Helensville Primary School

Board of Trustees Meeting

01 March 2018 6:30pm in the staffroom

1. Opening of Meeting:
Meeting opened at 6:34pm with a karakia

1.1 Present: Deborah Heasman DH (Principal), Daniel Makin DM, Peter Edlington PE, Mandy Duggan - Staff Trustee, Nicola Reynolds NR, Neil Hilton NH, Keren Anderson - minute taker

1.2 Apologies: John Olsen JO

1.3 Visitors: Andrea Clarke

1.4 Declarations of Interest: There was one declaration of pecuniary, fiduciary or related party transactions from board members present. See*

1.5 Confirmation of Agenda: Agenda confirmed. Two additions
  - ‘Quote from Parker Plumbing’
  - Co-opting a Maori representative.

1.6 Election of Board Chair and Deputy Chair
  Dan suspended normal meeting procedures at this point and asked Keren Anderson to run the election process.
  Keren called for nominations.

Neil Hilton nominated Dan Makin for Board Chair
Dan accepted
Seconded: Mandy Duggan
All in favour

Meeting handed back to Board Chair Dan Makin

Dan called for nominations for Deputy Chair
Deborah nominated Nicola Reynolds for Deputy Chair
Seconded: Peter Edlington
Nicola accepted
All in favour

2. In Committee
Prior to going into committee, the board discussed how to deal with the action points from ‘in committee’ minutes.
It was decided that Keren will email the applicable people the action point directly.
  The board went into committee at 7:06pm
  The board came out of committee at 7:24pm
3. Strategic Discussion

3.1 Presentation International Students - Andrea Clarke

Andrea talked to her report. Students are excited every time we have visitors in our school from Hong Kong.
Safety response tested during our last visit, where a child fell onto a fireplace. The situation was dealt with appropriately.
Andrea Clarke and Tracey Buchanan attended a training day today.
We are amongst 995 other school who are signatories to the code. Met around pastoral care when we have students in our school.
How do we know we are providing quality?

- When Andrea and Mandy visited Hong Kong, they heard first hand how great we are doing - clear evidence (this was independent from Dominic, our sponsor).

Some changes are ahead from our government's perspective - these changes are unknown. Andrea found out today that school's can not send international students home if behaviour is unacceptable. The contract prevents this from happening.
Trip to Hong Kong… seeing kids we had hosted, was a highlight of the trip,. Parents were happy with how confident they were when they came back from NZ.
Interest indicates that we have more bookings than we want.
Some schools even wanting to come for just a day.
Unfortunately we don’t have the homestays available for all the school's who want to come.
We have 3 bookings for this year.
2 are returning next year.
Still within Catholic Diocese.
Worthwhile for relationships.

14 students have shown interest in the trip to Hong Kong.
At this stage, one parent is interested in going.
Dates suggested, work for Hong Kong schools, heat, exams etc

Board questioned the chances for other students to travel who are less financially able. DH made the point."Let's just see how the first group goes."

Selling opportunities for our school.

Andrea acknowledged all the hard work that Mandy does for international visitors.

Thanks were given to Andrea and Mandy for all that went into making these things possible for our school and community.

3.2 Follow up from Strategic planning meeting including teaching staff contributions.

Dan shared about his meeting with the staff on the teacher only day, which went really well.
Deborah presented a draft Strategic Plan to the board.

‘National Standards’ We will still measure the students in this way until we have developed alternatives.

From a parent’s perspective, they would still like to know where their child sits.

Leadership days middle of March to look at more detail as to how we can move forward.
We will have a consultation with parents.

Writing moderation that was developed by Mandy Duggan and the Literacy team will be used to assess students.

Any decisions we need to approve as a board of mid year reports… Not Operational.

22nd March meeting to discuss the Strategic Plan further.
DH to send out draft document AP1079 DH
Ultimately we would like to set up goals and how we are going to measure them.

Investigate Moodle AP1080 KA

**3.3 Maori representative on the board of trustees**

Proposal is to look at co-opting a member for the remainder of this term cycle of board of trustees. Name has been presented and has been run past some staff members. Discussed whether, as a board, if this would be a good idea going forward.

All agreed to this proposal in principle.

Deborah moved that we look to co-opt a maori trustee for the remainder of this term cycle of the board of trustees.

Moved: DH
Seconded: NH
CARRIED

**4. Reports**

**4.1 Principal’s report**

- **Student Achievement and Curriculum**
  Information of what is occurring with National Standards.
  Professional learning with Nikki Urlich - Nikki is also coming to facilitate the information evening for new learning spaces.
  Applied for hours for Professional Learning. - Wait to see if the Ministry will provide any.
  Allocations confirmed in March.
  Correction to Principals Report - Footpaths is the theme for Term 1, Pathways is the 2018 Year theme.
Dan opened a discussion over the governance role of the board with regards to the National Standards data at the EOY 2017.
DH and MD to meet and discuss the findings from Dan and Deborah’s meetings.
Overall synopsis of the data and the highlights and the lowlights with the trends would be good to see.

- **Personnel**
  Courtney Valk and Nikita Riggans new staff - Shona has resigned. Nikita will take over from Term 2.
  Year 6/7 position re-advertised

**4.2 Health and Safety report**

  Suspected broken arm - wasn't broken
  Nothing more to report

**4.3 Property report**

  **Building update**
  Students are in. Contractors are due in tomorrow and the weekend for the groundwork. Sign off of the inside has been done. Lovely environment. From a governance perspective, everything has been put in place to ensure works are done.
  The board would like to acknowledge DH for her extra efforts around the struggle with the new buildings. DH to pass on thanks to staff.

  June - Ministry will have all the demographic reports done. They will look at our buildings in line with this. Classrooms won’t go, until this process has been done.

  **10YPP**
  John has spoken to two roofing contractors.
  One from Parker Plumbing (*Declaration: Dan disclosed that he knows Mr Parker)*
  We are waiting on the second quote from Northern Roofing
  Greg is prepared to wait until this process has been done. Dan to report back to Greg with an update. AP1081 DM

**4.4 Finance report**

  December draft report and variance form.
  December $534 actual compared to budgeted $51392 deficit.

  Area of variance report provided.
  Edtec will do the monthly reports
  Shobna will meet with Deborah and come up with the variances for every monthly report when she starts.

  Peter to set a finance meeting to convene AP1082 PE

Budget to be confirmed by email after the finance committee meeting. AP1083 PE
DM moved that the Finance report be accepted.  
Moved: DM  
CARRIED

9pm The board agreed to carry on with the meeting

5. Scheduled reviews  
No scheduled reviews.

6. Items for discussion

6.1 Correspondence (ALL) - see attached list
Nicola’s turn to read the Education Gazette and Tukutuku Korero  
Future publications of Tukutuku Korero will be sent home when they arrive to all board members.

7. Minutes of Previous Meeting

7.1 Minutes of previous meeting dated 30 November 2017 passed as a true and correct record with one amendment.  
Remove that Mandy was late.  
Moved: DM  
CARRIED

7.2 Matters arising from the minutes / Action points updates

- Acknowledge Kelly for the all the work she did during the holidays to oversee the setup of the new wifi.  
- Review the process of how the changing rooms are managed when swimming  
  AP1084 BOT  
- All board emails to be sent to the  @helensville.school.nz addresses.  
  botmembers@helensville.school.nz to be updated AP1085 KA  
- Facebook working well. Next step to give it more time before we allow commenting on posts. Agenda for future. AP1086DM  
- Discussion re AP1073 We need to make checks that workers on site have safety gear on. -MD to refer to AC. Mandy discussed with Andrea and it was said that the Principal and Claire are responsible for ensuring that workers on site are following all safety precautions. Put procedures in place to ensure all practicable steps are taken to ensure the safety of all workers on site. The potential exposure to schools under worksafe is dealing with external
contractors, that they comply with our policies and procedure and that their own safety precautions are followed.

9. In between BOT meeting motions/resolutions

10. Preparation of next meeting

*Board meeting dates for 2018*

- 22 March
- 10th May
- 14th June
- 2nd August
- 6th September
- 1st November
- 6th December

11. Closing of meeting. Next meeting proposed 22 March 2018

Meeting closed at 9:43pm

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

Date: ......................................................