

**PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING
HELD ON TUESDAY, 24 JULY 2018
AT 7PM IN THE STAFFROOM**

PRESENT: Mark Nash (Acting Board Chair), Matt Burden, Kate Bowater, Jess Ward, Cath Franks, Mike Thomas, Marie Barfoote and Christopher Norris (Managing Director of Norrcom)

APOLOGIES: Julian Morrin and Pembroke Chambers

KARAKIA:

JW lead a Karakia to open the meeting.

MINUTES OF PREVIOUS MEETING OF 12 JUNE 2018:

Moved JW/Seconded MB That the Minutes of the previous meeting of 12 June be accepted subject to JW querying whether the task of organising a proxy for the upcoming NZSTA Conference in Rotorua was designated to her or JM. It was decided that no amendment would be made to this task.

CARRIED

CONFLICTS OF INTEREST: None.

NORRCOM:

MT introduced Christopher Norris, new Managing Director of Norrcom. Board members in turn introduced themselves to him.

Mr Norris advised:

- Our last technician Corey had left recently to travel overseas and Walter will now be our new technician (senior technician)
- Che (technical manager) will be writing up 1-5yr hardware plans for us (making it easier for future budgeting, asset registers etc)
- Dan (technician) will come in for 2 hours on Thursdays and Fridays to work with our tech crew students
Walter will start working with us this week on Thursday mornings and Friday afternoons
- Che will be invited to come to either the August or September board meeting to share his compiled information re PBS hardware

The board thanked Mr Norris for attending the meeting. He left at 7.16pm.

MATTERS ARISING:

Action Item Updates

- Health & Safety – *standing item*
- Ensure Board approves profit and loss and balance sheet financials each meeting – *standing item*
- Book nurse for staff flu jabs in March next year – *future action item*
- Scan and email NZSTA newsletter to board members – *done*
- Nominate a proxy to vote for us at the NZSTA Conference – *not done yet*
- Advise how many families are now using Kindo – *571 students on as of today*
- Put out Board newsletter – *done*
- Invite Norrcom to this meeting – *done*

CORRESPONDENCE:

Letters from Year 3/4 students were received thanking the board for chromebooks and were handed around for perusal. The Board were pleased to receive these and asked that the students were acknowledged. JW will do this.

REPORTS:

Principal

JW advised there were 670 students on our roll as at the start of this term.

NAG 2 – School Review/Documentation

- Old Documents/Records - During the Term 2 holidays JW spent about 9 hours sorting and archiving school documentation and records. Board approval will be sought later in the meeting for the destruction of some of the records over seven years old
- Mid-Year Progress of Strategic Plan – JW has a copy of the strategic plan on the wall above her desk which she keeps tabs on and colour codes as jobs progress. She reported that out of 37 items, 3 are completed, 21 items are progressing well and of the 13 remaining 9 are started so far. A couple of items have been held up due to other factors

NAG 3 – Personnel/Employment Responsibilities

- Strike Action on 15 August – JW advised there has been amazing parent support to date. She advised that a secret ballot will be held to decide if the strike action should remain at 3 hours, or if this should be extended to a full day. The outcome of this will be known next week. She will alert the school community of the outcome

NAG 4 – Property/Finances

- Mid-Year Budget Review – JW advised that this is a work in progress due to Eva leaving and Libby starting. She believes that the report from Accounting for Schools will be beneficial

NAG 5 – Health & Safety

- Becoming a Water Only School – CF explained what this involves. Students will be encouraged to drink water by replacing the old water fountains and changing the image of drinking water. Her class has been discussing ideas for making this work. The board discussed possible ideas to put in place in the future

Deputy Principal

- Fitness Circuit – Referred to as “the floor is lava” was completed at the end of June and the students love it! It has been very popular, especially in the beginning. MT advised they held an official opening last term and invited the 2017 Student Council back, as well as Rob Haskill, the Engineer from BECA. We are planning on entering the project in the Transpower Neighbourhood Project Awards
- Waging a War on Plastics – The Student Council are turning their attention to “waging a war on plastics”, in particular single use plastics. There will be recycling bins in classrooms and New World will come and empty these bins. The PTA has done an amazing job selling reusable bags also
- KYS - Kapiti Youth Support has become excellent support for us providing a range of programmes:
 - We currently have three students engaged with their one-on-one mentoring programme
 - We have been offered an opportunity to refer a student for He Kakano (group mentoring programme)
 - We can also refer Yr 8 students for the Stepping Stones programme for transition into college

MN queried if we have police checked the people who are running these programmes. JW advised that as they are non-core workers, they don't need police vetting. Students are not being taken off site. It was agreed that we will need to document something to show we have done due diligence in vetting these visitors. MT will contact KYS.

Finance

- Financial Reports - JW advised she has had a look at the financial payments and receipts from Accounting for Schools and likes the look of them
- Banked Staffing - she gave a brief explanation of how the banked staffing works and explained that although it is currently showing overuse, she is managing this
- Negative Variances - Pg 4 of their report shows expenses in negative variances – we already know about these eg subscriptions, teacher aides and ICT support
- Overspend on Security - mid-year we will overspend our security code due to a change in security company and also replacing some of the old systems
- Repairs and Maintenance – making savings of \$3,000/year here due to giving up the lock-up
- MN would like JW to ask John Trask if repurposing the storage container would be worth it, or if it is better to dispose of it once empty? JW thinks eventually get rid of or possibly repurpose it

Moved JW/Seconded KB That the amount of \$98,706.56 (gross) for the month of June be accepted.

CARRIED

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

CARRIED

Board Chair

Nothing to report.

SCHOOL PROJECTS:

Classrooms

- A Construction meeting will be held tomorrow for the Rms 1-4 refurbishment. Everything is running to schedule at this stage and the classes can hopefully move back in next week
- MN asked if the board can have a walk-through at the next meeting

Playgrounds

- The new bridge and platforms on Stage 2 of the big playground are complete. We are still waiting on communication from Levin Powder Coating to complete the steel work
- Two shade sail quotes have been received so far – first quote \$29,000 (Stage 1 only) second quote \$40,000 (Stage 1 and 2)
- JW will put in a request for a grant for the little playground shortly

Fitness Circuit

Done.

RECORD RETENTION:

- JW has sorted and archived school documentation and records. Some records have been kept for a number of years and not disposed of. It is a requirement to keep most documentation for 7 years after which time the board needs to give its approval to dispose of these items
- JW asked for and was granted permission to dispose of items on the list she previously emailed out to board members. JW will order some Timg destruction bins

JOB SHARING REVIEW:

- JW sought a review to the school's current job sharing framework. As it stands, it currently states "Job share positions can only be undertaken from the start of the year". She would like this to now read "It is preferable that job share positions be undertaken from the start of the year"
- After some discussion, it was agreed that the above amendment be made to the job sharing framework

ONGOING ACTIONS:

Staff Wellbeing

- Everyone appears to have had a nice term break
- MN enquired if anyone was concerned about the upcoming strike. JW advised there were no known particular concerns, although not everyone was comfortable with strike action
- MT said students seem happy after their break. They are loving having the basketball hoop back and the new playground spaces

HEALTH & SAFETY:

One incident about a box left precariously on top of a cupboard in the stationery room and almost hitting a staff member on the head when the door was opened. This has been noted and brought to the attention of staff.

GENERAL BUSINESS:

- Gift and Koha Policy – The auditors have suggested we create a Gift and Koha Policy for our school on how to give and receive gifts, monetary amounts, entertainment etc. JW used an MOE template and tweaked it to be more personal to our school. She handed around suggestions to board members to read and discuss at the next meeting. JM needs to sign the new policy to be approved by the board
- Vicki Wilson has put together her Quick 60 report. Both her and JW have been working on this report and will put it into an executive summary to present to the next meeting
- Vicki Wilson has also collated all mid-year report data. Senior staff had their first look at this yesterday. Will bring this data to the next meeting
- CF mentioned a blanket consent form template she has put together. She will send a copy if this through to board members to discuss at the next meeting. She advised that rather than parents filling in a permission slip for each small outing, parents will complete this only once (to be reviewed annually or biannually).

Next Meeting

The next meeting will be held on Tuesday, 21 August.

KARAKIA:

JW closed the meeting with a Karakia.

The meeting closed at 8.25pm

To Do List	
Action	Who
• Health & Safety – standing item	Board Chair
• Ensure Board approves profit and loss and balance sheet financials each meeting – standing item	Board Chair
• Invite Che from Norrcom to attend either August or September meeting	MT
• Book nurse for flu immunisations in March 2019	JW
• Acknowledge Yr 3/4 students for their letters	JW
• Prepare document showing we have done due diligence in this respect of vetting KYS visitors	JW
• Talk to KYS	MT
• Order 2 destruction bins	JW
• Quick 60 report to be presented to next meeting	VW
• Mid-year report data to be presented to next meeting	VW
• Put blanket consent form item on agenda for next meeting	JM
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FTE Board Hours	
No of Attendees	4
Length of Meeting	1 hr 25 mins
Prep Time for Attendee (hours to be confirmed at next meeting)	Board Chair – 3 hrs Board Members – 4 x 1 each