

**PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING
HELD ON TUESDAY, 25 FEBRUARY 2020
AT 7.00PM IN THE STAFFROOM**

PRESENT: Zoe Pearson (Board Chair), Jim Dryburgh, Kate Fiske, Kate Saunders, Pembroke Chambers, Jess Ward, Mike Thomas, Cath Franks, Marie Barfoote, Lee Ashby (Property Project Manager) and John Trask (School Property Manager)

APOLOGIES: None

JW introduced Lee Ashby, Property Project Manager who oversees our large school projects and John Trask, School Property Manager

PC opened the meeting with a Karakia

- JW announced that this will be MT's last Board meeting
- ZP thanked MT for everything he has done for the school during his time as Deputy Principal. The Board is sad that he is leaving and wishes him well in his new position as Principal at Greenacres School in Tawa
- The Board gave Lee Ashby and John Trask speaking rights during the meeting

ELECTION OF BOARD CHAIR:

JW nominated ZP as Board Chair for the rest of 2020. ZP accepted the nomination unopposed.

CONFLICTS OF INTEREST: None.

REPORT FROM LEE ASHBY (PROPERTY PROJECT MANAGER):

- JW introduced Lee Ashby and explained his position as Property Project Manager involved with the school's 5YA and 10YPP plans
- The MOE has allocated schools a one-off sum of money towards school capital works projects. Our school is entitled to the sum of \$400,000
- Lee has been invited to tonight's meeting to clarify how this money is allowed to be used and to answer questions from Board members so that we may go forward with a clearer frame of mind on how to spend the money
- Some robust discussion was held on the subject. Many questions were asked and ideas were put to the table regarding property items which could be

completed via the 5YA plan and other projects which could be funded through the \$400,000

- LA and JT left the meeting at 7.32pm
- It was agreed that we should start brainstorming now on capital works projects to spend the money on since there is a time frame to spend the \$400,000
- Maybe we could set up a working group to discuss
- JW and John Trask will start the talks and set up a google doc for collating ideas
- Later down the track the Board will open up talks for staff and student suggestions

MINUTES OF PREVIOUS MEETING OF 16 DECEMBER 2019:

Moved JW/Seconded KF That the Minutes of the previous meeting of 16 December 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*
- Conflict management – *JW has spoken to Mark Sweeney, the Educational Consultant. He is happy to cater for our needs. This will probably happen in Term 2.*
- Organise a staff/BOT social get together in the New Year – *to be organised before MT leaves. CF will come up with some dates for a 10 pin bowling night*
- Review OAA criteria at March 2020 meeting – *to do at the next meeting*
- *MT will organise to give ZP the last student wellbeing survey results*
- *JW will speak to Libby again about the possibility of making part payments on Kindo*

CORRESPONDENCE:

- School Trustees Assn – NZSTA president and board elections. If anyone wants to make a nomination, ZP has the forms

REPORTS:

Principal

JW reported there are currently 592 pupils enrolled.

NAG 1 – Curriculum/Student Achievement

- Analysis of Variance
 - JW handed around the Analysis of Variance on 2019 Student Achievement Targets for Board members to peruse. She advised that there were two targets last year – one around Maori students' reading and the second to target achievement of boys in writing
 - She went through the report highlighting areas and answered various questions
 - This documentation goes to the Ministry on 1 March
 - KS enquired what happens with those who are still below? JW advised that she will make sure she discusses these students with each of the teachers to keep the momentum going. She may also collect student voice to see what made a difference for them and inform staff
 - JD asked if we have any programmes for working with males such as a big buddy type programme? JW advised that this is available in the Kapiti community and some students are working with mentors through KYS

NAG 2 – School Review/Documentation

- Parent Education Evening on Spotlight – JW advised that there had been lots of positive parent feedback from this evening which was pleasing

NAG 3 – Personnel/Employment Responsibilities

- DP Position
 - There have been seven CVs received so far. Applications close on Thursday
 - JW will scan the CVs and share with Board members interested in being on the interviewing panel
 - JW will have more correspondence with the panel through a google doc once closed
- Request to Attend the NZPF-APPA Principals Conference in Melbourne
 - JW sought permission to attend the NZPF-APPA Conference in Melbourne in September. Whilst she prefers to pay her own travel

expenses, she asks if expenditure for the conference and accommodation can be approved by the Board

- The Board unanimously agreed to approve the conference and accommodation expenses
- JW will now enrol in the conference

NAG 4 – Property/Finances

- School Donations Review

- School donations are currently set at \$65 per child or \$100 per family
- MB will contact some local schools to see what/how they charge eg are there additional fees for photocopying etc?
- KS belongs to a Facebook page for Board members and will ask on there
- JW will ask Libby how many families paid their family donation last year?
- Will put the review of family donations on a future agenda in preparation for changes in February 2021

NAG 6 – Administration/Legislation

- New Enrolments in 2020

- JW advised that there have been a few new children enrolling this year who are at risk and wanted to bring this to the Board's attention
- She feels that maybe the makeup of our community is changing which may impact on learning support and finance in the future

- Spotlight Meeting

- KF made an observation at the recent Spotlight meeting around talking about “real time” information. Parents had asked how timely this is going to be?
- KF feels we need to be clear about what sort of time we are talking about and be careful not to give out mixed messages eg if reporting is not necessarily immediate, perhaps we do not use the word “real time”
- Board members discussed what they got out of the meeting

- Shade Sail

- KS asked where we are at with the shade sail
- JW advised that the installer's insurance policy and insurance for Stretch Tents Kapiti would not cover the remediation work
- The companies are going to cover costs for this work themselves

- JW read out an update email she has received re the replacement poles. The work will be excessive and the matting will need to be replaced too. This will all need to be done during the school term break

Deputy Principal

NAG 2 – School Review/Documentation

- CREST Values
 - In 2019 as part of our curriculum review, we reviewed our CREST values. These now relate to Curiosity/Pātaitai, Respect/Manākitanga, Excellence/ Hiranga, Self Management/Rangatira and Team Work/Mahi Tahī
 - These needed to be tweaked and be brought into line with our school curriculum changes
 - They are an integral part of our school, relevant for all members of our school community and were published in the newsletter last week
- Chromebooks
 - We have ordered and received 25 chromebooks via Norrcom and financed by Equico. These chromebooks will be used to boost up the number of “school owned” chromebooks in Te Moana and Te Motu in association with the BYOD programme. They will also be used in Ngaru syndicate so they have two full class sets
 - The Board discussed the possibility of selling off/gifting the old ones cheaply to those without chromebooks

ZP thanked Mike for his report.

- Attendance Figures
 - KF brought up the recent news article on attendance figures reported on television. Our attendance figures at this early time of year are 94% so far

Finance and Banked Staffing

- JW advised that at the end of December our budget was in the red by \$32,000 and whilst this was not a pleasing result, she explained it was due to holiday pay and some unexpected expenses at year end

- Cleaning and support staff wages will jump up quite a bit when the new Collective Agreement comes in. We will receive an Operations Grant increase which will address this to some extent
- Banked staffing is all looking good at this time of year
- Overspends had been in security call outs over the school holidays. Three alarms were set off accidentally by staff, one was a cleaner who came when school was alarmed on the last day of school and there were three call outs for Rm 22. The censor has now been replaced in that classroom

Moved JW/Seconded KS That the amount of \$244,410.65 for the month of December be accepted.

CARRIED

Moved JW/Seconded KS That the amount of \$13,711.42 for the month of January be accepted.

CARRIED

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

CARRIED

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

CARRIED

Board Chair

- JW and ZP have booked in a date for JW's appraisal
- ZP will bring back her findings to the Board when complete

STRATEGIC PLANNING AND CHARTER:

- ZP said it was good to get feedback from the recent Spotlight session
- She suggested maybe we could put the questionnaire on survey monkey for those who prefer to answer online
- Tomorrow is meet the teacher interviews so is a good opportunity to seek more feedback. Suggestions were made on the best way to collect this feedback. It was decided to have clipboards with the questionnaire

attached available to parents to fill in while waiting for their interviews (or to take away to be completed)

- The money box will be left outside for parents to post their completed questionnaires
- Any available Board members could wander around and encourage parents to fill out the questionnaires

SCHOOL PROJECTS:

Upcoming 5YA/10YA Items

As above.

ONGOING ACTIONS:

Staff Wellbeing

- KS enquired how the new staff are doing? JW advised they have all settled in very well in their new classes at PBS
- Two teachers have attended mentor PD courses enabling them to support our beginning teachers
- JW advised that there are now apples available at morning tea every day in response to several staff members with gluten and other intolerances

HEALTH & SAFETY:

- A student slipped in the changing rooms today and banged her head
- JT will look into re-coating the floor so it's not slippery

IN COMMITTEE:

The Board went In Committee at 9.23pm and came Out of Committee again at 9.42pm.

GENERAL BUSINESS:

None

KARAKIA:

A karakia to close the meeting was lead by PC.

The meeting closed at 9.45pm

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 Google doc for collating ideas to spend the \$400,000	JW/JT
• Contact some local schools to see what/how they charge for donations	MB
• Review family donations on a future agenda for next year	ZP

FTE Board Hours	
No of Attendees	6
Length of Meeting	2 ¾ hrs
Prep Time for Attendee (hours to be confirmed at next meeting)	Board Chair – 3 hrs Board Members – 6 x 1 each