PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING HELD ON TUESDAY, 1 AUGUST 2017 AT 7PM IN THE STAFFROOM

PRESENT: Julian Morrin (Board Chair), Pembroke Chambers, Kate

Bowater, Mark Nash, Matt Burden, Jess Ward, Cath Franks, Mike Thomas, Vicki Wilson and Marie Barfoote

PC lead a karakia to open the meeting.

APOLOGIES: None.

MINUTES OF PREVIOUS MEETING OF 4 JULY 2017:

Moved JM/Seconded KB That the Minutes of the previous meeting of 4 July 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*

Kindo

- Now in use
- Very good feedback has been received to date

CORRESPONDENCE:

- Letter to Board received re COL JM advised there has been positive feedback received from the Ministry of Education who are now open to the idea of meeting and discussing funding and leadership models
- JW forwarded a letter from the Minister of Education re the decile/EQI mechanism being replaced with a Risk Index in the future - discussed briefly

 An email has been received from "lunchonline" re recent law changes that may impact on school governance with the introduction of the Food Act 2014, which came into effect on 1 March 2016 –discussed briefly

MID-YEAR NATIONAL STANDARDS REPORT DATA:

- Vicki Wilson presented her draft report as at July 2017 and explained it is a guide on how the school is tracking towards end of year standards results
- She reported on how to read the tables included and answered Board members' questions
- JW advised that the report is useful for teachers to look at and strive to meet targets by the end of the year
- Board members will receive the end of year data in February that will go to the Ministry

The Board thanked Vicki for her report and she left the meeting at 7.47pm.

PC asked for a quick run-down of the achievement data process which JW gave.

IN COMMITTEE:

The Board went In Committee at 7.55pm and came Out of Committee again at 7.57 pm.

REPORTS:

Principal

JW advised that the roll is currently 672 students

NAG 1 Curriculum Student Achievement

 JW strongly recommended Board members listen to our Kapa Haka group singing the school waiata on youtube https://youtu.be/e04deMgVOwU

NAG 2 - School Review/Documentation

 JW advised she has spoken to Cynthia Davies, ERO team leader to set up organisation for the August visit. None of the four ERO reviewers have been to our school before

NAG 4 – Property/Finances

- Playground Design The playground design is now with the teachers to gather their ideas and will then be sent off to the playground company
- Tender Process The tender process for Rms 5-8 is ongoing. JW pointed out on the Rms 5-8 plan what we are wanting and explained how the areas can be opened up or closed off. She had been advised that we are not allowed cavity sliders going into the "learning street". It was suggested that we have double doors out onto this area which JW is not happy with as she feels it could be a safety issue. Cavity sliders do not meet code for a room of 20+ people. An extra external door per classroom out into the courtyard for an emergency would, however, comply so she has asked the architect to re-do this so the cavity sliders can still be used. This will add \$2,000 per door (8 doors total)
- Mid-Year Budget Review JW explained the mid-year budget review in depth to Board members and advised we have gained good interest from term deposits and the bank balance is looking healthy

Deputy Principal

- MT spoke about the Student Council engaging in the Transpower Neighbourhood Engineering Scheme for a project to make improvements to the school. He advised that the Student Council would love to come and speak to the Board about their plans. It was agreed that they should be invited to speak at the next meeting
- He advised that one ORS student left the school at the end of last term
- He reported that attendance is tracking at close to 92% and explained to the Board how he deals with any attendance problems

Finance

MN reported that he is confused about some of the report figures on the profit and loss report. He will contact Eva for an explanation.

Moved JW/Seconded MN That the amount of \$94,733.44 for the month of June be accepted.

CARRIED

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

CARRIED

Chair

- JM reported that Mark Sweeney who did JW's recent appraisal had rung and discussed her performance review
- Mark will feed the data he received from JM into his report and forward it on next month once completed

ERO - BOARD'S ROLE:

- JW discussed progress since our last ERO review in 2013
- She printed off and passed around a copy of the last review and noted changes made and value added for Board members information
- Discussion was held on what to expect at their upcoming visit

SCHOOL PROJECTS:

Playgrounds

No update.

BOT OUTSTANDING ACHIEVEMENT AWARD:

- PC reported he has had discussions with VW on the upcoming Outstanding Achievement Award
- This will be sent out during Week 6 this term asking for nominations
- They are investigating possible speakers at the moment
- The award will probably be presented around Week 6 of Term 4

ONGOING ACTIONS:

Parent Survey

- KB reported she is working on this currently and is looking at other schools' parent surveys to see what they are asking
- The preference for delivery of the survey is Survey Monkey and other Board members are happy with this

• The purpose of the survey is to get a general overview of what the parent community thinks and information gathered will feed into the strategic plan for next year

Staff Wellbeing

- JM has started working on a document presenting the results from the staff Wellbeing Survey
- JW suggested after ERO has been we could designate some time to working out costs of cultural or sustainable changes
- The Board feels some more discussion with staff may be needed

HEALTH & SAFETY:

Nothing to report this month.

GENERAL BUSINESS:

Job Share Position

- KB enquired how the job sharing position between JR and CS in the Year 2 class is going? JW advised that she met with JR today and reported that all is going well
- Three parents from the classroom have given very positive feedback
- The teachers will survey the other parents to get their feedback

NEXT MEETING:

The next Board meeting will be held on 5 September at 7pm in the staffroom.

KARAKIA:

PC closed the meeting with a karakia.

The meeting concluded at 9.36pm

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
 Talk to Eva re report figures on profit and loss report 	MN

FTE Board Hours	
No of Attendees	6
Length of Meeting	2 hrs 40 mins
Prep Time for Attendee (hours to be confirmed at	Board Chair – 3 hrs
next meeting)	Board Members – 5 x 1 each

Issues to Monitor

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