

**PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING  
HELD ON TUESDAY, 6 JUNE 2017  
AT 7PM IN THE STAFFROOM**

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

**APOLOGIES:** Kate Bowater and Mark Nash

**MINUTES OF PREVIOUS MEETING OF 2 MAY 2017:**

Moved JM/Seconded MB That the Minutes of the previous meeting of 2 May 2017 be accepted.

**CARRIED**

**MATTERS ARISING:**

**Action Item Updates**

- Appointments Procedure – *standing item*
- NZSTA Vulnerable Children’s Act – *standing item*
- Health & Safety – *standing item*
- Ensure Board approves profit and loss and balance sheet financials each meeting – *standing item*
- Ask for clarification on financial reports – *JW will talk to this later in the meeting*
- Have Pou signed off as safe – *JW contacted Seajay Construction but has not heard back from them yet*

**Recent COL Meeting**

JM advised that at a recent COL Meeting, the Otaki Collective discussed the content of a letter to the Ministry. They are trying to get a delegation together to meet with the Secretary and/or Minister of Education.

**Building Refurbishment:**

- JW advised that they have signed off the carpet tender
- Tenders have not been received as yet for managing the refurbishment of Rms 1-8
- The carpet tender has changed slightly in that the lino in Rms 9-12 will be replaced with outdoor carpet. The Ministry will cover this through 5YA funds
- The re-carpeting will happen in the July school holidays

## **CORRESPONDENCE:**

### **ERO Review**

We have been advised that ERO will be coming to our school at the beginning of August. JW is confident that it will go well.

### **Compassionate Enrolment Requests**

- Two requests been received:
  - One has been supported as discussed last month
  - One other request will be discussed tonight In Committee

### **NZSTA AGM Proxy**

- We need to pick somebody to be the proxy
- Will vote in favour of special needs students

## **IN COMMITTEE:**

The Board went In Committee at 7.18 pm and came Out of Committee again at 7.26 pm.

## **REPORTS:**

### **Principal**

- As JW is unwell tonight, it was decided that rather than talk to her report she will just answer any questions arising from the Board
- MB asked how the roll figures are tracking and JW advised that no new Term 4 NE class will be required at this stage. A new NE class will open up in Term 3 in Rm 17
- JM submitted some items and questions on behalf of KB in her absence tonight:
  - Ice Skating - KB wanted to thank all staff who helped with the ice skating show last week
  - JW stated there had been one injury during the school sessions and two other injuries when the event was open to the public out of school hours. She had attended the safety briefing which she felt was really good. They had taught students how to fall properly, get up properly and balance as part of the lesson
  - The mother of the boy with the broken leg was very appreciative of staff for helping at the time of his accident. He will be in a wheelchair for 10 weeks. The mother has discussed his transition back to school with JW

- CF advised that there had been really good feedback on the ice skating and we made about \$1200 profit
- Health & Safety - KB noted that she had seen an older lady trip outside a classroom on the lip of a drain and enquired what was being done about this? Kathryn Siverson and JW have organised for it to be spray painted to highlight it
- Recent stand down – KB asked for an update on the recent student stand down. MT gave some background information on this student and advised that he has now left the school to live outside the area

## **Deputy Principal**

### *NAG 1 – Curriculum/Student Achievement*

- MT advised that the Student Council are keen to engage in the Transpower Neighbourhood Engineering Scheme where Transpower provide a local engineer to guide the students through a project to solve a problem and improve their school environment. They have consulted across the school and have received hundreds of ideas which they are now whittling down. He went on to talk about a few good ideas that had been brought up
- Shelley Evans has done a splendid job co-ordinating our Enviro School Team. A Student Enviro Group has been established and is being led by David Parr and Kaye Gilman who are getting some good wins for the school eg completing a waste audit and possibly looking for a grant for a make-over through the “Tree-mendous” scheme, settling recycling stations and looking at waterways
- RTLBs have begun working with Te Motu and in particular with two different groups of male students in relation to developing leadership and communication skills; and another group will be working with boys with social skills and mentoring

### *NAG 2 – School Review/Documentation*

- Vulnerable Children’s Procedure - MT asked if there were any questions on this? MB asked if there is a staff member being trained in this area currently? It was suggested that maybe MT could do some training. JW advised that she had done some training on the Vulnerable Children’s Act through NZSTA

JM read out a further list of questions from KB:

- Incident Update - KB asked for a following-up after an incident which took place in the classroom last Thursday. CF outlined the issue and consequences. A restorative meeting has taken place

- New Report Format - KB enquired about the new report format and asked if we are doing enough to help staff? CF replied that the new format is working and staff generally like them. There are a couple of things which need ironing out, but the reports are much more user friendly and there is no more double handling of information
- Maori Culture - KB asked if over time everyone could get to experience the Marae? CF said that they are trying to get this scheduled throughout the school. JW outlined other Maori culture learning opportunities

## **Finance**

- JW reported that Eva advised that once Kindo is up and running she hopes to have the previous month's accounts ready a week before the next Board meeting. However, there may be the odd occasion when a time delay occurs
- Eva also feels that it is good practice to move and second the Profit and Loss report and the Balance Sheet as well as payments at each Board meeting
- JW advised that as at the April accounts we should have spent about 33%. In most cases we are tracking really well. Some areas are tracking slightly higher: the assessment code – over budget, staff travel 43%, staff development (top heavy at the beginning of the year so not concerning) and security – a couple of call outs, but no particular reason – maybe a faulty sensors? Brian Richardson will double check the sensors
- No unusual payments this month
- March had \$120,000 in payments, April \$74,229.22 in payments (spending less as two weeks holidays so less electricity etc. in this month). JW will look into photocopying expenses as they are starting to rise again. Some subscriptions have also gone up recently

Moved JW/Seconded JM That the amount of \$74,229.22 for the month of April be accepted.

**CARRIED**

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

**CARRIED**

## **Board Chair**

JM reported that he is pleased with suggestions received on the staff wellbeing process and there were approximately 20-30 responses. The Board briefly discussed a couple of the suggestions received including looking at

adjusting the classroom consumables allocation to teachers, as \$200 doesn't go far. Staff noted that they appreciate morning teas and lunches as random acts of kindness from the Board from time to time.

## **SCHOOL PROJECTS:**

### **Classrooms**

JW advised she is hoping to meet with Lee Ashby tomorrow to update her re the refurbishment project.

### **Playgrounds**

- JW advised that three companies have quoted for the playgrounds, of which two are worth looking at
- Both companies offer a wide range of components to choose from
- JW has created a document for the Student Council, showing some of the components you can choose from so all students can vote for the ones they like best (before the end of term). Then this info can be shared with the design company
- Playground structures will probably need \$150,000 for equipment
- Matting prices have gone up, but we would not go back to bark chips
- We can lay completely new matting down (dig up and re-lay) or replace
- Matting for the junior play area (new) could cost \$23,000, and the big playground space (new) could cost \$105,000 - need \$275,000 in total
- Each of our term deposits have about \$250,000 in them, so would use one term deposit in its entirety if funded this way
- JW has found two charities to apply to - Peloris Trust and Trust Charitable Foundation Inc. Both have funded playgrounds before. Will apply to both. Two other possible charities could be Todd Foundation and Lottery National Community Committee, however, we will need to re-look at their criteria

### **WSNUP**

MT advised that WSNUP will be done onsite on 13 June and he had been assured that it will be a simple process taking approximately 20 minutes in each classroom. Norrcom is keen to on-sell our old wireless network.

### **TIGER TURF:**

- JM advised two proposals had been sent through:
  - Option one is estimated at \$350,000 for a new large turf (no fencing included)
  - Option two could cover the tennis court area with 3 different levels of grades ranging from \$25,000-\$35,000. Could be marked as tennis

court and netball court etc. and could have free standing tennis nets, basketball hoops etc.

- CF felt that when wet the field is out of action, so if we turf the tennis court only we would not be gaining any more dry land. The Board would be keen on half soccer field size so we could run multi-sports on it
- After some discussion, it was decided not to take the Tiger Turf area any further at this stage and concentrate on the classroom refurbishment and playground upgrade

### **BOT OUTSTANDING ACHIEVEMENT AWARD:**

MB and PC advised they would be happy to be a part of this process.

Nominations will close around the end of Term 3. JM will bring the OAA folder to the next meeting.

### **ONGOING ACTIONS:**

#### **Kindo Progress**

Waiting on the next version to come out before proceeding any further.

#### **Parent Survey**

KB not sent anything through yet.

#### **Staff Wellbeing**

- JW advised that she is working through some “mindfulness” training at a cost of \$80. JW will persevere with the training and then report back with her recommendations
- MN and JM will look at running the staff outcome process
- PC asked should the Board not have more discussions on this to get clarity/ have solutions in mind before taking it back to the staff? The Board agreed and JM is happy to arrange a separate meeting to brainstorm ideas

### **HEALTH AND SAFETY:**

There were only two issues in the previous month:

- Highlighting drains with paint as they can be a tripping hazard
- A hole in the concrete path between Rm 9 and the tennis court was reported which JT will make a cover for
- Kathryn Siversen and JW met last week
- JT will now be a health and safety rep also

## **GENERAL BUSINESS:**

### **OOZ Enrolments**

7 out of zone places were advertised in the local newspaper on 18 May and 7 applications were received for new entrants with current siblings.

Moved JW/Seconded MB that the Board accept all 7 applications for out of zone places for the second half of 2017.

**CARRIED**

### **ERO Visit - Meet with Local Principal**

JW will invite a local principal to attend the July Board meeting to talk Board members through the upcoming ERO visit.

### **Refurbishing Classrooms**

JW advised that she thinks it would be a much better plan to have the classroom refurbishments take place as soon as school finishes for the year in December as this would cause less disruption and would enable all four classes to be worked on at once, rather than two at a time. She feels this would reduce stress, be better for students and save money. Board members were in agreement. She will talk to the project manager tomorrow.

### **Next Meeting**

The next Board meeting will be held on Tuesday, 4 July.

### **Social Club**

CF advised Board members that there will be a social 10 Pin Bowling event for staff to be held on Friday, 30 June and invited any Board members to join us if interested.

### **Whanau Group**

PC asked as there is a positive increase in cultural responsiveness within the school, if as a Board could we have a karakia or waiata as part of our Board meetings? PC would lead it if required. Board members were keen for this to happen.

The meeting concluded at 9.10pm

<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
• Ensure Board approves profit and loss and balance sheet financials each meeting – standing item	Board Chair

<b>FTE Board Hours</b>	
No of Attendees	4
Length of Meeting	2 hrs 10 mins
Prep Time for Attendee (hours to be confirmed at next meeting)	Board Chair – 3 hrs Board Members – 3 x 1 each

**Issues to Monitor**

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