Helensville Primary School

Board of Trustees Meeting

1st November 2018 6:30 pm in the staffroom

1. Opening of Meeting:
Meeting opened at 6:35 pm with a karakia

Introduction of visitors and Board, welcome David Munro.

1.1 Present: Deborah Heasman DH (Principal), Daniel Makin DM, Peter Edlington PE, Mandy Duggan MD - Staff Trustee, Nicola Reynolds NR, David Munro DCM

Apologies: Keren Anderson - minute taker, John Olsen JO

Visitors: Phil Spriggs, Heather Foreman, Stephanie Greenhalgh, Nikki Hill, Alana Mill

Presentation by Team Leaders. A guide to moderation and assessment
OTJ - Overall teacher judgement - based on very wide sources of material, not just assessment. Moderation - looking at samples across year groups to ensure we are all 'on the same page' making a year level or curriculum level judgement.

Discussion around reporting, using Seesaw, parent feedback

Team leaders left the meeting at 7:25 pm

4-minute break

Discussed we have not co-opted a Maori rep - Dan to follow up with this AP1115

1.2 Declarations of Interest: There were no declarations of pecuniary, fiduciary or related party transactions from board members present.

1.3 Confirmation of Agenda: Agenda confirmed.

2. Strategic Discussion

2.1 Leadership Team presentation and dialogue
As above
DM proposed to write them an email thanking them - AP1116 DM
3. Reports

3.1 Principal’s report
Amended version tabled - due to an error in a name (should be George Pilkington, not Tom)
Vacancies almost full - One vacancy to go
Phil and Tony - attended a ‘Height’s safety course’. This gives them more knowledge of safely. Still have a gap with items such as roof maintenance.
DH to clarify what the course allows them to do (ie clean gutters) AP1117 DH and CC to clarify
Looked at roll number comparison from last year. This is a reflection that the zoning is now coming into effect and working as the MOE had intended.
DH to look how many out of zone enrolments are leaving. AP1118
Discussion over staffing and numbers.

Deborah moved that her principal’s report is accepted.

Moved: DH
Seconded: DM
CARRIED

3.2 Health and Safety report
Nothing to report.
Discussed new use of eTap system - recording behavioural incidences - note: how will we record teachers involved in a collective manner?

3.3 Property report

- 10YPP update
- Booklet shown briefly - 5YA
- AP1119 Keren to scan and send to all members
- Were expecting Demographic before meeting - but has not arrived. AP1120 DM to follow up with the ministry

3.4 Finance report

- September Report and Analysis of Variance
- Kelly continuing the plan to continue spending the money for computer equipment and infrastructure
- Budgets are closed. We would like to spend all allocated curriculum funds - Deborah to follow up - AP1121
- Consumables - budget increased - the teachers thank you and appreciate it.

Moved: DM
Seconded: NR
CARRIED
4. Scheduled reviews

4.1 2010/11 Class Release Time
Deborah moved that the policy 2010/11 Class Release Time be reviewed without amendment. To be reviewed again in October 2020

Moved: DH
Seconded: NR
CARRIED

External provider - Ingrid from Knowledge Works will continue the review of all policies, meeting with DM, DH and Phil Spriggs.

5. Items for Discussion

5.1 Correspondence - refer to correspondence list on Board team drive
Tukutuku Korero for all Board Members
Letter re Bible schools -
Draft guidelines for religious instruction
DH to write back to letter writer - re Board review after MOE guideline consultation is completed and reported back to schools AP1122
Board to discuss at a later date - look at our obligations, review based on this information AP1123

5.2 Sports Uniform
Need a process for purchase and wear.
At this stage not replacing uniform
The proposal, we are supporting this in principle, giving the option to add to the uniform, clearly not replacing uniform, but we need to have a few more details
Nicole - how many needed for team rep stock
Sizing and how it will be managed - plan for future
Move forward on this basis - that we have more information.

5.3 Strike Action
Still not confirmed, Monday 12th November.
Proposed - School closed for instruction.
Parents will be notified so they are aware.

Moved: PE
Seconded: NR
CARRIED

5.4 Budget
An update of the progress of building the 2019 budget
Claire completed the first draft of the budget
6. Minutes of the Previous Meeting

6.1 Minutes of the previous meeting dated 6 Sept 2018 passed as a true and correct record.

Moved: DM
CARRIED

6.2 Matters arising from the minutes / Action points updates

AP1114 - DH has talked to Heather re swimming, but not the parent - DH to do this before swimming starts. AP1124

AP1125 KA - date stamp the footer so action points are dated when added to minutes- this way we know what is current at this date. (DM dated and signed these)

Phil Spriggs left the meeting at 9:01 pm

7. In Committee (need to add attendees to in committee meeting)

The board went into committee at 9:03 pm

The board came out of committee at 10:08 pm

8. In between BOT meeting motions/resolutions

Approved 10YPP - and now only need to sign
E-resolution - to co-opt a member
E-resolution to co-opt David Munro (DCM)

9. Preparation of next meeting

DH to put into newsletter adding a new board member and the resignation of one
AP1126

10. Meeting closed with a karakia.
Next meeting proposed Thursday 13th December 2018

Meeting closed at 10:15 pm

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

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