Helensville Primary School

Board of Trustees Meeting

6th September 2018 6:30 pm in the staffroom

1. Opening of Meeting:
Meeting opened at 6:33 pm 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 arriving late, Keren Anderson - minute taker

Apologies: none

Visitors: Phil Spriggs

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 New Deputy Principal, Phil Spriggs welcomed to the board meeting.

Phil introduced herself and gave a brief background to the board.

Would like to come to board meetings, to be involved.

There have been lots of positives from the staff members.

Phil left the meeting at 6:51 pm

The board extends an open invitation for Phil to attend board meetings.

AP1107 DM to invite Phil to attend board meetings.

3. Reports

3.1 Principal’s report

Te Po Arohia Ake evening was a huge success and a very special occasion.

AP1108 Board to acknowledge Waratah for the exceptional work she has done. KA to organise a card from the board.
Wellington Pauline Cleaver was a great speaker at the Wellington conference. It was interesting hearing her thoughts regarding the situation now that National Standards have gone.

DH spoke regarding staffing for our new entrant class and exiting staff.

DH proposed that maternity leave for Lindsay Howie be accepted.

Moved: DH
Seconded: PE
CARRIED

John questioned the disruption to the community, should the teachers go on strike again.

Deborah gave a GoFund (PATHS) briefing. This is a company that does all the applications for us, for funding. Costs money, but the lady they have, has a high success rate. This expense would come from PATHS existing funds.

Deborah moved that her principal's report is accepted.

Moved: DH
Seconded: JO
CARRIED

3.2 Health and Safety report

Nothing to report.

3.3 Property report

10YPP update

DM gave an update on the 10YPP and will share a copy with the board. AP1109 DM

Project summary (Page 7). See report.

Talked about opening up Room 13 space. Will need to look at the design and make sure that the PE storage area isn’t compromised.

DM to check if there is a sign off date for the 10YPP AP1110 DM

Classes on the top court will not be moved until the demographic study is completed.
New build flashings weren’t fixed to the building properly. Therefore some of the flashings were blown off in the last wind. 

We have been given the funds for the drop-down wind barriers to the west side of the new builds. Up to us to make this happen

AP1111 DH to follow up

3.4 Finance report

Peter had a look at all the July accounts. New format is an improvement.
Still a few things to improve. Peter to meet with Claire to discuss and get a copy with excel included.

AP1112 PE

Budget tracking well.

DH to check with Claire regarding covering teachers for the Hong Kong trip.

AP1113 DH

Regarding the remainder of the International funds...MD asked what we would be spending the money on. Leadership decision.

Furniture budget not spent yet.

PE moved that the July accounts be accepted:

Moved: PE
Seconded: NR
CARRIED

Neil arrived at 7:45 pm

4. Scheduled reviews

DM has spoken with STA regarding their proposed support with policies. Could be 2 x 3-hour workshop sessions provided by NZSTA. A suggestion was made by Deborah, that staff have some input.

The STA person will look at all our policies first and provide some feedback before any changes are made.

Child Protection Policy: At the last board meeting it was agreed to put a CPP in place temporarily(3 months), using the NZSTA template.

Letter going out to community stating that we have a temporary CPP in place and seeking feedback from the community if they would like to input towards it. A copy of the NZSTA template will be made available on the school website.
4.1 2010/04 Staff Performance Management

3. Add the wording …Code of professional responsibility and standards for the teaching profession

DM moved that policy 2010/04 Staff Performance Management is reviewed with the above amendment. To be reviewed again in Sept 2020

4.2 2010/14 Protected Disclosure

DM moved that policy 2010/14 Protected Disclosure is reviewed without change. To be reviewed again in Sept 2020

4.3 2010/15 Property Management

Point 3. Correct spelling ‘programme’

DM moved that policy 2010/15 Property Management is reviewed with the above amendment. To be reviewed again in Sept 2020

Moved: DM
CARRIED

5. Items for Discussion

5.1 Date for December meeting

The previously set date for December 6th falls on the same date as teacher graduation dinner.

New date: Tuesday 11th December

5.2 Correspondence - refer to correspondence list on Board team drive

6. Minutes of the Previous Meeting

6.1 Minutes of the previous meeting dated 25 July 2018 passed as a true and correct record.

Moved: DH
Seconded: NR
CARRIED
6.2 Matters arising from the minutes / Action points updates

Kowhai team swimming in Term 4. Deborah to write a letter to parent (MA) saying that the board has considered her points, consulted with the pools, and can't find a practical solution. Offer to change the child in whanau room.

AP1114 DH

7. In Committee

The board went into committee at 8:10 pm
Mandy left the meeting @ 9:42 pm
The board came out of committee at 9:44 pm

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

9. Preparation of next meeting
N/A

10. Meeting closed with a karakia. Next meeting proposed 1st November 2018 @6:30 pm (Keren unable to attend)

Meeting closed at 9:45 pm

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

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