

**MINUTES OF THE PARAPARAUMU BEACH SCHOOL BOARD OF  
TRUSTEES HELD ON TUESDAY, 15 NOVEMBER 2016  
AT 7PM IN THE STAFFROOM**

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

**APOLOGIES:** Kate Bowater and Mike Thomas

**EARTHQUAKE UPDATE:**

JW reported two small areas of concern after yesterday's earthquake:

- The brick façade on the end of the caretaker's cleaning shed had been inspected after a crack was found
- Cracks had been found in the old RTLB office around a window. Lee Ashby feels they are only superficial cracks in the plaster and not serious (internal wall only)
- A structural engineer will check both these areas

JW reported that the Ministry of Education has been in touch to check in with us re earthquakes and flooding.

**MINUTES OF PREVIOUS MEETING OF 25 OCTOBER 2016:**

Moved JW/Seconded MN That the Minutes of the previous meeting of 25 October 2016 be accepted.

**CARRIED**

**MATTERS ARISING/ACTION ITEM UPDATES:**

- Appointments Procedure – *standing item*
- NZSTA Vulnerable Children's Act – *standing item*
- Health & Safety – *standing item*
- Staff BYOD Responses – *later in meeting*
- Community of Learning Discussion – *later in meeting*

**Building Materials for Refurbished Classrooms:**

JW has checked with the architect if the building materials for the upcoming classroom refurbishments are in line with Enviro Schools policies. She was advised that it is up to us if we want to use these types of building materials,

but we would need to pay extra if changes are to be made. MN would like this mentioned to Gary Elwood, the Architect, to keep in mind.

## **CORRESPONDENCE:**

**Invoice received from NZSTA for Subs:** Good value for money. Will continue to pay

**Copyright Licence:** JW explained which licences we've had previously. She will review this again.

## **IN COMMITTEE:**

The Board went In Committee at 7.18 pm and came Out of Committee again at 7.24pm

## **REPORTS:**

### **Principal:**

#### Principals Retreat:

This has been postponed due to the earthquake. All principals agreed not a wise decision to go. Flights and accommodation in credit. Will look at going in March 2017.

#### Yr 2 Syndicate Leader Position:

This has been re-advertised and closes on Monday, 21 November. JW has made appointments to meet with some of the proposed applicants.

#### Office Changes for 2017:

Sue Gibson is resigning from her admin assistant position after moving to Levin to a lifestyle block. JW is not advertising this position, but will increase the hours of Paula James to full time in the office, terminating her teacher aide position next year.

#### End of Year Afternoon Tea for Board/Staff/PTA/Whanau Group:

This is usually held on the last Monday of Term 4, so will take place at 3.15pm on Monday, 12 December. At this event we acknowledge success, thank people for their work, farewell outgoing staff and wish everyone a Merry Xmas. Typically this is followed by the last Board meeting of the year.

#### Kitchen:

- Kitchen Creators have drawn up plans and their quote has come in at \$13,500 excluding appliances and lino work. We don't necessarily have go with this company

- JW wants to get the kitchen underway asap
- Decided that we should get two more quotes (for due diligence) and MN will undertake to get these quotes

#### Health & Safety:

It was reported that a student running along the deck of the senior block (Rms 13-16) ran into a door that was opened into her path. The student was checked out in A & E for concussion and assessed as okay to return home. The Health & Safety team discussed the issue and have ordered and received seating to place in this area at a cost of \$2,500. Senior syndicate teachers will decide on the placement orientation and JT will install them.

#### New Zone:

- It was reported that the Ministry of Education has approved our new school zone and final Ministry documentation now needs to be signed and sent back. Wording in this document was discussed and approved, pending a date check
- The Ministry of Education also queried why we only advertise enrolment for out of zone 5yr olds, as we could advertise places for other year levels if we want to in future

#### Excluded Student:

- JW met with Ian from the Ministry of Education to discuss possible funding options for the excluded student who will start in 2017
- JW has applied for "Interim Response Funding" to pay for a chromebook (for his use), headphones, Mathletics and Lexia software. She is trying to get this set up this term so it is ready to start next year
- JW met with the student's RTLB worker and discussed strategies etc to support us going forward. The RTLB Service may give us funding for some teacher aide hours
- JW met with the student and his mother yesterday to discuss transition

#### Rooms 9-12 and 17 Flooring:

MN queried why JW is keen for carpet tiles as opposed to carpet? JW explained all schools she has visited have moved to carpet tiles because they are durable, both wet and dry area tiles are available, and tiles can be replaced if necessary due to any damage.

### Solar Pipes to the Pool:

JW showed pictures of the solar pipes which are very exposed to damage and advised that the plumber has straightened them up (after being bent from being knocked by balls) and will install protective caging around them to avoid any future damage

### MUSAC to Xero:

MN agreed that moving from MUSAC to Xero is a good move

### Yr 5/6 and Yr 7/8 Camps:

- MN enquired about the Police vetting process for next year's camps
- JW advised that vetting will occur this term for the March camps, so that we avoid delays in this process which were previously encountered
- JW will look into some wording to cover the time between receiving the Police vet results and going to camp, as parents would need to inform school of anything new changes during this time

### Teacher Aide Position 2017:

PC enquired what is happening to the teacher aide position that will be available when Paula James moves permanently to the office? JW advised that we already have a reliever who is a very good possibility and there are also two other possibilities available

### NAG 2 – Vulnerable Children's Procedure:

- JW handed out the Vulnerable Children's Procedure to Board members to peruse and discuss at the next meeting
- MN thinks "guidelines" should be changed to "principles"
- Will need to be updated when CYF changes its name to Ministry of Vulnerable Children
- Include bullet point on BYOD Duty of Care
- MN asked if there are allegations or concerns about staff, is there any obligation to advise the Teaching Council? JW will check who holds this responsibility

### **Deputy Principal:**

#### Proposal for WSNUP:

- Around 2007 we were one of first schools in NZ to receive a SNUP (School Network Upgrade Project) and our whole network infrastructure was upgraded

- Around 2012 all schools being SNUPed were getting wireless packages which we missed out on
- We put school wireless in ourselves at a cost of around \$17,000
- Now there is WSNUP (Wireless School Network Upgrade Project) and TalkIP has been employed by MOE to go around schools to do audits to see if it is working for their school do school audits
- The Ministry would pay 80% of whatever upgrade was required
- TalkIP would put a proposal to us including how much it would cost if we want to go ahead
- MB asked if our current wireless is going well? JW advised yes and Norrcom would be surprised if we are recommended to get it replaced or upgraded

### **Finance:**

- MN advised that he may need to talk to the Accounts Manager for advice on interpreting the new accounts format. JW advised he should look at the Kiwi Park Financials model on the MOE website. Our auditors have advised us to use this new format
- JW advised that she found an error on Page 4 of the accounts for the Library spending \$18,699 on capital purchases. This has been put in the wrong code. Please ignore. JW will get this corrected
- JW explained why there are three individual payments for Invoice 35
- JW explained what the lightspeed mobile for Norrcom was under IT Consumables on Pg 3
- JW advised that the "33 woosh" are device cleaning products

Moved MN/Seconded JM That the sum of \$211,310.10 for 117 transactions for October be accepted.

**CARRIED**

### **Chair:**

#### Earthquake/Flooding:

JM advised that he was impressed with how things went yesterday after the earthquake and today with flooding

Xmas Cards: JM will get lists from JW – Board writes Xmas cards for staff.

JW suggested an alternative contribution to the staff end of year lunch instead of individual presents this year

### Leavers Dinner 6 December:

CF advised it is customary to start at 6pm, with a Board member giving a speech. Board members could stay for a meal, but would need to let her know for catering purposes. She explained the process for the evening

### Outstanding Achievement Award:

MN will speak at the award ceremony. CF said the student receiving the award is very deserving of it

### **STAFF BYOD FEEDBACK:**

- CF has sent info to Board members from 11 Yr 5-8 staff members who use BYODs and discussion around it ensued
- CF is keen to discuss BYOD with KenaKena School teachers
- The Board acknowledges the effort staff put in to moving to BYOD and reminded teachers that they need to take breaks from their devices, as well as students who should not be using them full time in class

### **CLASSROOM DESIGN UPDATE:**

- JW will visit Pinehaven School next Tuesday
- She has been back to the architect and discussed the option of a sliding door across the learning street if classes want to cut the space in half
- The building work will go out to tender now and the Board needs to sign a fees release of \$126,500 (10% of Ministry funding) for Blocks 1 and 2. The Short Form Agreement from the architect also needs to be read and signed by the Board. JW will email it to Board members

### **COMPLAINTS PROCESS REVIEW:**

JW has had no time to consider the flow chart for the complaints process yet. She will add the Ministry contact to the flow chart, drawn up by MN, as well.

### **COMMUNITY OF LEARNING DISCUSSION:**

KB, MB, JM and JW attended the recent Community of Learning evening at Otaki College. Otaki/Kapiti Principals sent out a survey which JW read out and the Board gave answers which JW will send in on our behalf.

## **HEALTH & SAFETY:**

- Four injuries required more intensive support/notification: Yr 7 student ran into door opening into her path, Yr 1 boy fell while running and broke wrist, 2 senior boys fell and hit the back of their heads on the hard ground
- Fire drill held in T4 – all systems worked well
- Alarm bells fitted and now operating well in ICT, library and old RTLB offices
- Police vets for parent volunteers wishing to attend Yr 5/6 camp next year will be given out before the end of the year
- Teachers attending Yr 5/6 camp are or will be renewing their first aid certificates
- External inspection of school by JW and JT identified some brick edging around Rms 9-12 that was loose – this has been eliminated by mortaring them back in place
- Vacuum cleaner plug cord exposed. JT has been informed and has put it out of use until fixed

## **GENERAL BUSINESS:**

### **Upcoming Meetings:**

The next BOT meeting will be held on 12 December after the staff afternoon tea.

### **Set Dinner Date for December:**

JM will send out an email with proposed dates.

### **Camp Grant Applications:**

This year there are four foundations we wish to apply to, two for each camp. The Accounts Manager recommends we apply to the Lion Foundation and NZCT for the Yr 5/6 camp; and Infinity Trust and Mazda Amnico for the Yr 7/8 camp and ask for \$5,000 from each.

Moved JM/Seconded MB That we apply to the Lion Foundation and NZCT for \$5,000 from each for the Yr 5/6 camp and Infinity Trust and Mazda Amnico for \$5,000 from each for the Yr 7/8 camp.

**CARRIED**

### **Pou:**

MN asked when the Pou will be put up? JW explained that we needed extra bracing before putting the Pou up, which required having plans drawn up for

the extra bracing. It will be put up by end of year. There will be an unveiling once it is up.

The Meeting concluded at 9.40 pm

<b>To Do List</b>	
<b>Action</b>	<b>Who</b>
• Appointments Procedure – standing item	Board Chair
• NZSTA Vulnerable Children’s Act – standing item	Board Chair
• Health & Safety – standing item	Board Chair
• Advise Gary Elwood, the Architect, to keep in mind Enviro Schools building materials for use in classroom rebuilds	JW
• Get 2 kitchen quotes	MN
• Email Short Form Agreement to Board members	JW
• Send out proposed dates for end of year dinner	Board Chair

<b>FTE Board Hours</b>	
No of Attendees	4
Length of Meeting	2 ¾ hrs
Prep Time for Attendee (hours to be confirmed at next meeting)	Board Chair – 3 hrs Board Members – 5 x 1 each