Helensville Primary School

Board of Trustees Meeting

Date 21 February 2019 @ 6:30pm in the staffroom

1. Opening of Meeting:
Meeting opened at 6.32pm 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)

1.2 Apologies: None

1.3 Visitors: Phil Spriggs (minutes), Ingrid van Rijn (Knowledge Partners), Aaron Game, Sarah Collins, Sharon Gladwell, Erin McDonald, Regan Cunliffe

DMun introduced himself to the visitors. He said that he understood that the last meeting may have been recorded and that this was not appropriate. It is a breach of board members privacy if they have not agreed to it. He asked for reassurance that no recording would take place. As he finished Regan Cunliffe arrived. DMun sought the same reassurance that no recording would take place. Mr Cunliffe did give that reassurance.

1.4 Declarations of Interest: There was no declaration of pecuniary, fiduciary or related party transactions from board members present.

1.5 Confirmation of Agenda: No items for update. Agenda confirmed.
7.3 proposed in committee agenda item "Strategic Discussion" was withdrawn from the "In Committee" meeting - no discussion was held on this topic.

2. Strategic Discussion

2.1 Ingrid - BoT Community Communication
Purpose: to provide the board with background information on what effective communication with the community entails.
Tabled: ‘Your Community, Engagement, Concerns and Complaints’
This is not mandated, however, there is an expectation that it is done and done well.
A lot has already been done at HPS. The document will help identify gaps and assist the board in deciding what to do next.
Ingrid clarified the focus of her session was to look at the engagement section of the document at this time. ERO provides a definition of what effective communication is. The focus is on outcomes for students.
What the board decides to do needs to link back to the charter.
Consultation is important. (The school has just completed consultation around curriculum. Further consultation is planned this year). It is important to report back on changes made following feedback - eg this is what we are doing and what we have understood is wanted from your feedback.
Page 6 gives detail on developing an engagement plan. Guidelines of what could/should be doing across the 3 years. There are 6 bullet points: why, what, who, when, how, by whom.
Input should be sought from leadership and staff when planning this.
Some discussion was held around details
Charter to be on the website
STA has training on succession planning in the next few months
The expertise in the examples of what can be done to communicate is a great place to start discussions.
It is important to consider how the board will measure the success of what is implemented.

**Action Point - DM** The next step is to set up a sub committee to decide how to move forward with an engagement plan.

At this stage the board asked Ingrid for her input on the agenda item 5.2. They discussed staggered midterm elections as a way to ensure continuity. A decision on whether or not to do this needs to be made before 1 May.

**Action point** - All Discuss whether or not to have staggered elections at the next board meeting

**Action point** - All Some board members to attend STA succession planning training

The board thanked Ingrid.

**3. Reports**

**3.1 Principal’s report**
There is a positive feel in the school among the ‘teaching crew’. The CoL Teacher Only Day was a highlight.
DM commended the school for the effort they are making in this space. This is not happening in all CoLs.
The Meet the Teacher picnic is on Tuesday 26th Feb.
Property: The MoE demographic study is still outstanding. Our property advisor has left and not currently replaced.
Phil Whitehead has won a full time position and has left. We are currently looking for a replacement.
Proposed meeting dates confirmed.

**Action point** - meeting dates to go on website calendar

Moved DH
Seconded PE
Carried

**3.2 Health and Safety report**
No report.
No items raised for noting.
There will be an election for a new Health and Safety rep soon. Deborah was advised through the Nor West Principals group that this happens every 3 years.
3.3 Property report
Nothing to add to previous points.

Action point - DM to contact the MoE person we have been temporarily assigned to follow up on the demographic study

3.4 Finance report
November accounts presented for approval. They show the school is in line with the budget.

The audit process of the Annual Financials is on track to be completed by 31 March. It needs to be with the MoE by 1 May. This will then go up on our website when confirmed. Annual reports now need to be uploaded to a school’s website.

Action point - Annual audited accounts from 2015, 2016, 2017 to be scanned and put on the website. DH

PE moved that the November Financials be approved.

Seconded: JO
CARRIED

Since the first cut of the draft budget at the last meeting significant work has taken place. The current is more in line with 2018. Running a school is a complicated business. For instance, funding for Teacher Aides from the Ministry does not correlate to the actual cost of their employment. Students with specific learning or behavioural needs are not funded to meet the health and safety that is required for them.

4. Scheduled reviews
NZSTA Policy Reviews
Keren, Mandy and Phil had an action point to put two policies, CPP and Physical Restraint in the school format using the STA ones as a guideline.

Action point - DH to email out for feedback

In relation to the Physical Restraint policy all staff are receiving ‘Understanding Behaviour – Responding Safely’ training as a call back day on April 15.

Following on from the policy/procedure review with Ingrid last year, all suggested procedures have been checked off as being part of our existing frameworks e.g. in the staff handbook, flowcharts and other documents. An index of where these exist in the school framework is a work in progress.

Action point - all board members to review the suggested NZSTA governance policies ready for discussion at the next meeting
5. Items for discussion

5.1 Correspondence (ALL)
No general correspondence received

5.2 2019 Board elections and Staff Trustee position
After some initial advice given, NZSTA has said that no election is needed for a staff trustee given the timeframe to the full election process. Speaking (not voting) rights can be given to a staff member.

The position of the Staff Trustee is a voice for education, not as a representative of the current staff of the school.

Motion To offer staff the opportunity for one person to have speaking but not voting rights at the next meeting.

Moved DMun
Seconded PO
Carried

Action point - DH to inform staff of this opportunity

Discussion continued in regard to transitioning of board members.

5.3 Board Communication to the School Community
Consider what the board should do about the staggered election process

Action point - DM to write a BoT communication to alert the community about the upcoming election and invite interest from iwi for representation on the board

6. Minutes of Previous Meeting

6.1 Minutes of previous meeting passed as a true and correct record

Moved DMun
Seconded PE
CARRIED

6.2 Matters arising from the minutes / Action points updates

Action point - DH talk to Whaea Waratah about the possibility of iwi representation on the board

Reviewed Action Points

Guests were informed that we were moving to “In Committee”. Preparation for next meeting will only be in relation to meeting dates.

A short break was then taken.
7. In Committee

The board went into committee at 8.32
The board came out of committee at 9.35

8. In between BOT meeting motions/resolutions
None

9. Preparation of next meeting

Board meeting dates for 2019

Term 1
- 21 Feb - confirmed
- 28 March

Term 2
- 16 May
- 13 June
- Friday 14 June new board officially takes office
- 27 June New Board – combined meeting

Term 3
- 8 August
- 5 September

Term 4
- 7 November
- 5 December

10. Closing of meeting - Karakia

Next meeting 28 March

Meeting closed at 9.37pm

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