

**Helensville Primary School**  
**Draft Board of Trustees Meeting Minutes**  
**27 May, 6.30pm, HPS Staffroom**

**1. Opening of Meeting (NKB) Karakia 6.30pm start**

1.1 Present: Israil Foreman (IF), David Allen (DA), Deborah Heasman (DH), Daniel Wood (DW), Cara Pinnell (CP), Nicola Keen-Biggelar (NKB), David Munroe (DM), Tania McCorkindale (TKM), Terry Bates (TB), Leigh Harland (LH)

Guests: Phil Spriggs (Via Audio link).

Audio link for any guests via Zoom link provided by Board chair.

Waratah Taogaga

Rachael Cunliffe

Apologies:

Karakia prior to meeting open 6.28pm.

**1. Opening of Meeting (DW) TIME: 6.30pm**

1.1 Present and Apologies

1.2 Welcome visitors and explain procedures – Explained Point 8 to guests attending via distance.

1.3 Declarations of Interest - None

1.4 Confirmation of Agenda

All in favour

**2. Previous Minutes**

2.1. Unanimously approved via e-resolution

**3. Reports TME: 6.32pm**

3.1 Principal's Report (DH)

Donations Scheme tabled to be discussed at the next meeting.

DA asks around 'Host school'. TB confirms not relevant to HPS. Regards separate units within other schools such as teen parent units.

NKB – asks around Tamariki and staff wellbeing. How is this tracking. DH explains procedures and learning programmes. How staff are working with families. TB confirms attendance is around 88%. Small number of families not yet returned.

NKB would like to thank staff and management team for all their work and efforts around the Covid-19 changes.

CP asks around how George is going. Feedback has been fantastic, and he has been warmly welcomed. Even children not fond of dogs have reported positive feedback.

Accepted: DA

Seconded: CP

3.2 LSM Report

Section 1: TB has phoned MOE again today. Reiterated keen to get this under the table.

Expects hours will tip past the blue again for May with unexpected events. Expects beyond May for this to improve.

Finance committee – DA attended meeting. DW provides great pre-work. C-19 provided a tiny financial benefit. DM has provided TB with a lot of help over the last month. TB thanks DM for this.

Server Upgrade. Finance committee needs more information on this. There is some delay as this does not give the risk assessment required.

ER meeting coming up on the 4<sup>th</sup> June. DH has tabled some work for this. NKB welcome to attend.

Accepted: IF

Seconded: NKB

3.3 Property Report (DA)

Most of this would be covered in School Investment Package discussion.  
Fencing is now complete and looks fantastic.

#### 4. Scheduled Reviews, Governance and Policies TIME: 6. 48pm

##### 4.1 Update on Review of School Policy Review Schedule (NKB)

Policy Review Schedule has been created by DH and NKB during lockdown. This includes an annual review plan as well as when information will be passed to the BoT from the Principal. Policies to be reviewed are: Class Release Time, Staff Appointments, Prevention and Reporting of Child Abuse

Treaty of Waitangi Policy is tabled for further review feedback and further discussion with Waratah Taogaga.

Macron to be added to 'Maori' in the Treaty of Waitangi report

'Te Reo' should be capitalised in all occasions

TB feels something around building a sound relationship with Mana Whenua should be included. Particularly in South Kaipara.

Adopting Class Release Time, Staff Appointments and Prevention and Reporting of Child Abuse

Move: Accept 3x Policies

————— Move: DH

————— Seconded: CP

##### 4.2 Summary of progress against Annual Plan

PS has done a lot of work about the next level. DH and PS have gone into more detail and sent to TB and DW for further feedback. TB yet to provide feedback, will do in near future. DW happy with what has begun. Concerns around comparison to other applicable data. TB talks around what data is available nationally for comparison once attendance has been covered. TB would also like to have a discussion with the senior team around this.

#### 5. Items for Discussion & Existing Business TIME: 6.59pm

##### 5.1 Correspondence – in and out

Teacher requesting maternity leave. This needs to be given to TB as employment matter. This is around a change in return date.

Update from NZSTA about using school for 2020 Election. School could be open for 3 days. High level communication. Not confirming HPS is a venue yet. Details payments available for venues being used. The adjustment to the length of time required for social distancing, advanced voting etc.

Claire's resignation

Two letters regarding out of zone enrolment.

##### 5.2 SIP (School Investment Package) Funding Update "10YP

DA – 5YA is based on the plan in place. Nick has had someone else look at the roof again.

Priority is a leaking classroom. Plan was to put heat pump into some rooms and radiant heaters in others. SIP funding has allowed heat pumps to be installed in all classrooms. This will allow HPS to decommission the boiler. Work has been going ahead with the LED lighting and distribution boards. SIP funding can be used to pay for the extra piece of senior playground.

Shade poles for the junior playground can be installed with SIP funding. The cloth cannot be purchased with this funding. The cloth will need to be fundraised for or paid for by other means.

DW speaks around Sustainability grant. HPS missed out on the roughly 10% of approved applicants. Our application will roll over to the next round of funding.

TB discusses around staff toilet upgrade and the costing in his experience.

Before Learning Support Co-ordinator office can be started, the drainage needs to be upgraded.

Move to accept the recommendations and report around SIP funding and 5YA.

Move: DW

Seconded: TKB

### 5.3 School Uniform Update

NKB thanks PS for her tenacious follow up around the contract on this.

We have extended the contract until the end of 2020 to work through the options. HPS has agreed to some non-branded options for uniform to reduce the contracted requirement for stock levels. The work has been done to reduce the financial risk to the school around potential change in Uniform providers.

### 5.4 Out-of-Zone Update

Due to Covid-19 agreement made at Feb meeting, the enrolments have been deferred from term 2 to term 3. Advertisement will be in the Nor-West News tomorrow.

### 5.4 Update & Discussion on COVID 19

DW wishes to recognise the extraordinary work done by all the staff around Covid-19. As a board of parents, we've been privileged to see the work from the teachers.

DM asks around how the tamariki have responded. Board members responded with their children's feedback. CP enjoyed seeing the relationships between children and teachers in their own homes via Zoom. NKB asks how children who were not able to connect digitally have settled back in. TKM talks around the work put into the children not able to attend online learning including learning packs developed by the school and delivered by staff during Level 2. Also, around the learning that has since been done in developing relationships in classes. Only one family was not able to be contacted in some way during home learning/Covid-19 lockdown. DH explains how the staff felt on their return and how they were able to therefore support students.

### 5.5 Matters arising from previous minutes (DW)

Action Points:

1014 – ongoing action. Should be complete this month

1070 – Contact STA for Houto training. This was completed online

1127 – Community Engagement plan. Good Sorts was created. This is every term. Closed.

1162 – Strategic plan – in progress

1171- 2020 budget to the board. This was for the deficit. TB talks around the budget. Reassessed end of June by TB?

1177 – Religious Education. DW has completed survey. This is ready to go. In progress for an optimal time to approach parents

1185 - School uniform – complete.

1186 – SIP funding – Complete.

1187 – Tiger security. Closed – part of SIP plan.

1188 – DH to provide NKB - Complete

1192 - Server upgrade – ongoing. Waiting on further risk assessment. Particularly around moving the data to the cloud.

1194 – to be sent out as part of Community Newsletter

1195 – follow up with financial auditors. Done.

1196 – Complete

1197 – Complete

1198 – Camp related. TKM speaks around the zoom meeting had with the management team – previously with teachers and their team leaders. There is a suggested plan that the team have come up with for further discussion. DM asks around parent contribution for the camp that was held. This year's camp cost was almost met with parent contributions, donations by some families for other families, as well as community donations. This discussion for further camps would be for camps in 2022. TB discusses around future options. Complete

### 5.6 Board Newsletter Update DW – TIME: 7.49

Not yet finished. Not far away.

6. New Business & Comments TIME: 7.50pm

Camps: This needs to be planned for now for possibly next year.

AG Day, will this go ahead. Needs to be discussed with PATHs. Along with the likes of the Working Bee. This will likely need to wait until there are further notifications about Covid-19 levels and mass gatherings.

At 7.56pm DW moves the public be excluded from the following parts of the proceedings of this meeting.  
Seconded by NKB

7.56pm Public section of this meeting is complete.

Break from 7.56pm to 8.07pm

Namely-

**2.1 Confirmation of previous Minutes to be handed out at meeting**

**2.2 Matters arising from the minutes / Action Points / Updates (All)**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meeting Act for 1987 for the passing of this resolution are as follows:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Confirmation of Previous Minutes	Protect privacy of individual involved	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist
Matters arising from the minutes / action points/ updates (All)	Protect the privacy of people involved	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist

**7. In Committee (closed to public) - TIME: 8.07pm – 9.16pm**

9. Closing of Meeting – Karakia TIME: 9.21pm

**Action Points:**

- **More work around Treaty**
- **PS to keep engaging with uniform provider to finalise the contract by the end of the year.**
- **Create a curriculum statement for camps and provide discussion with a further financial meeting. – date of a few months ahead.**

*Documents cannot be signed due to board resigning during the meeting – these minutes have been seen and noted as an accurate reflection of the meeting by the Commissioner Terry Bates as part of the Commissioners Meeting in June.*