

**PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING
HELD ON TUESDAY, 26 FEBRUARY 2019
AT 6.30PM IN THE STAFFROOM**

PRESENT: Julian Morrin (Board Chair), Mark Nash, Matt Burden, Kate Bowater, Pem Chambers, Jess Ward, Mike Thomas, Cath Franks, Vicki Wilson and Marie Barfoote plus delegation of parents and teachers

JM welcomed everyone along.

APOLOGIES: None

PC opened the meeting with a Karakia.

CONFLICTS OF INTEREST: None

OPPORTUNITY FOR PARENT GROUP TO PRESENT:

- JM welcomed the parent community who came along to put their case forward in support of Joy Hawthorne continuing to offer her services as an independent educational tutor. Joy is contracted by these parents to tutor their students on our school grounds during school hours
- He invited guests to leave their names and email addresses so they can be contacted after the meeting
- JM explained that the decision to disallow Joy to provide her services on school grounds during school hours was a school decision supported by the Board
- There is currently no policy in existence regarding such situations and the Board will be working towards creating such a policy moving forward
- He granted speaking rights to the families present and invited parent input
- In response to a query from a parent, JM explained the difference between “equity” and “equality”
- Rachel Steinmetz gave a presentation to the Board on behalf of the families present including showing a short video clip by Jacinda Adern and Marama Davidson making their announcement to “put \$217m over four years into special education”
- At the end of her presentation, Mrs Steinmetz handed around folders containing supporting letters from the families of the 12 students affected, a brief resume from Joy Hawthorne and a Draft Disability & Learning Support Action Plan released by the Associate Education Minister, Tracey Martin

- JM asked those present if anyone else wished to speak
- A number of parents asked questions and spoke about their child's own experience
- JM thanked everyone for coming and presenting their stories and advised that their feedback will go back to the Board to discuss. He advised the Board will work in the best interests of the children
- Two OIA requests were handed to the Principal at the end of the discussion
- The parent delegation left the meeting at 7.32pm

The Board will hold a special meeting to discuss the way forward on Tuesday, 5 March at 5.30pm

The meeting adjourned for 5 minutes.

CONFIRMATION OF WAY FORWARD:

- The Board held a robust discussion acknowledging the impact on all parties. The issue is a complex one and, therefore, requires time and careful consideration
- The Board may look to seek further feedback from the staff and a possible extension of Joy's time in order to give this matter due process
- An additional meeting time was set up for the Board to consider the matter further and consider the development of a third party provider policy. This meeting will be held on Tuesday, 5 March at 5.30pm
- JM will go back to NZSTA with questions around liability, template procedures and policies
- The Board will email parents with a summary of their feedback to check for accuracy

MINUTES OF PREVIOUS MEETING OF 10 DECEMBER 2018:

Moved JM/Seconded MB That the Minutes of the previous meeting of 10 December be accepted.

CARRIED

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 – (*Coastal Medical Rooms are putting costings together for us to provide staff flu jabs at the start of May*)
- Collate the required documentation on the weather tightness issues - *done*
- Place feedback to Shade Sail Company - *done*
- Ask Libby for clarification on the difference in technology fees between 2017 and 2018 - *done*
- Query the amount spent on presentations - *done*
- Move gross amount for the month of November and the Profit & Loss and Balance Sheet from the Accounting for Schools report for November at February meeting – *as below*
- Clarify with the Principal rep from NZEI on keeping staff safe – *yet to be done*
- Thank the PTA for their donation towards the shade sail – *yet to be done*

CORRESPONDENCE:

- Letters from parents re above meeting
- NZSTA sent through a number of presentations re the upcoming Board elections including an information evening about Becoming a Board of Trustees Member to be held at Waikanae School on 18 March

DISCUSSIONS OF 2018 STUDENT ACHIEVEMENT RESULTS:

Vicki Wilson spoke to the Board on her report data as at the end of 2018. This report is based on the even year cohorts (Yrs 0, 2, 4, 6 & 8) and compares cohorts with overall school data.

- PBS students' strength is in the curriculum area of reading
- There are pockets of need in writing and maths
- Male readers and writers were identified as a concern at mid-year, although there was a slight movement in results at the end of year
- 2018's Maori cohort were not achieving as well as other cohorts
- Next steps were discussed
- VW answered questions from Board members
- She left the meeting at 9pm

ELECTION CONFIRMATION

- The Board of Trustees election date as set last year was confirmed, with Libby Richardson set as the Returning Officer

- JW will advertise in the newsletter re the recruitment of new board members

REPORTS:

Principal

NAG 3 – Personnel/Employment Responsibilities

Contract Negotiations – teachers have paid union meetings scheduled for March. As there are two meeting options for Kapiti the school will be kept open by sending half the teachers to the first meeting and the other half to the second meeting. The parent community have been advised of this via the school newsletter.

NAG 4 - Property & Finance

- Budget - the 2019 budget was accepted as tabled
- Family Donations – donations will stay the same set at \$100/family or \$65/child
- In reply to a query from a Board member, JW advised that lawyers for the MOE required significant historical building information on weather tightness issues. The compilation of this work took 5+ hours to complete!
- 5YA and 10YPP – JW has a meeting scheduled with our Property Project Manager, Lee Ashby regarding the development of our next 5YA and 10YPP. Lee will put in an application to the AWS scheme which would provide us with an extra \$200,000 to pump into our junior classrooms
- The next refurbishment scheduled on the current 5YA is for the Rms 9-12 block

Deputy Principal

NAG 1 Curriculum/Student Achievement

- MT reported that we have made an RTLB referral to review our approach in regards to catering for students with dyslexia. It will hopefully act as a 'stock take' on current practices providing greater clarity for everyone, but we are always interested in ideas for improvement

NAG 4 Property/Finance

- We are continuing our work with Sitech in relation to replacing older projectors in the school. There are still about 14 classes with old projectors in them

- MT presented some costings from Sitech and after some discussion it was agreed to purchase outright 7 x 55" TVs now and review the teacher station TVs for the juniors as they are still working on their options
- As with any technology, we have a number of iPads becoming outdated. The intention here is to move to a lease arrangement so that our iPad fleet will remain current

New Special Needs Student

- KB enquired how the new student with special needs is settling in
- MT advised all has gone well to date and the first IEP meeting will be held next week
- The MOE will fence the school in the future. MN suggested we will need to advise the school community of this before it happens
- Board Chair to include property fencing on the agenda to discuss at the March meeting

Finance

JW advised that we are operating on a deficit budget this year.

Moved JW/Seconded MN That the budget set for 2019 be accepted.

CARRIED

Accounting for Schools Report - JW spoke to this briefly, including mentions that:

- Banking staffing is sitting well at present
- We received a grant of \$15,000 towards pool painting from NZCT and \$8,500 from the PTA
- Operating expenses for January are higher than budgeted (pool improvements, and frontloading to engage programmes early in the year eg Tackling Technology and Education Perfect etc).
- There have been no unexpected payments

Moved JW/Seconded KB That the amount of \$39,632.80 be accepted for the month of January 2019.

CARRIED

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

CARRIED

Fraud Policy

MN enquired about our fraud policy. JW advised that we have clear procedures to safeguard the school against fraud and theft. The auditors (Ministry appointed) do all the audit and financial checks. They have very rigorous processes in place.

Board Chair

- JM advised that the year started off well
- He gave his start of year speech to staff a couple of weeks ago
- No concerns have been raised
- They will review policies around dyslexia concerns
- JM thanked everyone for their presence of mind tonight and for letting parents have their views heard

CROSS BAR:

- MN enquired re the cross-bar with the safety noodle on it? JW advised that the kids are aware of it now and there have been no problems
- CF said kids love their new playground

TOMORROWS SCHOOLS REPORT:

- JW read a summary of the report
- The 8 key issues are summed up very well and it is crucial principals and schools have a say on the proposal
- She will share with the BOT her summary to read as the deadline for feedback is due shortly
- On 12 March she is going to a Principal Workshop in Wellington to collect principal voice

DISCUSSION OF CHARTER AND 2019 STRATEGIC PLAN:

JW has started to rework some of the goals. She will try and make them fit more with our learning from Core Education on “Modern Learning Pedagogy” and send to Board members.

KB left the meeting at 9.50pm

ONGOING ACTIONS:

Staff Wellbeing

- Been a good start to the year
- Teacher only day professional development was uplifting. Thanks to JW for organising
- The two new teachers have gelled with the staff really well

HEALTH & SAFETY:

- The shade sail support bolts have been counter-sunk into the ground

GENERAL BUSINESS:

Next Meeting

- Special meeting to be held on Tuesday, 5 March at 5.30pm
- The next full Board meeting will be held on Tuesday, 26 March at 7pm

KARAKIA:

PC closed the meeting with a Karakia.

The meeting closed at 9.56pm

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">• Go back to NZSTA with questions around liability, template procedures and policies	Board Chair
<ul style="list-style-type: none">• We will email parents with a summary of their feedback to check for accuracy	Secretary

• Share with the BOT Tomorrows Schools Report summary to read	JW
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FTE Board Hours	
No of Attendees	6
Length of Meeting	3 ½ hrs
Prep Time for Attendee (hours to be confirmed at next meeting)	Board Chair – 3 hrs Board Members – 6 x 1 each