

**PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING
HELD ON TUESDAY, 17 SEPTEMBER 2019
AT 7.00PM IN THE STAFFROOM**

PRESENT: Zoe Pearson (Board Chair), Pembroke Chambers, Jim Dryburgh, Kate Fiske, Jess Ward, Mike Thomas, Cath Franks, Marie Barfoote and Vicki Wilson

APOLOGIES: Kate Saunders

PC opened the meeting with a Karakia.

CONFLICTS OF INTEREST: None.

MINUTES OF PREVIOUS MEETING OF 20 AUGUST 2019:

Moved ZP/Seconded JW That the Minutes of the previous meeting of 20 August be accepted.

CARRIED

MATTERS ARISING/ACTION ITEM UPDATES:

Action Item Updates

- Health & Safety – *standing item*
- Ensure Board approves profit and loss and balance sheet financials each meeting – *standing item*
- Agenda time for JW to explain banked staffing – *later in meeting*
- Arrange for extra copies of the Gazette to be sent in future - *done*
- Ask other principals how they prepare and send out their surveys – *done*. *All vastly different. Some doing the same as us with just a couple of questions at a time. Now have a good example of a survey around the compulsory health questions which we will use. Will do through either Survey Monkey or Google Docs*
- Draft health questions for the community survey – *as above*
- Set up a working party to look at updating policy documents – *yet to be done*
- Agenda item to discuss mid-year report data - *as below*
- Organise date for JWs appraisal – *to do*

MID-YEAR REPORT DATA:

- VW spoke on her mid-year report data and explained the background behind it and answered questions
- She advised that reading is our strength at PBS
- Maths and writing are areas that fluctuate
- A new trend is that boys reading has strengthened. This may possibly be due to more reading on devices by boys
- The Yr 8 cohort has come up in achievement
- The Maori cohort is not as strong as in previous years
- JW expanded on the report
- ZP thanked VW for her report and for answering questions

VW left the meeting at 7.36pm.

CORRESPONDENCE:

- Fundraising Proposal - JW advised that a former parent of our school had written to her about the possibility of using our school grounds for a large scale “live aid” type event. After some discussion, it was agreed that the risks outweighed the benefits and the Board has declined their request
- NZCER – 3-yearly surveys have been received and will be distributed to families and teachers to complete

IN COMMITTEE:

The Board went In Committee at 7.43pm and came Out of Committee again at 8.35 pm.

REPORTS:

Principal

JW advised that the school roll is currently at 641 students.

NAG 2 – School Review/Documentation

- Staffing 2020 Update
 - The new staffing entitlement for 2020 is 0.7, which is less than this year’s allocation
 - JW will start preparing the job advertisements

NAG 3 – Personnel/Employment Responsibilities

- Learning Support Staffing - local principals recently wrote to the Secretary of Education regarding the rollout of learning support staffing. They feel that the MOE has mis-managed this roll-out. Some schools won't get support until 2025

NAG 4 – Property/Finances

- Shade Sail Failure
 - JW advised that the post in question has been completely replaced
 - She has spent a significant amount time on research into the post failure
 - Jason from Stretch Tents Kapiti promised a written statement would be available for the board meeting tonight, but had not been forthcoming
 - She contacted Worksafe NZ who didn't want to know about the issue due to the "duty of school and company to rectify the situation and make it safe". Worksafe did take the name of company, contact them and let them know that we have made a complaint
 - KF will check the Act in regards to whether Worksafe's response was acceptable or not, including the fact that they refused to respond to the school in writing
 - JW advised Stretch Tents Kapiti that she needs to assure the Board and the community that the structure is absolutely safe now to play under. She has asked them to pay for a structural engineer to undertake a full inspection to provide assurance, which they have agreed to do at their expense

NAG 6 – Administration/Legislation

- Out of Zone Applications

JW advised that there are currently 14 known families wanting to go in the Out of Zone Application process, four of which are current siblings and one the child of a teacher. She suggested we advertise six places available.

Moved JW/Seconded ZP That we advertise six places available for out of zone applications for Terms 1 & 2 of 2020

CARRIED

Deputy Principal

NAG 2 – School Review/Documentation

- RTLB Review
 - MT advised that the RTLB Review is going well
 - The Board discussed different options available at some length
 - JW advised that she would be happy to hand over to Al Milner and Sasanker Velagapudi from RTLB to manage the parent survey aspect
 - We could either do a random sampling of parents of dyslexic kids or run a survey (recommended by RTLB) to get parent voice to find out what we are doing well and what we can do better in regards to dyslexia. The Board would be happy with this option
- Recent “Stranger Danger” Event
 - MT advised that the recent scare we had involving a young student being approached by a stranger in her street while walking home was a reminder about the importance of keeping ourselves safe. It had been unsettling and difficult, but he felt that we had dealt with this well
 - JD asked if there had been any follow-up to this with students? JW advised that teachers had conversations here at school around this and also encouraged families to have similar conversations at home

Finance and Banked Staffing

KS queried (via text in her absence) some areas which JW answered.

- Accounting for Schools advised we have a small surplus of around \$36,000
- Banked staffing looking is better. JW handed around copies of an “Easy Guide to Understanding Banked Staffing” for Board members and briefly explained how it works
- We have had a good income this term from school activities and donations. Lots coming in for touch, gymnastics and fundraisers
- Some areas are overspent, but by end of year will balance out. These overspends are justified and will benefit children
- JW will remind families via upcoming newsletters re manual training fees etc that are overdue

Moved JW/Seconded KF That the amount of \$68,411.52 for the month of August be accepted.

CARRIED

Moved JW/Seconded KF That the Balance Sheet and Profit & Loss Report for the month of August be accepted.

CARRIED

Board Chair

Nothing to report.

BOARD'S COMMUNITY SURVEY:

- The first of the community survey questions has been sent out to the school community via Facebook, Skool Loop and the newsletter and will be open for two weeks
- Thanks to PC for helping ZP with this
- The Board agrees that smaller, more frequent surveys are the way to go
- Will be interesting to see what comes out of the responses
- Maybe not send via Facebook in the future as this is an open forum

SCHOOL PROJECTS:

Upcoming 5YA/10YA Items

- Fencing Project
 - The fencing project now has a timeline approved by the Ministry of Education. The fencing is now in production and installation will commence in the school break taking a couple of months to complete
 - Automatic gates into the staff carpark will open during school hours. After hours a code will be needed to drive in
- 5YA Preparation
 - The last building report been done to finalise 5YA

ONGOING ACTIONS:

Staff Wellbeing

- ZP asked if we as a Board can be doing anything more to show appreciation to staff?
- JW said it would be nice for any Board members to join us any time they're available for morning tea with staff

HEALTH & SAFETY:

- Shade Sail Structure – in process

- Measles
 - JW advised that she had heard there was a measles case in Otaki. She has not had any notification from the Ministry of Health yet
 - She will send out a general letter tomorrow to school families and staff from the Ministry of Health via hard copy, and Skool Loop
 - JW to follow up with staff on their vaccination status
- Loose Paving Stone
 - JT has cemented the stone back in place

GENERAL BUSINESS:

- Outstanding Achievers
 - CF advised that we will need to call for nominations now for the Outstanding Achievers Award to get them back by the start of Term 4
 - She explained to new Board members what the OAA is and advised that there will need to be a sub-group set up to decide the winner (if applicable)
 - We will also need to find a presenter. JW suggested a couple of potential people that could be approached
- Year 8 Leavers Dinner/Prizegiving
 - CF also reminded the Board that someone will need to volunteer to speak at the upcoming Year 8 leavers dinner and prizegiving ceremonies in December
- School TV
 - JW showed a “School TV” online resource to support modern-day parenting” which appears to be a great parenting resource
 - This is an Australian programme, but they are looking to bring more NZ content into it
 - JW explained how it works and about the three different packages available to purchase (standard, premium or multi-site). There is currently a 30 days free trial which she has signed up for
 - She will send the password to log onto School TV once available to Board members to view
 - The Board can make a decision at the next meeting whether to subscribe or not

KARAKIA:

A karakia to close the meeting was lead by PC.

The meeting closed at 9.55pm

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
• Set up a working party to look at updating policy documents	All
• Organise date for JWs appraisal	Board Chair
• Decline fundraising proposal using school grounds	JW
• Check the Act in regards to whether Worksafe’s response was acceptable or not	KF
• Advertise six places available for OoZ applications	MB
• Remind families of outstanding fees and donations in newsletter	JW
• Follow up with staff on vaccination status	JW
• Advertise for OAAs	CF
• Setting up sub-group for OAA	CF
• Find a presenter for OAA	OAA sub-group/JW
• Send School TV password for Board members	JW

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