

Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 21st February 2018, 7pm

Present: Bronwyn Steptoe, Peter Ayson, David Fehl, Derek Phillips, Sarah Valentine, Anna Thorburn, Tim Traviss

In Attendance: Moira Blair, Jane Butel, Matt Aukett (all in part)

Minute Secretary: Rachel Sutherland

Apologies: Rachel Murdoch

Declarations of Interest

Each member of the Board of Trustees confirmed that their interests are recorded in the Interests Register which is saved in the Dropbox folder.

Minutes of Previous Meeting and Matters Arising

Moved by Anna that the minutes of the meeting of the Board of Trustees on Wednesday 13 December 2017 be accepted as a true and correct record. Seconded by David, Passed.

There was discussion regarding the possible adoption of a Maori name for the School (Pourewa). Peter has been advised that Ngati Whatua O Orakei has gifted the name to the School. As the name has been gifted to the School, the Board agreed to acknowledge the gift and discussed the best way to implement this. Peter will speak to Andrea Gordine and Jane Butel about how the name should be incorporated into the School and how this could be communicated to the wider School community.

Principal's Report

The Report was taken as read.

Given the significant investment in staff professional development, Peter will include a summary of professional development in the next newsletter.

It was noted that the Year 6 survey recommendations for improvement include the senior playground, senior field, school uniform, pool sheds, homework and a shorter cross country option.

The Board noted that the School intends to continue using National Standards as a benchmark in achievement assessment of children until the Ministry provides a replacement strategy. Peter will include a note to this effect in the next newsletter.

NAG 1: Curriculum

Statement of Variance

Peter spoke to the Statement of Variance. He noted that it is not easy to make a straight comparison between years. Although some results from Pasifika students have improved, they have not improved in all areas. The Statement of Variance will be provided to the Ministry by 1 March 2018.

NAG 2: Review

Charter Approval

The Charter was taken as read. David noted that the foundations of the relocatable classroom may need to be reviewed in the future. There was also discussion regarding the maintenance of the covered court turf. Peter will talk to Phil about sourcing a machine to maintain the turf.

Subject to the amendments to the Charter regarding the foundations of the relocatable classroom, the Board APPROVED the Charter. The Charter will be provided to the Ministry by 1 March 2018.

Strategic Governance session

The Board agreed to hold an offsite session to discuss strategic governance. Anna will organise an external facilitator and book a venue for Thursday 15 March (4pm – 8pm). This session will count towards the Board's professional development for the year.

BOT Survey

Although this is usually held in Term 1, due to other commitments and the ERO review being held later in Term 1, the Board agreed to hold the survey in Term 2. It was agreed that the questions should be kept the same as previous years where possible, but individual questions may need to be clarified in some instances. There will also be some additional questions, including a question relating to Club Meadowbank and whether parents use Club Meadowbank (and if not, why not). Sarah will review the questions and circulate to the Board for discussion at the next meeting.

ERO Checklist

Moira, Matt and Jane joined the meeting.

The Board and Senior Management reviewed the Board Assurance Statement and Self Audit Checklists and discussed the key points arising. It was agreed that Peter will organise for classroom filing cabinets to have locks added so that personal information is securely stored.

There was extensive discussion regarding the physical restraint rules. The Board agreed that Peter should book staff training on physical restraint now that training workshops are available. It was noted that there is a significant waiting list for this training.

Peter will ensure that there is a link on the School website to the SchoolDocs policies so that parents can view policies if they wish.

Anna will review the Club Meadowbank casual employment agreement to ensure employees are required to notify the School if they have any prior criminal convictions.

All documents required for the ERO Review will be provided to ERO on 15 March. Anna will review the Board Assurance Statement and Self-Audit Checklists and sign this before 15 March.

Moira and Matt left the meeting.

MASAM Survey

Jane spoke to the survey results and noted that there was a 35% response rate to the survey. Jane explained that there are a number of initiatives underway to ensure that Meadowbank School is supporting Maori children to achieve as Maori. It was noted that academically, Maori students achieve well at Meadowbank School. Jane added that the Senior Management Team is exploring professional development opportunities for staff around cultural inclusivity and engaging with the Maori community. A Hui is being held next week.

Te Reo Maori lessons have been offered to parents, and there were seven responses from parents. Peter will include a note in the next newsletter outlining night class options for those parents who cannot attend classes during school hours.

The survey will be conducted every two years.

Jane left the meeting.

Communication Review

The Board commended Peter on the Communication Strategy presentation at the Meet the Teachers evening, and thanked the Senior Management Team for their work in preparing this document. It is good to see a number of the initiatives being implemented already.

School Docs Term 1 Reviews

Home Learning – The Board has reviewed this policy. The policy was APPROVED by the Board.

Financial Control and Expenditure – The Board discussed this policy. David noted that the policy requires competitive quotes for capital items over \$1,000 but the Ministry guidelines only require competitive quotes for capital items of \$50,000. The Board considered that a \$1,000 limit is not practical and this should be updated. Derek will review the financial control and expenditure policy and provide his comments at the next meeting. Anna also provided some comments on the policy to Derek for consideration.

NAG 3: Personnel

Staff report

Bronwyn provided a staff update. She noted that staff had an extremely useful teacher-only day with Jacque Allen. She added that new staff are all settling in well.

NAG 4(a): Finance

December Accounts

The Accounts were taken as read. The surplus for the year ended 31 December 2017 was \$110,000 but there are some additional 2017 costs that have not been reflected in these accounts, so the final surplus will be less than this.

Derek added that the electricity rebate money has been received, and he confirmed that the School is not exposed to spot prices.

Derek to provide information regarding the ratification of Peter's credit card.

It was noted that Steph has taken the Club Meadowbank accounts to CES to ensure they have been coded correctly.

Peter added that the amount of staff leave without pay is increasing as staff are making the most of this for holidays and to attend events outside of school holidays. This has led to higher reliever costs.

Peter is confirming whether the School insurance policy covers the relocatable classroom (Room 39) and the covered courts as neither of these are Ministry funded.

2018 Budget Final approval

The final draft of the Budget was taken as read. Following discussion, the Board APPROVED the budget for the year ending 31 December 2018.

Fundraising Strategy

Anna noted that, given the significant community contribution to the cost of the new Classroom and Administration Block, the Board should prepare a fundraising strategy plan. This will be discussed further at the Strategic Governance session on 15 March.

Anna presented a short paper provided to her by Carlene regarding a proposal for an Easter chocolate fundraising opportunity. Following discussion, the Board decided that the opportunity did not align with the School's Healthy Food policy, so the proposal was not accepted by the Board.

Grant Application Resolution:

That the Meadowbank School Board of Trustees approves the application to community grants organisations to support the following:

- to assist low income families in equity funding for trips and activities
- Playground developments

NAG 4(b): Property

Ministry Project

It was noted that there has been no official documentation provided to date.

10 Year Property Plan

David sent a draft document regarding the 10 Year Property Plan to the Ministry but has had no response to date. Peter will follow up with the Ministry.

5YA Projects

It was noted that work on 5YA projects including completing work in Rooms 4 and 5, and the bridge pathway continued over the holidays. Other property projects undertaken during the holidays included carpet cleaning, replacing some carpet in the Maclaurin block and some exterior and interior painting.

Covered Courts: Lights/Bookings

There was discussion regarding the possible installation of nets and lights on the covered courts. David noted that the cost of this would be approx. \$15,000. In order to cover these costs, the Board discussed whether the covered courts should be hired out to community groups outside of school hours. For example, a local hockey club is interested in hiring this facility. David and Derek noted a conflict of interest in relation to the hockey club hiring the covered courts, as they are both on the committee of the hockey club.

There was discussion about Club Meadowbank using the covered court after school, and Peter will discuss this with Sheetal. It was agreed that Peter, David and Tim would discuss this further and make a recommendation to the Board at the next meeting.

If the Board does decide to install lights, then the lights will need to be installed in such a way as to minimise the impact on neighbouring properties. In addition, there will need to be parameters around the use of the covered courts (eg limit the hours of operation) so as not to create unnecessary noise and nuisance to the neighbours.

NAG 5: Health & Safety

Health & Safety Report

The Health and Safety Report was taken as read.

There was discussion regarding the Drop off zone and, in particular, staff patrolling the zone who are being abused by parents. Following discussion, the Board agreed that teachers should not be asked to patrol the drop-off zone as this is a wellbeing risk.

Anna noted that she circulated a Powerpoint presentation from a seminar that she attended with Moira last year, and requested that all Board members read the presentation. The presentation highlights some key health and safety issues that the Board needs to be mindful of. One key area of risk is staff wellbeing and minimising staff stress, and this is outlined well in the presentation.

In addition, with planning of the new Classroom and Administration block getting underway, contractor health and safety management will also be key, and the Board should ensure appropriate policies and procedures are in place to address this. David added that design contractors should be vetted, and separation policies for contractors will need to be implemented.

NAG 6: Administration

NAG 7: School Charter

Community

Club Meadowbank

The Club Meadowbank Report was taken as read.

Tim has asked Sheetal to provide more detail in her reports going forward, including a copy of the Accident Register. Sheetal has obtained one quote for Food Act registration, but needs to obtain a second quote. Anna will find out the name of another supplier to provide a quote.

It was noted that additional marketing is required to promote the Club Meadowbank services and programmes. This will be considered further as part of the Fundraising discussion on 15 March.

FOMS

It was noted that there have been no meetings to date this year. The first FOMS meeting will be held on 7 March.

Sausage sizzle and iceblock Friday fundraisers are already underway.

Correspondence

Nil

In-Committee Items

No items

Meeting closed at 10.15 pm

Next meeting: Wednesday 21 March 2018 at 7.00pm.

ACTION POINTS

From previous meetings	
Organise health and safety risk assessment to be undertaken – Ken Hannon has not come back to Peter – Derek to organise a meeting with Ken & Peter.	Derek
Food Safety Act requirements	Sheetal
Create timetable for BOT members to attend FOMS meetings in 2018.	Rachel
Consider why after school care numbers are declining/discuss with Sheetal	Tim
Exit interview data – Bronwyn to share data with Tim and it will be presented at the next meeting.	Bronwyn
Organise netting quotes for windows at back of covered court.	David
Cost of Lighting.	David
Consider how personal information can be stored more securely. Peter to ask Ken to assess which cabinets need sorting.	Peter
Ensure Annual report is published on website.	Derek
From this meeting	
Speak to Andrea Gordine and Jane Butel regarding incorporation of Pourewa into school name	Peter
Organise Strategic Governance session on 15 March	Anna
Prepare questions for Board survey	Sarah
Book staff training on physical restraint	Peter
Link on School website to the SchoolDocs policies	Peter
Review Club Meadowbank casual employment agreement	Anna
Review Board Assurance Statement and Self-Audit Checklists	Anna
Review Financial Control and Expenditure policy	Derek
Provide information regarding the ratification of Peter's credit card	Derek
Confirm whether the School insurance policy covers the covered court and the relocatable classroom	Peter
Follow up Ministry regarding the 10 year property plan.	Peter
Discuss Club Meadowbank use of covered courts with Sheetal	Peter
Discuss hiring covered courts to community groups, and investigate lighting options	Peter David Tim
Details of second supplier who can provide a quote for Food Act registration	Anna
Ongoing	
Annual Community Survey	Anna
BOT PLD – ongoing	All

Signed: _____

Dated: _____