

**PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING
HELD ON MONDAY, 29 AUGUST 2016 AT 7PM IN THE STAFF ROOM**

PRESENT: Julian Morrin (Board Chair), Mark Nash, Pembroke Chambers, Matt Burden, Kate Bowater, Jess Ward, Mike Thomas, Cath Franks and Marie Barfoote

MINUTES OF PREVIOUS BOARD MEETING OF 25 JULY:

Moved JW/Seconded KB That the Minutes of the previous meeting of 25 July be accepted.

CARRIED

MATTERS ARISING:

To Do List from July Meeting

1. Appointments Procedure – *standing item*
2. NZSTA Vulnerable Children's Act – *standing item*
3. Health & Safety – *standing item*
4. Mid-Year Report Data – *postponed until September meeting*
5. 2015 Community Survey Outcomes & Actions – *to be discussed tonight*
6. BOT Blurb for Newsletter - *done*
7. Email to Te Radar to speak at OAA – *JW to email Te Radar tomorrow*
8. Follow-up of finance queries with Eva – *JW has emailed answers to Board members*

MT handed out the lock-down procedure for Board members to read.

IN COMMITTEE:

The Board went In Committee at 7.03pm and came Out of Committee again at 7.24pm

CORRESPONDENCE:

Booklet from ERO – School Evaluation Indicators:

JM produced a booklet from ERO "School Evaluation Indicators" a framework of how ERO evaluations will be conducted in the future.

As an aside, JW advised she will email out current ethnicity figures updated this week. She predicts we will have ERO visit us next year.

NZSTA President and Board Voting Papers:

- Discussed whether or not to vote. Decided against it, as Board members have not had time to come up to speed
- JM advised that he had attended the recent NZSTA AGM
- Incumbent president Lorraine Kerr is putting herself forward for re-election. JW feels Lorraine is doing a great job

NZEI Notice of Union Meeting 12 September:

No feedback has been received from parents on the upcoming school closure on the afternoon of 12 September. One non-union teacher will stay behind along with a couple of teacher aides to supervise children not collected at 12.30pm.

Principals' Collective Agreement:

JM produced the new "Principals' Collective Agreement" and advised that there was not a lot of change in it.

REPORTS:

Principal:

- *Mini-Olympics Day* – a fantastic day thanks to MT and the Student Council
- *The Purpose of Education* - JW gave an in-depth report that Professor Yong Zhao gave to a packed-out audience of school Principals recently. He is very interested in where education is going for the 21st century learner. She was very impressed with what he had to say
- *NAG 4 – Property/Finances* – The Ministry of Education is proposing a new "global" funding system to replace the current decile funding scheme. She explained to the Board how the current decile rating funding works and how the new system appears to be flawed, as it has more variation and will be more difficult to plan from year to year. She gave a break-down of how the new system would work and explained why it is so important for the union meeting to go ahead to discuss these issues
- *Architect Tenders for Rms 1-4 and 5-8* - JW advised that she is leaning towards the tender from Re-Design Ltd due to the positive recommendations she has received about them and advising that she will visit two schools on Thursday that they have worked for previously

Moved: MN /Seconded: JM That we accept Re-Design's tender if JW is happy to go ahead with them after her visit to the two schools on Thursday.

CARRIED

- *Weathertightness Update* - JW advised she will be meeting with Sharon O'Connor and Ian Hill from the Ministry on 1 September to discuss property matters. Sharon has also arranged for some MOE building specialists to visit our school on 6 September
- *RTL B Relocation* – JW advised that the RTLBs will be relocating their offices at the front of the school to buildings at Kapiti School (12-15 September). Their office space can then be used as our Special Needs room and the Term 4 NE class can move into the Rm 27 space
- *Enrolment Zone Meeting* - JW reported that the recent meeting went well. She tabled a letter from KenaKena School advising that their BOT has no objection to our proposal. JW knows of 4-5 submissions so far that we can expect to receive. This will be tabled for next month to review and discuss the submissions
- *Community of Learning* - The local Principals' group will be holding an information evening for BOTs on the evening of 17 October at Otaki College to bring everyone up to speed on our cluster's plans
- *2017 School Dates* – JW suggested the new school year commence on Tuesday, 31 January 2016 for students (with Monday, 30 January as teacher only day). The last day of the 2016 year to be Thursday, 14 December. There was no objection to these dates
- *ACC* – JW reported that the teacher who climbed on the shelf and fell and injured her knee is OK
- *Sickness of Relief Teacher* – JW reported that office staff had called an ambulance for a relief teacher today after she became very unwell during the afternoon
- *Medical Emergencies* - MN asked what process we have in place for deciding when to call 111. JW reported every case is different depending on the patient and circumstance

Deputy Principal:

- *Student Council Rubbish Campaign* – Our reducing rubbish campaign is going really well, involving lots of education for students and families with a focus on rubbish in lunchboxes. Syndicate competitions have given a focus to the campaign, but we continually emphasise that it is about changing long term habits, as opposed to behaviour over one week. We will investigate tapping into educational grants available
- *EnviroSchool* - Going really well. A motivating and interesting staff PD session with Amanda Dobson (EnviroSchools Liaison Officer) was held recently outlining the framework of the project and also involving the staff taking part in practical exercises illustrating the issues. The EnviroSchools documentation is all completed and the sign has been proudly mounted on the external wall of the ICT suite. MT has been thinking of focusing on this

at the school gala. JW reported that MN's daughter had written a winning letter to the editor on this subject recently!

- *Student Council Mini-Olympics* - MT reported that the recent mini-olympics involving the whole school had been a fun day. It highlighted just how important it is to keep doing things as a whole school. Activities were geared so everyone could participate. Keen to build on this in the future

The Board thanked MT for his report.

- MN asked for information on the two recently purchased chromebooks. It was reported that the extra chromebooks were very useful to have due to new students who had started without their own and these had been purchased out of the asset budget
- MN asked for an update on the new ipads and was advised that these had not arrived yet

Finance – July Accounts:

Moved: MN/Seconded: JM That the amount of \$80,116.09 for 126 transactions be accepted.

CARRIED

- The Leadership Workshop cost was for Mark Sweeney who has been working with us
- S & L Publishing was for 12 staff who attended the Sheena Cameron Workshop on Literacy in the July holidays
- The hall alteration figure of \$2,750 was for the container which JW paid for and was subsequently reimbursed for
- The Composting NZ figure is for junior vegetable garden composting bins and compost
- The Mitre 10 Mega figure for \$32.87 was for a Science Hand Truck for the Rms 11 and 12 science experiment making go carts. Their experiment subsequently won!
- It was queried why under Current Liabilities the accounts payable figure has gone from over \$269,000 to \$12,000? JW will query this with Eva

Chair:

NZSTA will be putting on a Principals and Board Chair Workshop in September. JM and JW have signed up for this.

HALL UPDATE:

- JW reported a small amount of rot had been discovered in the hall kitchen. Water had collected over time in the frame and behind the heater which will need patching, but is not major

- The storage area looks fantastic underneath and upstairs and is more user friendly
- It was decided not to paint the ceiling which is still in good condition and will put in LED lighting instead
- The boiler unit in the kitchen had corroded away, so has been replaced
- JW reported she is very impressed with the Multibuild team ethic
- The hall fire doors will be held up as 5YA funding has to be released which held up the manufacturing
- JW advised the screen can't be centred over the stage, because the cords won't reach and it would not be a good solution to use extensions

JW will send an email requesting an update of when it will be completed.

NAG 6 REVIEW:

- In terms of purpose and guidelines, we feel the only thing we want to add is the Treaty of Waitangi and the Enrolment Scheme
- MN asked why some procedures are under this NAG? JW explained. The NAG doesn't truly reflect all legislated areas included

ROAD PATROL MANAGEMENT AND SAFETY:

- MN has spoken to Vicki Wilson re the letter that went home to families
- If any problems arise, the procedure is to issue the letter to parents from the Board in the first instance, then contact Council if that doesn't work, and lastly contact the Police if the issue can't be resolved
- A suggestion was made that the drop-off area be manned – someone helps children in/out of cars so parents don't have to get out and can move on quicker
- MT reported that there hadn't been any problems with the letter going out to parents. He mentioned a couple of incidences of wrongful parking which had been dealt with.

REVIEW 2015 PARENT SURVEY RESPONSES:

JW handed around copies of results from the July/August 2015 Parent Survey Responses to discuss. Overall, we are tracking well but now it is time to reflect:

- *Question 1 (Safe Environment)* - Lots of duty teachers around, playground undergone safety checks – on track
- *Question 2 (Enthusiasm for School)* – 87% agreed or strongly agreed
- *Question 3 (Development Opportunities)* – 84% agreed or strongly agreed
- *Question 4 (Range of Programmes)* – Lots of parents unaware, so making sure we promote things better on website, in newsletter etc.

- *Question 5 (Behaviour Management)* – A lot of parents neither agreed nor disagreed. We have included the behaviour management procedure on the website and in enrolment packs. Made sure rules are on display; have restorative PD coming up. On the whole ticking along nicely
- *Question 6 (Kept Informed)* – Lots of constructive feedback. Looked at ways we can be more effective – website revamped, changed newsletter format, put Facebook feed on our school website, set up text alert system for emergencies
- *Question 7 (Staff Accessibility/Approachability)* – Hard for parents to contact staff sometime with meetings etc. Suggested that parents phone/email teachers. Mike/Vicki/Jess are more available to parents in the office and on gate duty. MN suggested JW and MT could change their desks around to face the door for health and safety reasons
- *Question 8 (Impression of School)* – Refurbishing the hall; environment gets good comments
- *Question 9 (Technological Resources)* – Heaps of work on – brought in BYOD and ipads for juniors. ICT suite is now used more by juniors who are loving it.
- *Question 10 (Condition of Buildings/Facilities)* – Spending money. Plans to refurbish things, acknowledged playground, parents commented on heating – Rms 13-27 now have heat pumps with more coming as classes are refurbished

Question 11 onwards – Will reflect on these and raise any discussion points at the next meeting.

5YA/10YA Plan

MN explained to the new Board members how the 5YA and 10YA Plans work.

GENERAL BUSINESS:

Upcoming Training:

- An NZSTA email mentioned a Vulnerable Children's Workshop coming up
- JW reported that we don't have a "Vulnerable Children's" policy as such, but we do have procedures on "Child Abuse" and "Protected Disclosures". JW, MT and Vicki Wilson are using resources from the Children's Action Team to re-write our procedures
- Once re-written, it will be presented to staff to seek feedback

Set Meeting Date for September:

The next meeting is set for Tuesday, 20 September 2016.

Whanau Support Group:

JW acknowledged Pem Chambers who is now leading our Whanau Support Group. Great to see a parent taking the helm!

The meeting closed at 9.30pm

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
• Enrolment Zone Submissions on Agenda	JM
• Query accounts payable figure of \$12,000 with Eva	JW
• Check who emergency texts go to (one or both caregivers)	MB
• Review Parent Survey Responses – Question 11 onwards	JM

FTE Board Hours	
No of Attendees	5
Length of Meeting	2 ½ hrs
Prep Time for Attendee (hours to be confirmed at next meeting)	Board Chair – 14 hrs Board Members – 5 x 3 each