Helensville Primary School

Board of Trustees Meeting Minutes

Date 28th March 2019 6:30pm in the staffroom

1. Opening of Meeting:
Meeting opened at 6.30 pm with a karakia

1.1 Present: Deborah Heasman DH (Principal), Daniel Makin DM, Peter Edlington PE, Nicola Reynolds NR, John Olsen JO, David Munroe (DMun)
Phil Spriggs (minutes)

Apologies: JO late

Visitors: Sharon Gladwell, Regan Cunliffe

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 change: The draft agenda noted financials if available. These were not available in time.
Principal's report changed to reflect this. Tabled.
Confirmation of agenda as updated.

2. Strategic Discussion

2.1 NZSTA Governance Policies
Further review of policies following the meeting with Ingrid (STA) to decide whether they fit with our Policy structure and current practice. They form Part B of the NZSTA Framework.

1. Board roles and responsibilities. This policy sets the overarching expectations.

DM is going to a meeting on succession planning. There is a lot of information coming in.

JO arrived 6:37 pm

Point 1.2 -add - by the first board meeting of the year
Delete point 3 then re-number the following points

2. We need to have this as a policy. Currently, we have as a document to support.
   Point 4 - consider this wording and how we support the statement
3. Point 3 - add 'no separate additional payments'
   Add school name
4. We need to set up a register if we endorse this policy.
   Paragraph 4 - take out student trustee.
Board agreed to extend the time for discussion of the policies.

5. Point 1 - ‘and’ instead of ‘except’
   Point 7 - The board chair is responsible for ensuring that the board agenda ...
6. and 7.
   Take out 7 (leave the rest). Take out the word student all the way through, leave staff.
8. No changes
9. We already have a statement in this regard. Most points are in our current policy.
   Time is needed to go back and make a comparison with our policy and bring this back to our next meeting if changes are required.

Recommend 1-8 and consider 9

Policy 1 should be our first policy. The others could slot around our current policies.
To discuss again.

Action Point: Put this policy into the HPS format and re-present for approval. DH

Consider staggering the review dates so they are not all due at once.

3. Reports

3.1 Principal's report
Shobna our Financial advisor will meet with us in regard to the finance reports. They only arrived at school today.
Point of clarity - the support for Tony was in regard to replacing Phil Whitehead. This does not mean that Tony is leaving.

Moved DH
Seconded PE
Carried

3.2 Health and Safety report
DH has checked with STA about whether the H and S person needs to be re-elected. The advice given was that if the person in the role is comfortable to stay there then an election is not needed. Tracey Buchanan is staying in the role. She has had training and may do a refresher.

Action Point: DH to check back with Tracey

3.3 Property report
We believe the 'Demand Analysis' has been completed. We are yet to receive it at school. DM has put in a call to the MoE.
Our previous property person agreed that there was no point in moving forward with the 5YA/10YA until this was received.
Our MOE property person has not been advised as yet.

Action Point: DM to contact MOE to discuss
Fencing. We have been made aware that we can apply to have the school fully fenced to support a safety plan for specific students. This comes from a separate funding pool and would not affect our 10YP / 5YA. It would give the school a fresh look. Gates would be left open after hours for community access.

**Motion:** That HPS make an application for a whole school fencing project.  
Moved DH  
Seconded DMun  
Carried

**Action Point:** DH to facilitate application.

Drainage. We have repeated drainage issues. The drains are blocked and in danger of undermining the foundations of a classroom block. A quote has been received. The work is to be done in the holidays. There is an ‘unknown connection’ - so we are unsure how it is going to play out. We may need to go back to the MoE in regard to our 5YA/10YP.

**Motion:** Resolution to approach the MoE for permission to look at rectifying the drainage issue under the 5YA arrangement  
Moved DH  
Seconded JO  
Carried

**Action Point:** JO to ask drainage contractor if he has built in contingencies for the unknown.

There is a pool of water at the back of the library, water is running down. Tony can’t tell where it is coming from. A plumber has not looked at it yet. We may need a resolution between meetings.

3.4 Finance report

The January and February reports arrived today. They were not able to be reviewed for this meeting. The December financials will be included in the Annual Audit. At the last meeting, we discussed the 2019 budget but did not pass a resolution to accept it.

**Motion:** The board resolves to adopt the budget as presented at the February meeting  
Moved PE  
Seconded DMun  
Carried

4. Scheduled reviews

4.1 Physical Restraint Policy

The staff have training on April 15th - Understanding Behaviour Responding Safely. After that, we can look at the delegations and the name of the policy.

We will adopt this policy now and come back to the delegations if needed. Add the statement about reporting that is in the scoping section.

**Motion:** The board approves the policy subject to the reporting comment being added  
Moved PE  
Seconded JO  
Carried
4.2 Child Protection Policy
The related school documentation has been added
Motion: To accept the policy

5. Items for discussion

5.1 Correspondence - in and out (ALL)
STA News and Education Gazette
No further general correspondence

5.2 PATHS Playground Applications approval
The auditor stated that the BoT had to retain the now defunct Home and School (now PATHS), money in our accounts. As we hold these funds on behalf of this group we need to approve any applications that draw on this money.
The plans/ideas for the playground were once again taken back to the students and staff. The final 4 designs in relation to this consultation were tabled.
Motion: That the board approves the sum asked for in the grant application made by PATHS to Pub Charity Limited, Four Winds Foundation and Grassroots Trust.

There are options for the playground to happen in a piecemeal fashion however PATHS are reasonably confident that the grants will go through.

5.3 2019 Board Elections and appointment of returning officer
A lot of material is coming through from STA.
We need to set our election date and appoint a returning officer by May 1.
The suggested election date is June 7. It is helpful to be the same as other schools.

Motion: to set the election date as June 7 and seek to appoint Felicity Smith as we have in the past

We will be re-electing the whole board not staggering elections as considered in the February meeting.

Action point: DM to engage Felicity if acceptable.

5.4 Board Communications to school community
We need to communicate the election date to the school community with a specific communication from the board.

Action point: NR to write a letter to send to community.
6. Minutes of Previous Meeting

6.1 confirmation of previous minutes
Amendment by DMun in regards to recording meetings. Amendment stated - As he finished Regan Cunliffe arrived. DMun sought the same reassurance that no recording would take place. Mr Cunliffe did not give that reassurance.

Minutes of the previous meeting dated 21 February passed as a true and correct record with one amendment.  

Moved DMun  
Seconded PE  
Carried

6.2 Matters arising from the minutes / Action points updates
As recorded in Action Point sheet.

7. In between BOT meeting motions/resolutions

7.1 2019 Charter approval
Confirmed that the Charter was approved between meetings.  
Resolved to adopt the Charter as circulated. This was agreed to by email.

8. Preparation of next meeting

Confirmed next meeting date.

Visitors left at 8:07pm with a short break then taken by board members.

9. In Committee
The board went into committee at 8.22 pm  
The board came out of committee at 9.15pm

10. Closing of meeting with Karakia

Signed:  ……………………………………………… Chairperson

Date:  ………………………………………