Helensville Primary School

Board of Trustees Meeting

25 July 2018 (Wednesday) 6:30 pm in the staffroom

1. Opening of Meeting:
Meeting opened at 6:35pm 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, Neil Hilton NH, Keren Anderson - minute taker (arriving late)

Apologies: none

Visitors: Bronwyn Conlogue, Kate, Alice, Bella, Dannielle, Leanne, Gabrielle, Jade, Rosie and Tracey. (Sustainability students and whanau)

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. BOT agreed to add a CPP discussion element to the agenda

2. Strategic Discussion

2.1 Bronwyn Conlogue presentation to the board in her role as Sustainability Lead

Link for presentation: https://www.thinglink.com/scene/1077862898987958275.

Items covered:
Sustainability Initiatives:
Term 1 - Litterless lunch
Term 2 - Design an outdoor classroom. Recycle paper bins - classes count total bins of paper - “Paper for trees”
More classes catching on
Sea creatures painted beside storm water drains
Drama for whole school - The turtle and the plastic bag - Kate ‘helped the juniors understand what the effect of plastic has on environment’. Connected to what happening in world.
What next: Term 3 - Bokashi bins in all classes - all taking more responsibility for their own waste. The team want to remove all bins around school - replace with colour coded bins - recycle, landfill etc.

Bronwyn and students left the meeting at 6:57pm
3. Reports

3.1 Principal's report

Union meeting - teachers to vote whether whole day or 3 hour strike.
Beanie - discussion deferred from last meeting
Beanie will be ok to be worn this year, preferably blue. Look at saying that summer hats are preferably blue too.
Uniform review to happen at some stage.

July roll return - 501 students. Uploaded to MOE site on time and in compliance with the regulations.

**Data report to the board**

DH - to send out to all BOT information on The NZ Curriculum to read AP1101

Data shows some good levels in Year 3, areas to develop in Year 5.
Discussed reasons why some drops in specific year groups.
Look at adding Well below and Below from previous years to see if similar to this year (as teachers we did not just add the belows and well below and put them towards - the below children were looked at to where best they were fit).

Year 5 data - investigate what the changes are

Focus area - place value
Look at comparative in Term 4.

CoL meeting - Principals group did not answer the questions in regard to report format that Deborah wanted to be able to discuss at this meeting.

John wants to know how we can present data to parents. Can we add to communication through website or newsletter - what our data says?

**PAT - snapshot**

Dan asked why we still reported Year 1 & 2 as ‘below’ working towards - as this was always a point that was not liked from National Standards. Format agreed with CoL.

Deborah moved that her principal's report be accepted.

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

Nothing to report. Discussed approach with Tracey (as per action points), but no changes as of yet.

3.3 Property report

Roofing report and 10YPP update

Need to firm up 10YPP
DM to follow up with David at Watershed and Greg at MOE re 10YPP AP1081

Trailer - going ahead

Keren arrived at 8pm

3.4 Finance report

Discussed variances
Property expenses underspent from a budget point of view.
Cleaning underspent
DH to check with Claire regarding cleaning expenses; is it timing or are we saving money? AP1102

There are some unbudgeted costs included in the variances.

Capital expenditure $24k furniture and fittings will be spent
Computer spending ongoing and within budget
Teachers knowledge of budgets is open and they are all aware of the figures.

AP1103 XERO: DH to meet with Claire/Shobna to discuss the change to how the reporting looks as a document for us.

PE moved that the June accounts be accepted:

Moved: PE
Seconded: DH
CARRIED

4. Scheduled reviews

AP1104 DM to follow up with STA for templates and person to help review. STA will be paying this.

4.1 2010/01 Curriculum delivery
DM moved the above policy is reviewed without amendment, to be reviewed again in August 2020

4.2 Prevention and Reporting of Child Abuse

Amendment to Point 5, add the following text:


The board had a good discussion on our obligations as a board for protecting our students. DM moved the above policy is reviewed with above amendment, to be reviewed again in August 2019.

Moved: MD CARRIED

4.3 Discussion re Child Protection Policy implementation

DM proposed we form a sub committee then implement the NZSTA CPP template for a CPP, for a period of 3 months. This will enable us to do a full review, with the help of NZSTA, of all our policies and procedures. Suggested by NZSTA that we consult with the community for them to make comments and/or recommendations on our proposed template of our CPP.

AP1105 DM to confirm the draft policy to be sent out by email to BOT

5. Correspondence (ALL)
5.1 Correspondence in and out

Discussed the way we deal with correspondence

See correspondence list.

AP1106 DM to update correspondence list.

6. Minutes of Previous Meeting

6.1 Minutes of previous meeting dated 14 June 2018 passed as a true and correct record.

Moved: PE
Seconded: MD 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.

7. In Committee

The board went into committee at 8:53pm
The board came out of committee at 9:21pm

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

9. Preparation of next meeting

10. Closing of meeting with a Karakia. Next meeting proposed 6th September 2018 @6:30pm

Meeting closed at 9:24pm

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

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