Helensville Primary School

Board of Trustees Meeting

14 June 2018 6:30pm in the staffroom

1. Opening of Meeting:
Meeting opened at 6:39pm with a karakia

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

   Apologies: Neil Hilton NH

   Visitors: Nicole Stokes, Regan Cunliffe, Eli Cunliffe - all welcomed by DM

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 Nicole Stokes presentation to board in her role as Sports and PE Lead

      - See attached presentation

   Items covered:

   Code of conduct
   Kiwisport - providing opportunities for students who don’t have access to sport
      - Futsal
   All classes given 4 lessons, PD for staff. HPS face of the new 5+ campaign
      - Gymnastic
   Term 1 recap
      - swimming
      - cricket
      - summer sports
   Term 2 recap
      - Futsal
      - Kaipara Triathlon
      - Rippa Rugby
      - NW Soccer
   Upcoming events for Terms 3 & 4
   The AIMS games
   The way forward…
DM asked if Nicole is happy with the coverage of sport that we provide for our students?
   - She is, with the inclusion of futsal.

JO asked if there was any other resources that would help her role.
   - Nicole talked how turfing our field would make a huge difference for students.
   - Top court back and resurfaced.

Nicole left the meeting at 7:09pm

MD to acknowledge thanks of behalf of the board AP1093

3. Reports
   3.1 Principal’s report

See attached

Paid union meeting on 22nd June 2018.
DH to contact community asking if they are able to pick their children up early. Look at how we manage this. PE questioned children walking home...this will only happen if they have permission.

Requests from community for a school beanie. Uniform is a board decision. There were beanies for AIMS, could this be added as a uniform item?

The board to give it some thought. Discuss at a later time.

Add to agenda for next meeting, to discuss school uniform in general and community consultation on uniform.

Budgeted for a trailer. NR emailed to possibly consider whether we needed breaking on it. Tony’s vehicle is fine to tow without breaking.
NR to obtain another quote from Doug Painton Mitre 10 contact. AP1094

Board discussed storage for long term, warrants, registration etc.

Up to $2600 approved in principle.

Deborah moved that her principal’s report be accepted.

Moved: DH
Seconded: PE
CARRIED
3.2 Health and Safety report

Nothing to report.

Recording to be reviewed. There is currently a dual recording system, this needs to be tidied up. Tracey Buchanan to do this. AP1095

3.3 Property report

**Roofing report and 10YPP update**

Delayed in completing the roofing report for our reply to the 10YPP due to other priorities.

The board have submitted the report that DM and JO drafted on the back of the reports from the consultancy we had done, and issued it to the ministry and they are closing the loop with Watershed. Still a little bit of a gap with completing it with Watershed i.e. maintenance schedule needs to be given to us.

Greg Irvine, attendance to last meeting was deferred. He will be invited back to another meeting to explain how property works and the review process.

Review process was to happen at the end of June.

3.4 Finance report

- **2017 Financial Statement and supporting documentation**

- **March, April and May reports**

  PE reported to board. PE has reviewed the May year to date reports. We are in line with budget, with the odd exception - like Insurance - spent more than our year’s budget - yet not noted on variance for some reason.

  Great process of having a monthly meeting with Shobna.

  Once Xero is in place we will work out how capital expenditure and income vs expenditure is reported.

  Reformat reporting will happen.

  Teacher Aides to be reviewed. PE offered to be involved.

  Items of unscheduled expenditure to be taken into account.

  May presented out of the old system. June should be presented out of Xero.

  DH to clarify with Claire. AP1096

  Claire is training for Xero on the 21st June. They didn’t seem to think that anyone else needed to have training.
PE keen to tag along if training included.
Board agree.
AP1097 PE to touch base with Claire regarding training.

PE moved that the March, April and May accounts be accepted:
Moved: PE
Seconded: DH
CARRIED

PE moved that the End of Year Financials for 2017 be accepted.
Moved: PE
Seconded: JO
CARRIED

4. Scheduled reviews
   4.1 Privacy Policy 2010/17

   This policy is for how we store and retrieve information. DH has looked through the principles areas of the Privacy Act and we are in compliance with all of those areas.

   *Point 6 - remove capitals in The Principal
   Principle 9 - tab the word necessary
   AP1098 KA to amend policies*

   4.2 Complaints Policy 2010/07

   *No amendments*

   MD moved that the above policies be passed with the above amendments to 2010/17 and without change to policy 2010/07, both to be reviewed again in June 2020.

   Moved: MD
   Seconded: PE
   CARRIED

4.3 Discussion re Child Protection Policy implementation

Through another piece of work that the board are engaged in, it has been brought to our attention that we do not comply with legislation with regard to a Child Protection Policy. We would like to acknowledge the input from Mr Cunliffe regarding the absence of a child protection policy.
Board have been in contact with NZSTA and they have provided a template.
Best practice: Engagement with the community and other elements of this.

DM proposed we make a sub-committee of the board to create a CPP policy.

In a scan of other schools it would appear that to the same degree that we are non-compliant a number of other schools that are also non-compliant. The majority of elements covered under the CPP are covered in other policies we have. We now understand that we need a separate CPP and will work to put this in place.

Sub-committee

Nicola Reynolds
Peter Edlington
Neil Hilton to be asked.

AP1099 DM to share information with sub-committee.

Through the work we are doing with NZSTA it has been recommended that we look to review all our policies and procedures. NZSTA have offered to supply us with an external expert to go through the reviews with us. NZSTA will pay for an outside source to help us with this.

A lot of other schools are using School Docs - a digital version of policy templates.

Board members present agree unanimously to get help from NZSTA with reviewing all our policies and procedures.

5. Correspondence (ALL)

5.1 Correspondence in and out

See correspondence list.

Letter from Marie Adlam deferred.
Nicola to email some interesting information from the Gazette. AP1100

6. Minutes of Previous Meeting

6.1 Minutes of previous meeting dated 10 May 2018 passed as a true and correct record.

Moved: DH
Seconded: PE
CARRIED

Board to be given a link to the minutes when board packs are sent out.
6.2 Matters arising from the minutes / Action points updates

Action points updated.

Prior to moving in committee, proposal from the board to engage an external provider to look at mediation with regards to complainant Mr Cunliffe. DM asked Mr Cunliffe if he would be interested in engaging with an external moderator under a structured format. Mr Cunliffe agreed.

**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 and Eli Cunliffe left the meeting at 8:04pm.

7. **In Committee**

   The board went into committee at 8:10pm
   The board came out of committee at 9:54pm

8. **In between BOT meeting motions/resolutions**
   N/A

9. **Preparation of next meeting**
   Discussed date

10. **Closing of meeting with a Karakia. Next meeting proposed Wednesday 25th July**

   Meeting closed at 10:05pm

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

   **Date:** .................................................................