Helensville Primary School Board of Trustees Meeting

16 May 2019 6:30pm

1. Opening of Meeting:
Meeting opened at 6.36pm with a karakia in the staffroom

1.1 Present: Deborah Heasman DH (Principal), Daniel Makin DM, Peter Edlington PE, Nicola Reynolds NR, David Munro DMun, John Olsen JO
In attendance Phil Sprigs PS, No Apologies

1.2 Welcome Visitors: David Allen, Israil Foreman, Regan Cunliffe

1.3 Declarations of Interest: There was no declaration of pecuniary, fiduciary or related party transactions from board members present.

1.4 Confirmation of Agenda: Confirmed

2. Strategic Discussion
2.1 Board Elections – Dan presented his perspectives and experience of being on the board to our visitors.
Understandings and positives
- COL development and approval
- Balance of Governance and Management – the board sets the what, the School Management team sets the how and the who.
- Developed relationships with the school leadership team and staff
- Strategic Planning – worked as board, with staff

Difficult areas
- Part of student disciplinary sub committee for a Suspension
- Very little money as part of a school – never enough to do everything you want to do

Some areas of Interest
- 30% of our school population are Maori
- Assessment procedures and reporting to the Board

Invite visitors to speak with Deborah or other members of board if have any questions in relation to roles and responsibilities of the board.

2.2 NZTA Governance Policies
DM – STA templates not fully completed so will defer to next meeting.

2.3 Progress Achievement Tests (PAT) Data (PS)
PS – PAT is a national test; most schools use this from year 4-8. Good for tracking against averages across country. This is a snapshot of one child on one day, one test on one day. To obtain a teachers Overall Teacher Judgement (OTJ) we would collate multiple data to see where they are tracking.
DMun – checked that this data is not private and suggested that the visitors have a copy to view.
PS – we identified last year that maths was an area of focus and have implemented a specific assessment tool in regard to Place Value.
3. Reports
3.1 Principal’s report
DH - Discussion held around Learner Map Conferences (LMC). From a staff prospective it was very successful, they got a huge amount of information and it is a good way to build relationship with student, parent and teacher. Generally all classes had most families attend. So far positive feedback, will get further feedback from community. In the revised reporting structure this will be held at the start of the year.

DM – Teachers Strike action on 29 May means we will close the school as we have no staff to supervise students.

DH – Thank you to Dan for leadership at Haranui Marae, staff appreciated it. Kapa Haka group going for overnight stay at Haranui Marae.

DMun – moved Principals report be accepted.
Seconded PE    Carried

3.2 Health and Safety
Notice has been sent home re measles in our community. No risk to our school. Phil slipped and broke her arm, while walking with a child to the office.

3.3 Property report
Property Update
DM – property meeting set with our MOE rep, to find out how we will move forward into our property strategy.
Fencing Application update
PS - met with occupational therapist today and they said yes we need it this however an application needs to be approved. If approved they will come back and we will need to do a fencing plan.
Drainage update
DH – minor works done during holidays – JO is seeing the drainage contractor tomorrow and needs to check with Claire as to what they have suggested.

3.4 Finance report
PE – We have broken even and are ok at the moment. Need to do more work on the reporting process.
DM – PE, DM, DH and Claire are going to do some work over next 3 weeks to show a clearer illustration of when funds go in and out etc.
PE – Xero will give ability to show clearer figures.

PE moved that the Finance reports for March and April be accepted.    Moved PE, seconded DMun
Carried

4. Scheduled reviews NA

5. Items for discussion
5.1 Correspondence (ALL)
STA publication
DH – Received Stephanie Greenhalgh’s application for Maternity Leave starting end of Term 2 returning beginning Term 1 2020. No replacement as yet, Contingency for Team leader position in place.

DH - Marie Adlam - parent – has been given use of our school hall and top courts for Pacifica event next year, now asking for use of classrooms, toilets. DH will talk to teachers re classroom use first before answering that.

Invitation to NZSTA AGM in Dunedin DMun – says conference valuable, incoming board could look at someone possibly going.

5.2 Co-option David Munro
DM – we co-opted David end of last year to deal with correspondence re complaints. The task is still not finalised as the Complainants refuse meet.
Motion to extend this co-opt agreement until task is completed.

DM Moved to extend the co-option of David Munro until the current task of dealing with the Complainants correspondence, official information requests and other items are resolved.
All in favour, passed

6. Minutes of Previous Meeting

6.1 Minutes of previous meeting dated 28th March 2019 passed as a true and correct record.
Moved: DH
Seconded PE, Carried

6.2 Matters arising from the minutes / Action points updates

7. In between BOT meeting motions/resolutions NA

8. Preparation of Next Meeting
Last meeting for this Board 13th June then 27th June will be a combined meeting with new and old board.

8.14pm into break

9. In Committee
The board went into committee at 8.35pm
The board came out of committee at 9.36pm

10. Closing of meeting with a karakia.
Meeting closed at 9.37pm

Signed: ................................................................. Chairperson
Date: .................................................................