style-type: none"><li>A letter of appointment will be sent to Eva McGinley as Returning Officer stating the fee to be paid</li></ul>	MG
<ul style="list-style-type: none"><li>Investigate if Keith Lambert had previously sent a similar letter to previous Returning Officer Diane Nelson</li></ul>	JW
<ul style="list-style-type: none"><li>Draft a blurb on Board member experiences to go in upcoming newsletters</li></ul>	All Board Members
<ul style="list-style-type: none"><li>Put website link "Becoming a Trustee" on our web page</li></ul>	JW
<ul style="list-style-type: none"><li>Organise a folder of minutes to be signed by Board Chair from after Diane Nelson left</li></ul>	MB
<ul style="list-style-type: none"><li>Draft a response re NZSTA Submission Re Paid Parental Leave</li></ul>	MG

FTE Board Hours	
No of Attendees	9 plus 2 visitors
Length of Meeting	3 hours
Prep Time per Attendee (hours to be confirmed at next meeting)	Board Chair – 3 hrs Board Members – 4x 1hr each