PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING HELD ON MONDAY, 25 JULY 2016 AT 7PM IN THE STAFFROOM

PRESENT: Julian Morrin (Board Chair), Mark Nash, Matt Burden, Kate

Bowater, Jess Ward, Mike Thomas, Cath Franks and Marie

Barfoote

APOLOGIES: Pembroke Chambers

MINUTES OF PREVIOUS BOARD MEETING OF 21 JUNE 2016:

<u>Moved JW/Seconded MN</u> That the Minutes of the previous meeting of 21 June 2016 be accepted subject to the following changes:

- First paragraph, last sentence on Pg 1 be changed from "This offer was a accepted" to "This offer was accepted"
- Point 4, 2nd sentence under Local Principals' Group Community of Learning be changed from "It is very rigid ..." to "The structure is very rigid ..."
- Under the Deputy Principal's Report, Special Needs section, Point 1 change "... as part of her training programme ..." to "... in addition to her training hours ...".

CARRIED

MATTERS ARISING:

To Do List from June Meeting

- 1. Appointments Procedure standing item
- 2. NZSTA Vulnerable Children's Act standing item
- 3. Health & Safety standing item
- 4. E-mail future NE classroom options to members yet to be done
- 5. Invitation to Ian Hill and Mitzi Austin from MOE to attend meeting as below
- 6. Accept quote from Multibuild Schwass for hall refurbishment done
- 7. Send copy of Special Needs Review Report to new members done
- 8. Correct renaming of school First Aid Procedure "First Aid Medical Needs and Injuries"
- 9. *Mathletics blurb in newsletter* done
- 10. Feedback from teachers on BYOD workload yet to be done
- 11. Junior ICT Proposal on this month's agenda as below
- 12. Next steps on road patrol management and safety as below
- 13. Proposed dates for BOT meetings for remainder of year as below

Proposed New Zone Meeting with Ian Hill and Mitzi Austin from MOE:

JW, MB, KB and JM met with Ian and Mitzi during the school holidays, and after some discussion Ian and Mitzi agreed that the smaller zone proposal originally put to them is probably the best solution for our school. The Ministry emailed JW and requested this zone description be put in writing to them which she has done. She is now awaiting confirmation from them that this proposal has been accepted.

Hire of Storage Container for Hall Items:

<u>Moved JM/Seconded MB</u> That the school hire a storage container to store items from the hall during the refurbishment process.

CARRIED

MN suggested someone check inside the storage container in the mornings to ensure there is no condensation in there that could cause deterioration of the stored items.

IN COMMITTEE:

The committee went In Committee at 7.10pm and came Out of Committee again at 7.50pm

CORRESPONDENCE:

- Annual Report from NZ Trustees Association JM attended the AGM of the NZ Trustees Association recently. Conference may be worth attending next year.
- Novopay Letter received advising that the way they reimburse overpayments is changing. Noted for finance reporting reference.
- Trustee Books JM handed out NZSTA Trustee Handbooks and Trusteeship Guides to the Board members. Guides produced by the NZSTA for board members.
- Letter from J Gutry re Dyslexia support. Content noted for inclusion in Charter review and budget review sessions later in the year.

REPORTS:

Deputy Principal:

N.A.G. 4

Linewize

MT advised that Linewize has been set up in our school and we are currently
working with Colin Hogg learning about the product and the best way to utilise it
across the school. Their ongoing support is very useful. Tomorrow they will be
pushing the programme out to the students to accept the Google extension

Google Safe Net

 MN asked if we will be getting Google Safe Net? MT will ask Norrcom about this tomorrow

N.A.G. 5

Lock-Down Procedure

• KB enquired re our lock-down procedure? MT advised that once the full review of the process is complete, it will be sent out to Board members

MN thanked MT for his report.

Principal:

N.A.G. 1

Olympics

- The whole school is gearing up for Inquiry-based learning around the Olympics and is very excited about this. There hasn't been a whole school project in the past for some time due to the sheer size of school, but staff are keen for this to happen again
- As part of this topic we will have a mini-olympics run by the Student Council which will be held about Week 5
- Also, basketball player Alex Pledger will be visiting us to talk in Week 3

N.A.G. 2

Mid-Year Report Data

• JW handed around report data compiled by Vicki Wilson on mid-year reports (National Standards) which is to be discussed at the next meeting. JW requested that it be minuted to thank Vicki for her report.

Strategic Plan

• JW advised that all areas are tracking well, apart from those held up externally (eg MOE funding, tender processes etc). She has a colour-coded strategic plan on the wall behind her desk for visual tracking

2015 Community Survey

• The Board will reflect on the outcomes and actions resulting from our 2015 Community Survey at the next meeting

N.A.G. 3

Surplus Teacher

JW advised that Raewyn Carpenter, our "Surplus Teacher" from Rotorua has moved on to other employment and will not return to our school

New Entrant Teachers

 JW advised that the new New Entrant teacher for Rm 29 is Trish Hookway, a former PBS teacher. Trish will be working a .08 position (4 days/week) and Kerry Knap (one of our regular relievers) will be working a 0.2 position (1 day/week)

N.A.G. 4

Hall

- JW advised that all systems are go!
- All old school and student records have been moved from the top of the hall to the dental clinic. Tomorrow the chairs and PTA belongings will be moved out. The hall will be empty by the end of the week
- Kitchen Creators have drawn up a plan for the kitchen in the hall. Multibuild Schwass will strip the kitchen, re-vinyl the floor and put in a roller door. Once we are ready, we will organise for the new kitchen to be installed
- JW has selected wall colours (same as in the library). She showed samples to the Board and explained where they will go
- Multibuild Schwass will fence off everything Tuesday or Wednesday

Architect Tenders

- JW presented each of the tenders received for the Rms 1-8 refurbishment (with drawn up advantages and disadvantages for each) and handed these around to members. All the companies have good experience within various schools and all understand the Modern Learning Environment and MOE requirements
- JW will ring around schools the tender companies have worked for in the past to get feedback, and will then pass this information on to Board members for their consideration

NE Class Placement Term 4

- JW's preference is that the Term 4 new entrant class should go into Rm 27 (the Special Needs room). The dental clinic is not viable and she has been unable to get a suitable mobile classroom
- MN asked about the possibility of using the ICT suite instead? JW explained that the Years 1-4 classes still use the suite
- MN asked if the SENCO could use the dental clinic in Term 4 if she can't use Rm
 27? MT and JW will discuss this further with Carrie
- The Board agreed the final decision for placement should be up to Management

Mid-year Budget Review

- JW advised we are currently well placed in terms of term deposits and current accounts
- Parent donations are up looking very healthy. She will ask Eva to look into how many families are paying the parent donations
- Want to be tracking 50% expenditure against all codes
- Professional Development is over budget not unexpected
- Overall JW is very happy
- MN suggested that between "current" and "comment", a running balance could be added in next time
- MB asked what a curriculum committee is? JW explained to the new members how these committees work

Junior ICT Proposal

- The Junior Syndicate have put in a proposal for more ipads in their classrooms only one per class currently. They propose that they have five per Yr 1 class and seven per Yr 2 class which totals 36 ipads. The proposal is very full and has good educational intent and purpose
- The ICT sub-committee has looked into the proposal and suggests we purchase 20 ipads out of the asset budget (quote for \$16,500) and we would look to buy some more from next year's budget
- CF queried hygiene around the use of ipads and tablets/laptops. It was agreed that JW will purchase a supply of antiseptic wipes
- After discussion, it was agreed that all school ipads must have crash cases for protection

Moved JW/Seconded MN That 20 ipads be purchased from the Asset budget

CARRIED

 Some discussion was held on the "DNA Selecta" security tool supplied to schools by Police and ANZ free. This is Synthetic DNA is itemised to each business and shows up under infra-red light. The liquid is dabbed on all asset purchases and can then be identified by Police if stolen

Finance:

- MN advised that he had no concerns
- JW is delighted with the high return of parent donations
- MN asked about mileage rate JW explained the rate is set in the Collective Contract
- JW advised the extra \$300 under telephone payments is the set-up fee for e-tap emergency texts
- KB queried under income and expenditure what the difference is between staff salaries and staff costs? JW explained teachers' pay comes out of Teachers' Salaries from the Ministry and the expenditure is teacher salaries for relievers. JW thinks staff costs covers staff and relievers travel costs, but will confirm with Eva
- BOT payments were for outgoing Board members and Eva's payment as Returning Officer for the recent elections
- JM queried the RWT JW will query if this should be coded to BOT fees?

Moved MN/Seconded JM That the amount of \$113,667.94 be accepted for 122 transactions.

CARRIED

Board Chair:

- JM attended the recent NZ School Trustees AGM and discussed the NZSTA Conference – a 3 day conference of workshops and presentations
- JW is happy for anyone to attend should they wish
- NZSTA has looked at moving the Conference so it does not fall in the middle of the school holidays in future and will send out a discussion paper on which weekend it should be held. Next year the conference will be held in Dunedin

ROAD PATROL MANAGEMENT AND SAFETY:

MN read out an email received from Vicki Wilson giving an update on road patrol management and safety around the school.

- Council are looking at getting us a P2 (2 minute parking) sign for the drop off/pick up areas
- Council has provided some road cones to block off the school driveway before and after school to stop cars u-turning while the school patrols are out (will check with Vicki when these will be in use)
- Suggested a blurb in the school newsletter advising parents to:
 - Take advantage of the pick-up area by getting their children to wait beside it so they can drive in, pick up and drive away with no delays
 - Get their children to wait in school for an extra 5-10 minutes to ease congestion
 - Pick up children on Martin Road by the other road patrol crossing as there are more car parks there

HEALTH AND SAFETY:

 Nothing to report. The only damage from the recent stormy weather was a section of spouting that had come down

OUTSTANDING ACHIEVEMENT AWARD:

- JM has the OAA folder from Vicki
- Vicki Wilson is happy to be on the team
- JW will email Te Radar again to get confirmation of which date he would be available to speak
- JM may put out a BOT blurb next week for families to start thinking about anyone they want to nominate

GENERAL BUSINESS:

Upcoming Training:

Governance Essentials on Wednesday at the Sports Pavilion

Meeting Dates for Remainder of Year:

The next meeting will be held on Tuesday, 23 August.

Marie will diary the 3rd Tuesday of each month on the BOT Google calendar for meetings, but these will be confirmed prior to each meeting.

The meeting closed at 9pm.

To Do List		
Action	Who	
Appointments Procedure – standing item	Board Chair	
NZSTA Vulnerable Children's Act – standing item	Board Chair	
Health & Safety – standing item	Board Chair	
Mid-Year Report Data on Agenda for August	Board Chair	
2015 Community Survey outcomes and actions on	Board Chair	
Agenda for August		
BOT blurb for newsletter	Board Chair	
Email Te Radar again to get confirmation of when he	JW	
would be available to speak at the OAA		
Follow up finance queries with Eva	JW	

FTE Board Hours	
No of Attendees	8
Length of Meeting	2 hrs
Prep Time for Attendee (hours to be confirmed at next	Board Chair – 3 hrs
meeting)	Board Members – 3x 1hr each