

Helensville Primary School
Draft Board of Trustees Meeting Minutes
25 March 2020, 6.30pm, HPS Staffroom

1. Opening of Meeting (DW) Karakia 6.31pm start

- 1.1 Present: Israil Foreman (IF), David Allen (DA), Deborah Heasman (DH), Cara Pinnell (CP), Daniel Wood (DW- Chair)
Present via Teleconference: Nicola Keen-Biggelaar (NKB), Phil Spriggs (PS), David Munro (DM), Tania McCorkindale (TKM), Terry Bates (TB)

Guests: None

Apologies: Leigh Harland, usual minute-taker. Minutes taken by DW.

- 1.2 Welcome visitors and explain procedures - DW
1.3 Declarations of Interest - None
1.4 Confirmation of Agenda

Moved: DW

2. Previous Minutes

- 2.1 Approval and Confirmation of Previous Minutes.

Moved: DW

3. Reports

3.1 Principals Report: (DH)

DH Report taken as read.

DA Seeks clarification on what a 'Restraint Notification' is.

TB Asks when analysis of data for PAT results will be completed. DH confirms it will be done at the start of next term for those who sat the test. Reference material has been sent home with children and year 3-4 and above will have access to At-home learning.

TB Asks the number/percent students who have no access to devices and/or internet. DH estimates 30% of students may have no access to devices, only 2 may not have access to email.

Principal's Report has been Tabled and Accepted

Moved: DW

3.2 LSM Reports including Finance Report (TB)

TB Financial reports, main LSM report & his supplementary report taken as read.

TB Financially school expenditure is lower than forecast. However non-forecast financial pressures likely to increase from next month.

TB asks DH if we have had contact with Financial Auditors. DH contact made no formal request for anything to be scanned as yet.

Action: DH to follow up with Auditors

TB As advised by board's property consultant, figure to be placed on accrued Cyclical Maintenance is \$120,000. This amount needs to be clearly tagged as specific to Cyclical Maintenance and represents a substantial portion (60%) of board's accumulated reserves as of 31.12.19.

TB Progress with principal's performance agreement on track and expected to be completed by end of month.

LSM's Report (including Supplementary Report) be received & accepted

Moved: DW

3.3 OIA Updates (DM & DW)

DM gives an update on progress. Progress has slowed due to work commitments and the impact of COVID-19.

DW explains and tables OIA Register and process. One new OIA request from late February. Request resolved and captured in Register.

DW asks DM to send what has been completed to the Requestor.

DW asks DM to commit to a completion date and provide that to the Board

NKB asks do we need a check-in process to ensure this being carried out. DW responds already following up twice a week with DM and will continue to do so.

Action: DM to send completed material by end of 27th March 2020 to MoE

Action: DM to complete and send all remaining material by 15th April 2020

NKB this is urgent and needs to be given highest priority

DM to end his tenure as a co-opted Trustee once remaining material has been delivered.

DM Leaves Meeting at 7:04pm

OIA Report is Tabled and Accepted

Moved: DW

4. Scheduled Reviews, Governance and Policies

NKB Reports taken as read

NKB Suggests another review of School Docs

NKB Suggests a new Policy Review Sub-Committee be established consisting of DA, DH, PS lead by

NKB. LSM will be included in any crossover and involved in an advisory role.

NKB suggests this Committee can convene during lock-down and will start working with DH over this period.

TB good opportunity to be working on the Annual Plan 3-year metrics.

Policy Update Report Tabled and the Board has Accepted the Recommendations

Policy sub-committee to be created as outlined above

Moved: DW

Action: Board to review Document provided by PS

Action: NKB & DH to liaise and start working on reviewing Policies

5. Items for Discussion

5.1 Correspondence – In and Out (All)

School Trustees' Association elections voting form received. Chair is encouraged to vote on behalf of the Board

Two more Out of Zone letters, from Parents with children already at HPS

Maternity Leave request

5.2 EOTC Community Consultation (All)

DW, NKB and CP has a meeting to discuss progress. This was relayed to the Board.

NKB & PS both raise concerns about community engagement and monetary impact

TB also speaks to School Camps around issues of equity and how to maximise participation regardless of income, if it is a core curriculum activity.

TM states accessibility is most important, and it needs to be local

NKB asks where do we see EOTC sit within the curriculum. We can't talk about accessibility unless we talk about the 'why'

TM states most camps which are far away which makes them less accessible

NKB makes a recommendation to add a note in the School Newsletter that updates the Community that the Board is working this through. DH we can look at that at a Leadership Meeting.

Action: Notice to be published in the next School Newsletter. Content to touch on success of Rimu camp, and inform Parents that Staff & the Board are still working on ideas for EOTC (CP)

Action: School Leadership Team to discuss further where EOTC sits within the curriculum, come back with the 'Why' and the 'How'

5.3 Property Report including SIP Funding (DA)

DA discusses updates from Property Manager respect SIP & 5YA.

TB comments- think of the SIP would act more like a 2YA. DW comments- it would appear this is more of a prioritisation and the SIP acts as a conduit that enables that outcome

DA states Roofing is currently high priority.

NKB raises concern about safety of the SIP funding money given current emergency? TB

explains the retraction of this funding would be unlikely.

DA suggests this list should be completed with urgency to safeguard the funding.

Action: Senior Leadership Team to finalise & prioritise the SIP funding list and provide to the Property sub-committee with some urgency

Property Report is Tabled and Approved

Moved: DW

5.4 School Uniform Update (All)

DW noted that several members of the Board had discussed at length the situation with the current uniform provider. Those members have provided a recommendation to the Finance sub-committee.

The report has been tabled and accepted.

Chairs recommendation is that the Board resolves to extend the contract with the current provider for a period of one year, with a view to ensuring surplus stock is well managed over that period, concurrent with community consultation about future options.

Moved: NKB

Seconded: TM

5.5 Dogs in Schools (All)

A new Dogs in School Policy has been tabled for approval by the Board

The Policy is further debated

DA, PS and DH noted there was a reference to 'Animals' in the policy proposal. The proposal has been amended to change reference of 'Animals' specifically to 'Dogs'.

Accept Amendment Moved: DW

DA recommends 'dogs' be further clarified to 'Approved dogs'

Accept Amendment Moved: DW

The Board agrees, at the discretion of the Principal, to allow the implementation of a 'Dogs in School' program, in line with the HPS 'Dogs on School Grounds' Policy

Moved: DA

Seconded: IF

Carried unanimously

5.6 Update & Discussion on COVID19 (All)

DH- The Crisis Management Team have met on several occasions, in person and via video link. They have supported each other and have worked together, along with the Ministry, to establish a plan moving forward. There has been open communication to our Community and this will continue.

NKB also notes that it is important to point out that plans are in place for on & off line learning. A key role will be education continuing if students are unable to return to school after the holidays (what would normally be Term 2)

5.7 Matter arising from Previous Minutes (Action Points) (DW)

The Action Points have been updated as required.

5.8 Good Sorts Update (CP)

CP spoke to the initiative. Was very well received by the school. There was a good vibe around the school. The recipient was well deserving. It could be noted there were two very strong candidates and it was a very hard decision.

Commented [NK1]: Not sure we should name recipient....

6. New Business and Comments

CP - Paths Working bee has been cancelled. Donations are still to be kindly provided for a future date. Board members will be happy to help with the working bee when it happens. CP and another have been in discussion, with PATHS and Kaipara College PTA, having Nathan Wallis doing a Q&A just for teachers. PATHS and Steve McCracken have raised the required funds to make this happen.

DW - Board Update Community Newsletter- still a work in progress. Have some of the content, will be reaching out to other Board Members for success inputs.

7. Preparation of Next Meeting

Leadership team to discuss resolution and future of EOTC as per Agenda Item 5.2. This will be continuing for the upcoming months to be presented to the Board at the May Meeting date. TM has offered to lead this.

PS- After School Care contract review - no update from the Ministry

Date of next meeting is 27th May 2020 *although this could change.*

8. In Committee (closed to public).

Motion – At 8.26pm, DW moved that the public be excluded from the following parts of the proceedings of this meeting.

Namely –

Confirmation of Previous minutes, to be handed out at meeting

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 Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Confirmation of Previous minutes	Protect 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
Matters arising from the minutes / Action Points / updates (All)	Protect 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

Out of committee finished – 8.27pm

9. Closing of Meeting – Karakia – 8.29pm