

**PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING
HELD ON TUESDAY, 21 AUGUST 2018
AT 7PM IN THE STAFFROOM**

PRESENT: Julian Morrin (Board Chair), Mark Nash, Matt Burden, Pem Chambers, Jess Ward and Marie Barfoote

APOLOGIES: Kate Bowater, Mike Thomas, Cath Franks and Vicki Wilson

Before the meeting commenced, Board members were taken on a tour of the newly refurbished Rms 1-4 block by JW.

MINUTES OF PREVIOUS MEETING OF 24 JULY 2018:

Moved JW/Seconded MN That the Minutes of the previous meeting of 24 July be accepted.

CARRIED

CONFLICTS OF INTEREST: None

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*
- Invite Che from Norrcom to attend September meeting – *invite to next meeting*
- Acknowledge Yr 3/4 students for their letters - *done*
- Prepare document showing we have done due diligence in respect of vetting KYS visitors – *JW has conversed with the manager of KYS and ascertained that Police vetting has been done and KYS will email confirmation to us*
- Order two destruction bins – *done*
- Quick 60 Report to be presented to meeting – *as below*
- Mid-Year Report Data to be presented to meeting – *as below*
- Add blanket consent form item to agenda – *future action item*

CORRESPONDENCE:

Audit Information

- Letter received from Office of the Auditor General advising that our previous auditors are no longer available
- They are starting the process for employing auditors for the next 3 years and will keep us informed and advise the outcome in due course

REPORTS:

Principal

JW advised there were 674 students on our roll as at August 2018.

NAG 1 – Curriculum/Student Achievement

- Quick 60 – JW advised that great results are being seen of students making gains on this programme, who now have much stronger literacy foundations.

NAG 2 – School Review/Documentation

- Mid-Year Report Data – JW reported that overall, the student achievement findings match what we expected to see. This data provided the basis for rich dialogue with regard to student ability, teacher OJTs and assessment methods. Strengths are in reading, with areas of need in maths and writing

NAG 4 – Property/Finance

- JW recently invited Katelyn Hawinkels from the MOE Property Division to look at our newly refurbished classrooms. They also discussed expenditure and/or plans for other upcoming projects (pool, hall ceiling, relocatables and weather tightness issues). In particular they discussed whether or not the school pool is owned by the MOE or the school. Katelyn will check to see who officially owns the school pool. If the Ministry still owns it, they may help fund the repainting of the pool
- Sun Shade Cover – Grant money received needs to be spent by 31 October this year for the sun shade cover over the big adventure playground. The first quote came in at \$30,000 for half the playground, and the second quote has come in at \$40,000, although this covers the whole of the playground. Discussion was had around which option we will take and it was unanimously agreed to go with the full cover option at a cost of \$40,000. PTA gala money will help top this up.

NAG 6 – Administration/Legislation

- MN asked about the recent strike action. JW advised that most teachers supported this action. All but two staff members were able to attend the March in Wellington on the day.

Deputy Principal

In the absence of MT, JW spoke to the DP report.

NAG 1 – Curriculum/Student Achievement

- CREST Week - Planning for CREST Week in Week 7 to reinforce the school's CREST values. The Student Council are planning different activities for each day of the week. Whanau fun will be incorporated in the week
- We have been focusing on growing independence at break time for a couple of students on the autistic spectrum who don't tend to play with other students. These students are now playing with play buddies with pleasing results

NAG 5 – Health & Safety

- Lockdown - The recent lockdown incident was handled well. Our review afterwards raised some issues around communication such as being able to hear the bell and how best to give information to staff and others. We will practise this procedure in the future
- Attendance Rates - Attendance has dropped recently due to a lot of sickness around. Two cases of whooping cough in school have also been notified

Finance

JM noted that he likes the new Accounting for Schools reports.

JW went through the finance report, explaining several areas in more depth including:

- Term deposits – only one term deposit now due to funds being used for buildings, playgrounds etc
- Family donations are up
- Grant money due
- How other departments are tracking
- Polo shirts – JW will check why these are currently tracking high

Moved JW/Seconded MN That the amount of \$117,677.60 (gross) for the month of July be accepted.

CARRIED

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

CARRIED

Board Chair

- Strike – JM queried if teachers not being paid on the day of the strike had been problematic for anyone? JW reported not that she was aware of. She advised that release teachers were being employed on a different day if they would have normally worked the Wednesday

SCHOOL PROJECTS:

Classrooms

- JW advised we have 3 months right of reply for any defects in the new classroom blocks. She has started a google doc for teachers to add to if they see anything – so far only minor items reported

Playground

As reported in JW's Principal Report to the Board.

FINANCIAL POLICY REVIEW/APPROVAL:

- JW reported that the financial policy review (for Gifts/Koha and Entertainment) is based on similar examples from the Ministry website (but has been tweaked to suit our needs). She has included definitions on gifts and kohas
- There being no objections to the newly created policies, JM signed the document off

QUICK 60 REPORT:

In Vicki Wilson's absence, JW spoke to the Quick 60 Report.

- MN advised that he thinks it sounds positive
- JW advised that Quick 60 has not worked for a few students and they are going through it a second time
- We are starting to notice some trends in the data with regards to spelling and reading progress
- JW said VW is doing a very good job with the programme and feels it is good for students to be working in little communities of 6 children instead of one on one
- MN enquired if we need to upskill a second person in the Quick 60 Programme? JW thinks this is a good idea, although we do currently have another teacher who is familiar with it. It may work to train a teacher aide

MID-YEAR REPORT DATA:

- In Vicki Wilson's absence, JW also spoke on the Mid-Year Report Data
- She advised that this is the first lot of data since National Standards were dropped
- It will be interesting to compare this data with end of year data to see if any trends are coming through
- The Maori cohort is not doing as well as their non-Maori peers
- Boys writing isn't as good as girls and is down on previous years
- We have seen in past years that girls writing is usually better than boys, however, this time JW queried staff to be cautious in their marking
- PC asked if we are aligning ourselves with ERO recommendations? Some discussion was held on this, lead by JW. The narrative updates against the student targets, appearing in JW's Principal BOT report at the start of each term, meets ERO recommendation
- JW will query a comment in the summary, with regards to high achievement in reading, of the report with Vicki Wilson

ONGOING ACTIONS:

Staff Wellbeing

- JW reported that the new job share position is working well in Rm 21
- One staff member is being supported with a behaviourally challenged student in class. MT and Carrie Reid are on board with this

HEALTH & SAFETY:

- Safety – vehicle movements around the school. JW advised that overall traffic around the school had not been too bad. Police are out there more often (mostly PBS parents who are police officers themselves). JW advised of one particular dangerous incident that a Police Officer had witnessed and dealt with
- Three cases of broken bones have been reported resulting from playground accidents
- L block has been having problems with bird poo on the deck as birds are nesting above. JT has greased all the poles and is trying to fill the gap with gap filler to keep them out. The deck has been water blasted
- The Eco group has bait stations around the school to see what predators there are present eg mice and rats

GENERAL BUSINESS:

Next Meeting

The next meeting will be held on Tuesday, 18 September.

KARAKIA:

PC closed the meeting with a Karakia.

The meeting closed at 8.33pm

| To Do List | |
|---|-------------|
| Action | Who |
| <ul style="list-style-type: none">• Health & Safety – standing item | Board Chair |
| <ul style="list-style-type: none">• Ensure Board approves profit and loss and balance sheet financials each meeting – standing item | Board Chair |
| <ul style="list-style-type: none">• Invite Che from Norrcom to attend either August or September meeting | MT |
| <ul style="list-style-type: none">• Book nurse for flu immunisations in March 2019 | JW |
| <ul style="list-style-type: none">• Add blanket consent form item to agenda | JM |
| <ul style="list-style-type: none">• Check and see who officially owns the school pool | JW |
| <ul style="list-style-type: none">• Check why the polo shirt budget is currently tracking high | JW |
| <ul style="list-style-type: none">• Look at grant applications for the playground | JW |
| <ul style="list-style-type: none">• Query VW's comment in the summary of the Mid-Year Report Data | JW |

| FTE Board Hours | |
|--|---|
| No of Attendees | 4 |
| Length of Meeting | 1 hr 30 mins |
| Prep Time for Attendee (hours to be confirmed at next meeting) | Board Chair – 3 hrs Board Members – 4 x 1 each |