Helensville Primary School

Board of Trustees Meeting

10 May 2018 6:30pm in the staffroom

1. Opening of Meeting:
Meeting opened at 6:37pm 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 apologies for lateness, John Olsen JO apologies for lateness, Keren Anderson - minute taker

Apologies: NH apologies for lateness, JO apologies for lateness

Visitors: Regan Cunliffe Welcomed to the meeting (no speaking rights).

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.

Apologies for lateness of pack from Dan.

2. Strategic Discussion

2.1 Follow up from Strategic planning meeting.

DH has gone back to Mere Snowden from the Ministry to talk through our ideas and where we are at. Mere is comfortable that the whole formal document is not completed. She wants our student achievement areas, which is part of what DH has discussed with her. Where to from here… Setting another time to follow up, after DH has gone through, with Mere, our current draft and how she sees the structure and in a way we would like it to look. DH has not met with Senior Leadership Group after the board time together.

3. Reports

3.1 Principal’s report

Goal setting dates - appointment booking system open. Tuesday is a whole day, Wednesday is in the afternoon until 5:30pm.

Mandy took a great staff meeting looking at “Teaching as Inquiry” which is a CoL focus and one of our main achievement areas. The whole of the CoL will look at what we do individually as teachers, and inquiries that we may have into our practice, a hunch we may have about a group of children, or a process that we have in our school to do with teaching and learning. This is all in relation to improve student
achievement. The model of a “Spiral of Inquiry” is a process that is well recognised in education and links back to our curriculum document. In the past, we have looked at the whole school goal and teachers have taken as aspect of the goal to work with. We will have a mini-inquiry this term. As a CoL we will look at the bigger picture together.

Mandy's role as an in school support person is to be a role model, to encourage and support staff.

There have been four camps since the last board meeting. DH acknowledged the staff, parents and students. To acknowledge the staff, a letter will be sent from the board thanking them for all their time, organisation and contributions. AP1087

**Professional Learning**

PLD application that was presented at the last board meeting was accepted.

250 funded hours to support our professional learning for 2018/19. (Around collaborative learning processes, digital technologies and the digital curriculum that will come in 2020)

MD and DH met with the facilitators and worked out dates, meetings.

If we want extra time with Nikki Urlich or Steve Voisey, we would look at how we fund that out of the budget.

CoL have received funding for PLD from the ministry also.

The team of leaders will look at what facilitators will come and talk to all schools within the COL.

15 hours for MD to use for herself for her own inquiry - (Nikki Urlich).

Board invited to the CoL launch date on 25 May from 3.00pm

Applications have been received for DP position.

Generic job description put online as part of the application process.

A more formalised job description will be negotiated with the successful applicant.

Applications close on 1 June and a formal process will be developed to complete this task.

Gift for Andrea from a board perspective. Board to think about what the board may like to contribute and get back to DH.

MD thanked NR for coming to the powhiri for Andrea at Kaukapakapa School.

**Community**

Home and School are now officially called PATHS. First meeting was this week on Tuesday. Draft overview for the year. Lots of great things coming up this year for the children and fundraising.

Working bee Sunday 20th 10.00am - 2.00pm
DH acknowledged Kim Godek for all the hard work she and her team of helpers have put in, and made general mentions of activities that will happen on the day.

**Compliance and Legislation**

Asbestos report put in place in schools - Ministry sent out information in the Bulletin. Legislation needs to be in place. If there is a possibility of asbestos in the school, you need to put a specific plan in place. Watershed (10YPP) have offered this service.

Needs to be done soon.

No reason to believe there is any exposure - we will follow the guidance from the ministry at this point.

One stand-down since last meeting.

Reinstate Friday Principals weekly blurb for the board. (Now on a Monday)

DH moved that the principals report is accepted

**3.2 Health and Safety report**

Mandy reported one broken arm on the register - Incident on the way to camp (fell off playground, when stopped for a break). Assessed by doctor on site then sent to A&E. A&E didn't think it was broken, so put in a cast as a precaution and child carried on happily at camp.

DM brought up the Health and Safety aspect of recording possible incidents or risks, where a child hurts a teacher or teacher/aide. Decision was made to keep recording such things on the behaviour register.

Working Bee - Health and Safety will be at regarded as at own risk for those onsite for the working bee. DH to talk to Kim Godek AP1088

**3.3 Property report**

Greg Irvine (property person at ministry) was meant to attend, however this has been deferred to next meeting due to other items.

DM met with John after last meeting for roofing - Collation of quotes. Discussed whether we challenge the report as prepared. Deferred to next meeting.
Fan on Hall Roof flew off during the last storm. Insurance claim needs to be over $2000. DH will add costing for storm damage to next report. AP1089

3.4 Finance report

- **Edtec proposed weekly contract**
  CC has been in hospital and has therefore been a hold up with reports.

March reports tabled. DH talked to it briefly. Copy given to board and passing of accounts will be deferred to next meeting.

- **XERO**

Claire has sent out a proposal to finance board members on how we manage the change over to Xero.

Discussed the training and how this will be managed.

Training needs managing. DH to call on PE if she needs help with this.

Reason for going to Xero; Current reporting is limited.

Under the current system we can’t use excel effectively and is not so user friendly.

XERO will be enable us to create a more workable document.

Thanks to PE.

After training - will follow up the on-going assistance available - Clarity needed around this. AP1090

DM moved that the finance report be accepted. Moved: DM CARRIED

4. Scheduled reviews - deferred to next meeting
   4.1 Privacy Policy
   4.2 Complaints Policy

5. Correspondence (ALL)
Reminder that the Gazette and NZSTA gets sent out to Trustees when they arrive, to report back to Board members.

6. Minutes of Previous Meeting

6.1 Minutes of previous meeting dated 1 March 2018 passed as a true and correct record with amendment to:

- 7.2 Point 5. DH felt another action point needed to be made. (regarding safety of workers and visitors on site- Lanyards)
- Amend minutes to read when going into committee statement

   Moved: MD
   Seconded: NR
   CARRIED

6.2 Matters arising from the minutes / Action points updates

Anyone who comes in to visit, to be sent to office for signing in.
Make lanyards for anyone else on site for Health and Safety. AP1091
Keren to let the board know when the minutes are ready for viewing. AP1092
School board emails addresses to be used.

7. In between BOT meeting motions/resolutions

Passing of the budget - Budget 22 March 2018

Peter proposed that the budget as draft number 9 be accepted.

   Moved PE
   Seconded DM
   CARRIED

Motion: That the public be excluded from the following part of the proceedings of this meeting namely Agenda 7. The grounds are that the matter is to discuss an item, and the reason is to protect the privacy of the individual (s). This motion is proposed to comply with Section 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public.

Visitor: Regan Cunliffe left the meeting at 7:33pm

8. DM would like to have an exit interview with AC. The board agree it's a good idea if we made it happen. Possible date: Wednesday 23rd May 2018.
Discussed how this would be communicated back to the board?

The board stopped for a break while waiting for NH and JO to arrive.

John Olsen arrived 7:45pm
Neil Hilton arrived 8:05pm

9. In Committee

The board went into committee at 7:56pm
The board came out of committee at 10:00pm

10. Closing of meeting with a Karakia. Next meeting proposed 14th June 2018

Meeting closed at 10:02pm

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

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