

**Helensville Primary School**  
**Board of Trustees Meeting Minutes**  
**22<sup>nd</sup> January 2020, 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-Biggelaar (NKB), Phil Spriggs (PS), David Munro (DM), Terry Bates (TB) – Newly appointed Limited Statutory Manager, Leigh Harland (LH) – Secretary

Apologies: Tania McCorkindale

**1.2 Welcome visitors and explain procedures**

Guests: Guest arrived around 6.35pm and given board guidelines. Has been informed we don't accept any recording of the meeting. The Guest chose to not have her name known. Left at 8.23pm

**The Board resolves to:**

- **Give speaking rights to PS in her Deputy Principal role**
- **Give speaking rights (ongoing) to TB in his role as LSM at all board meetings and the right to remain in board meetings from which the public is excluded**

**Passed DA**

**Seconded CP**

**1.3 Declarations of Interest - NIL****1.4 Confirmation of Agenda**

To be added:

Out of Zone process

2020 Meeting dates for the year

**2. Introduction of Limited Statutory Manager (TB)**

TB introduced himself and provided background on his experience in education. TB also outlined his jurisdiction over finance and personnel.

NKB asks around the timing of the scoping report delivery. TB aims to present scoping report to BOT at February meeting. Costing framework would be available around the same time.

**Resolutions:****The Board resolved to:**

- **Accept the LSM's report as tabled; and**
- **Work with the LSM to review the financial sustainability of current levels of governance support including the role of the co-opted Trustee as a matter of priority; and**
- **Delegate the monitoring and sign-off of LSM invoices to the Board Chair**

**Passed: CP**

**Seconded: DM**

**3. Reports**

- Noted that the Board Chair waived the need for a Principal's report this month due to school being closed and Principal being on leave DH acknowledges the support while she was away. DH feels positive about the coming year and the relationships being developed among the BOT and TB.
- November Report and Analysis of Variance
  - DW advises no changes of note.
- 2020 Budget
  - DW advises no changes of note after the November passing. DA still working through any possible changes. Will be discussed further with TB in his role.

- CP asks around the Buildings grant that became available to the school at the end of last year. The school has \$340,000.00. The school have two years to access this.
- NKB asks around the budget cost for the production. Income was budgeted for, was expenditure? Clarification provided.

**Resolution: Accept November report and Analysis of Variance****Pass: CP****Seconded: DW****4. Items for Discussion****4.1 Correspondence – in and out (All)**

Email from Mr Cunliffe on the 23<sup>rd</sup> December  
Resignation as Board Chair from NKB, effective at the close of the January meeting  
Out of Zone applications received

**4.2 Religious Education update (DW)**

DW has done work around this being an OPT IN situation.  
Survey work has been compiled. DW suggests we leave and wait for new bill, so as not to over encumber school parents and caregivers. Current HPS situation is OPT IN as per proposed bill. DW suggests he still attend some classes to get a feel on how and what is being taught.

**Action Point: Review HPS action on Religious Education in relation to the new bill in April 2020**

**4.3 School camp 2020 and Community Consultation (All)**

The Board ratified its email resolution as circulated on the 12<sup>th</sup> December to:

- Proceed with the Rimu camp; and
- Cancel all other camps; and
- Consult with the community in early 2020 on alternative EOTC experiences for Y5 & Y6 students

Discussion around HPS 'work load' of camps. TB confirms not many primary aged schools send an entire school program.

PS confirms discussion needs to be in consultation with Rimu teachers. PS requests a staff/school discussion around 'why we have camps' or

'what are we missing if we don't do camps' or

'what do the children miss out on if we don't do camp'

and how Camp relates to the curriculum, therefore, how we proceed and if/what camps are replaced with. TB confirms this is ideal so that when community consultation comes, we know where we are.

**Action Point: PS and DH to feedback to the trustees from the teachers on how they see camp, what they propose, and what support they need from the Board around Camp at February Board Meeting.**

**4.4 2020 Strategy – review of next steps (All)**

NKB requests an update from DH and PS on progress made. One of the Teacher Only days in late January, time will be allocated to work on what they see the actions are going forward. Senior leadership team will consolidate after this time and deliver back to the board. NKB requests clarity to staff at this PD time, that their valuable input into this Board run process is appreciated, however final say sits with the Board.

DW talks around deliverables the board/school will be measured against. DW requests feedback from staff on how these goals will be quantified and measured, and how strategic priorities will be further captured.

**4.5 Renewable Energy Scheme update (DW)**

DW confirms 3 requests have been sent to Solar panel suppliers/installers. Power Tech and Solar King have replied. Power Tech is 41k investment. Solar King is 81k investment.

Sustainability Grant application needs to be in at the end of January. If submission makes Jan 2020 deadline, there is possibility of this being granted this year. If too many applicants, unsuccessful 2020 applicants get first priority 2021.

Discussion around current state of infrastructure i.e. Roofing able to handle solar panels.

MOE property rep Stacey confirmed school roofs are due to be replaced and there is budget to do so.

**Action Point: DH WITH URGENCY to clarify who the school Property Manager is. MOE or local school delegate. Need to get their approval signature. Contact details to DW from PS.**

**Resolution: The Board endorses a Renewable Energy Scheme application with the Solar King system.**

**Pass: DH**

**Seconded: DW**

#### 4.6 Update on Māori representation (IF)

Last week of last term IF met with Whaea Waratah about Co-Opting a delegate onto the BOT. IF confirmed to Waratah that the Board would like several potential delegates.

Waratah will bring this up at her first Hui this year. She will return with recommendations after the Hui scheduled for late February.

#### 4.7 Property Update (DA)

- 10 year property plan needs to progress. This was organised by Water Shed. Project manager needs to be appointed. Nick Bradley has been suggested. Nick was met with, contracts discussed.
- DA recommends Nick Bradley

**Resolution: The Board resolves to appoint Nick Bradley (working for Building and Property Management Services Ltd) as Property Project Manager for HPS, effective immediately upon signing of contract**

**Pass: DA**

**Seconded: CP**

- Review of Hazardous Materials onsite. A couple of compliance issues. Most have already been resolved. Some were signage issues. The other is the diesel tank for the boiler needs more signage.

**Action Point: DH to report in Feb with plan around resolution of these issues.**

- Drainage issue. This needs to be in the 10 year plan.

**Action Point: DH to give any and all details to DA**

**Action Point: DH to investigate with MOE contact (Stacey) around approval for playground.**

#### 4.8 Out of Zone process

Accepted all applications received. One more application has been received after the deadline. Board discussed process of running another ballot and the best timing for this

**Action: Defer decision around re-running the ballot to February when there is further clarity around current enrolments.**

#### 4.9 Board Meeting dates for 2020

NKB has circulated proposed dates to Board members.

NKB to send updated version with discussed changes applied.

### 5. Minutes of Previous Meeting

#### 5.1 Confirmation of previous minutes (All)

Cara requests change regarding contacting Northland school for feedback. Cara agreed to circulate media clip on this school's initiative. Minutes to be amended accordingly.

With that amend, the minutes were passed as a true and correct record.

Passed: NKB

Seconded: DW

#### 5.2 Matters arising from the minutes / Action Points updates (All)

**Resolve to invite PS to stay in-committee given her role as acting principal at end of 2020. She will be granted speaking rights if anyone has any questions relating to that time.**

8.34pm – short break

**6. In Committee (closed to public).**

**Motion** – At 8.42pm, NKB moved that the public be excluded from the following parts of the proceedings of this meeting. Seconded by DW.

Namely –

- **6.1 Confirmation of Previous minutes, to be handed out at meeting**
- **6.2 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 Meetings Act 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 in relation 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 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
Resignation of Nicola Keen-Biggelaar	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

The Board came out of In-Committee at 10.15pm

**7. Board elections**

**The Board resolves to accept NKB resignation as Board Chair**

**The Board resolves to pass a retraction of resignation of NKB as a Trustee**

**Pass: DA**

**Seconded: IF**

**Nominations of new Board Chairperson: DW**

**Pass: NKB**

**Seconded: IF**

Trustees: Unanimous Vote of the Current Trustees for DW to be Board Chairperson.

**Deputy Chair nominations:**

DA informs happy to stay on as Deputy. DW proposes NKB as this could aid transition

**Nomination by DA: NKB**

**Seconded: CP**

Board discussed communicating changes to officers to the school community. It was agreed that the teachers would be advised first and then the school community through the newsletter.

**8. Preparation of Next Meeting****9. Closing of Meeting – Karakia (10.25pm)**