

**PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING
HELD ON TUESDAY, 2 MAY 2017
AT 7PM IN THE STAFFROOM**

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

APOLOGIES: None

MINUTES OF PREVIOUS MEETING OF 28 MARCH 2017:

Moved KB/Seconded MB That the Minutes of the previous meeting of 28 March 2017 be accepted subject to the following amendments

- Principal's Report NAG 3, bullet point 5 – typo – omit the word “the” from “...one survey for teachers and the another for support staff”
- Principal's Report NAG 3, last bullet point add “and meetings” to the end of the sentence
- Health & Safety, 3rd bullet point add “and other needs” after ... will be hard on some with physical disabilities”

CARRIED

MATTERS ARISING:

Action Item Updates:

- Appointments Procedure – *standing item*
- NZSTA Vulnerable Children's Act – *standing item*
- Health & Safety – *standing item*
- Ask Eva if she can print a summarised version of the finance report with only one line per invoice – *will discuss this later in the meeting*
- Alarm activations – what were they for on 2 and 3 February? *Faulty smoke sensor in JW's room due to leak in roof. This has been replaced now.*
- Query if we can generate a month to month expenditure tracking report in Xero? *Will discuss this later in the meeting*
- Send classroom tenders to Board members for perusal – *Not through yet*
- Take Board through management of leases (new ruling Ministry brought out last year) - *Postponed until next meeting as some answers are not available*
- Ensure Board approves profit and loss and balance sheet financials each meeting – *standing item*

Accounts Timeline:

MN enquired what is the earliest time Eva can produce the previous month's accounts eg what is her timeline? JW will find out.

CORRESPONDENCE:

- Compassionate re-enrolment. Tabled as received and will discuss In Committee
- Usual NZSTA and Ministry updates received

IN COMMITTEE:

The Board went In Committee at 7.04pm and came Out of Committee again at 7.30pm

REPORTS:**Principal**

JW advised the school roll was 666 as at the end of Term 1, and is now 671 at the start of Term 2 (In 2016 we had 666 students at this time and 674 in March 2015).

NAG 2 – School Review/Documentation

- JW reported that the teachers had a successful PD session last term with Core Education and now staff will embark on a second session next week with MaryAnne Mills
- She advised that she had put an application in for PD funding last term which had been declined. She has now worked with our Senior Advisor from the Ministry and has re-submitted another application
- JW attended the Ministry's Cross Sector Forum on Communities of Learning last term in Wellington. She explained to the Board how the forum had worked, however, she had left with many unanswered questions and uncertainties
- Principals and Board chairs have been invited to attend a local meeting on CoLs this Wednesday night to discuss next steps for the Kapiti Coast cluster

NAG 3 – Personnel/Employment Responsibilities

- Appointment of new teacher Tony Webb - Tony spent a day in the holidays with Liz Griffin and will be coming next week to spend a day in her class. He may be able to stay for PD later in the day

- JW sent an email to Paul Nees (Principals' Advisor at NZEI) to query the issue of staff leaving the profession and workload stress etc. He confirmed that more and more teachers are simply leaving the profession altogether or choosing to take up relief teaching. Numbers are growing and almost getting to crisis point

NAG 4 – Property/Finance

- Classroom Refurbishment Project – JW produced the refurbishment project folder for Rms 1-8 including the tender pack that went out to companies recently. Six companies are putting in tenders. Four of these companies Lee Ashby has worked with previously
 - Freear Philip Ltd
 - Peryer Construction Wellington Ltd
 - JWT Construction (formerly Tracy Smith Construction)
 - Cemac Commercial Ltd
 - Southbase Construction
 - Multibuild
- Before the next meeting the tenders will be available and she will email them out to Board members
- Playground Project – quotes are in but JW has not had time to look at them yet

NAG 5 - Health & Safety

- Student Wellbeing Surveys for students in Years 5-8 (11 classes) have recently been conducted anonymously. JW explained what was in the surveys and advised that she will be able to analyse the results once they are all in
- Police Vetting – The Board discussed the upcoming cost of Police vetting to schools of \$10 for each vet. It was agreed it will be necessary to pass this cost on to parents/guardians who are volunteering to attend school camps and this will be added to the form they fill in for vetting

NAG 6 – Administration/Legislation

- Out of Zone Applications – The ad in the local paper will be placed shortly advertising seven places available. There are currently eight OoZ students we know of, of which seven have siblings here

Moved JW/Seconded JM That we place an ad in the local paper advertising seven places available for out of zone students

CARRIED

Deputy Principal

NAG 1 – Curriculum/Student Achievement

- The Student Council “Whanau Groups” fun sporting afternoon last term was postponed due to bad weather. There was lots of excitement about it and it will be good for the school to have school-wide activities
- MT attended the Ed Tech Team GAFE summit last week and really enjoyed it. Student Agency was a major topic which was really interesting and there was a lot of new learning. It also showed we have made lots of progress essentially through our BYOD programme

NAG 4 – Property Finances

- WSNUP Wireless Upgrade – Torque IP has been in contact and we have now received the quote from them to upgrade some of our technology. A Ministry offer of \$20,780 (80% contribution) to our \$5,195 will expire shortly and after some discussion, it was agreed to take up the offer now before it expires
- JW would like it mentioned to Mary-Anne Malaluan to put the upgrade into the new classroom block upgrade and let her about how it will work

Moved MN/Seconded JW That we take up the Ministry’s offer \$20,780 to our \$5,195 for the wireless upgrade

CARRIED

It was agreed to on-sell the existing wireless routers - possibly back to Norrcom.

Finance

- JW has looked at all the reports available in Xero and briefly explained why she thought some of them were not appropriate to our needs
- Unfortunately there is no option to print one line per invoice or print month to month expenditure tracking reports as we were used to with MUSAC, but there are other reports similar. She went on to discuss the various reports available
- Queried the general ledger report – helpful for JW each month, but Board members may not find this as valuable
- Budget Variance Profit & Loss Report – useful mid and end of year, but not every month

- Profit and Loss and Balance Sheet (old “statement of financial position”) and (old “income and expenditure”) – will keep these
- Cash Flow Payments and Cash Flow Receipts – not as user friendly to read, but JW recommends to use these
- Outgoings (payments) – payment and receipts needed and nice to have month on month tracking
- It was agreed to ask Eva to print the Balance Sheet, and the Payment and Receipt Ledger for Board financials each month
- JW will ask Eva for more clarification around what the Board needs to minute and approve each month regarding financial figures

Moved JW/Seconded JM That the amended Profit and Loss Report and the Balance Sheet for the month of January and be accepted.

CARRIED

Moved JW/Seconded KB That the amended Profit and Loss Report and the Balance Sheet for the month of February be accepted.

CARRIED

Moved JW/Seconded MN That the amount of \$162,780.98 for the month of March be accepted.

CARRIED

Moved JW/Seconded MB That the Profit and Loss Report and Balance Sheet for March be accepted.

CARRIED

Board Chair

- JM reported a quiet month through the holidays
- We have signed off the tendering process for Rooms 1-8
- Winter sports season is kicking off
- JM will come and talk to staff re the wellbeing process on Friday morning tea
- CoL meeting tomorrow night for Principals and Board Chairs

KINDO PROGRESS:

- Kindo will gradually be rolled out this term
- JW advised that as this programme is online, it will always be the latest version. Eva will look at how we communicate the new process to parents
- No other progress at this stage

STAFF WELLBEING PROCESS:

- In terms of the BOT mail box, we have only had one suggestion so far re a staff retreat
- Will look at the suggestion box once all in
- Will run a workshop next and possibly use the “dot” voting process
- Will leave the box open until end Week 2 (Friday, 12 May)

HEALTH & SAFETY:

JW reported everything in the book has been attended to including:

- Loose paving stones been re-mortered
- Tree branch cut down on the field
- Drainage ditch – trip hazard
- Playground rubber protector broken
- Cone put out to stop cars in driveway
- Rubber mats placed in junior block classrooms at door on lino
- MN queried whether or not we have had the Pou signed off as safe? JW advised we have all structural engineering reports etc. Now that the Pou has been erected, she will endeavour to get it signed off as safe

GENERAL BUSINESS:

Tiger Turf

- MN has contacted Adam re the Tiger Turf with two options – new surface or tennis court refurbishment
- Cost to refurbish tennis court approx \$50/sq metre
- New surface to be built similar size as tennis court – approx. \$70,000 plus fencing and incl. 3yr annual maintenance cost. Made in NZ.
- Typical life span 20 years plus or minus
- Adam will drop in in the near future when down this way to have a look and discuss
- Need to start discussing the business case for it now

Parent Community Survey

- It is a requirement every two years to consult with parents on the health programme
- JW read out the previous survey which consists of 4 questions and then passed it on to KB
- Discussed the previous survey sent to the Maori Community which consists of 4 questions. Do we want to do this too? Passed a copy to PC and KB. Maybe this should come from the Whanau Group rather than Board?

Road Signs

- MN asked if the parking road signs have been changed yet? MN will double check with Vicki Wilson

The meeting concluded at 9.20pm

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
• Ensure Board approves profit and loss and balance sheet financials each meeting – standing item	Board Chair
• Ask Eva for more clarification on financial reports	JW
• Have Pou signed off as safe	JW

FTE Board Hours	
No of Attendees	6
Length of Meeting	2 ½ hrs
Prep Time for Attendee (hours to be confirmed at next meeting)	Board Chair – 3 hrs Board Members – 5 x 1 each

Issues to Monitor

- Look at putting some extra funding aside for potential CRT release