

Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 23rd May 2018, 7pm

Present: Bronwyn Steptoe, Matt Aukett, David Fehl, Derek Phillips, Sarah Valentine, Anna Thorburn, Tim Traviss, Rachel Murdoch

Minute Secretary: Julia Beecroft

Apologies: Peter Ayson

Adoption of Agenda

The Agenda was adopted.

Declaration 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

Moved by Anna that the minutes of the meeting of the Board of Trustees on Wednesday 11th April 2018 be accepted as a true and correct record. Seconded by David, Passed.

Moved by Anna that the minutes of the In-Committee Meeting of the Board of Trustees on Wednesday 11th April 2018 be accepted as a true and correct record. Seconded by David, Passed.

Strategic/Annual Plan

No items for discussion.

Principal's Report

The Report was taken as read.

Matt noted that the key messages in the Executive Summary of the latest ERO National Report into Innovative Learning reflected what was said in the School's draft ERO Report.

Matt also noted that Jane Butel and the Enviro team are working on the Enviroschools Beyond Green Gold Review, with assistance from Nicky Elmore. This is scheduled to occur at the end of Term 3 or early in Term 4.

It was noted that a team has been reviewing the use of Social Media at Meadowbank School. Another meeting is scheduled for next week with a report due to the Board early in Term 3. Matt noted that the larger schools that are doing well in this area have a paid resource in the role. Rachel queried the number of secretarial/administrative staff at those schools. Matt noted that it is likely that Jo's role will grow to encompass more of the Social Media / Communications role.

Rachel asked for more detail regarding the comments in the Report about sports organisation for Year 5-6 students. Matt and Bronwyn outlined that, historically, Meadowbank has not been performing as well as it could have in school exchanges as children were being rotated in

teams rather than graded on ability. This year, the Year 5 and 6 children are training together and play together. If Year 5 children have the skills and talent then they are being placed in an A team. It was suggested that Peter expands on this as a “good news” story in an upcoming newsletter.

NAG 1: Curriculum

Standardised Test Report

The Board discussed the report and considered the mean stanine scores for each of the tests and year levels. They noted that it was a pleasing result and indicated that there weren't any areas that needed to be focused on over another in terms of teaching. Matt added that the pedagogical changes haven't had substantive changes to the mean stanine scores for the tests.

It was also noted that it is difficult to draw conclusions from small sample numbers (particularly for Maori and Pacific Island students, as there are only 20 Maori students and 19 Pacific Island students spread across the four year levels). The Board noted that both Maori and Pacific Island students bettered national norms in all tests, but achieved below school norms in all tests.

Bronwyn advised that Peter had prepared information packs on the results for all teachers which included his recommendations on resources available for continued improvement.

David asked whether the School knows how many families use booster tuition services such as Kip McGrath and what effect that may have on results. Matt and Bronwyn were not aware of the numbers. It was agreed that this would be a good question for next year's BOT Survey.

NAG 2: Review

ERO

The draft Report has been received. Overall the Report was very positive. The Board and Senior Managers have 15 days to provide comment. Matt noted the School would request one clarification. The report would remain confidential until it was finalised and live on the website.

The Board discussed the most appropriate way to celebrate the effort of all staff in achieving the positive report. It was AGREED that the Board contribute money towards a staff celebration. The Board delegated the planning of the celebration to the Management Team.

BOT Survey

306 survey results have been received to date. The results will be discussed at the next meeting.

T2 School Docs Policy Reviews

- Protected Disclosures

David noted that terminology in the document is not consistent. One page referred to the disclosure officer using “best endeavours” to protect the identity of the person making the disclosure, but another page required that “all steps are taken” to ensure that the identity of the person making the disclosure remains confidential. Given they had differing thresholds do they need to be changed? Anna will look at the Protected Disclosure Act in the first instance and report back. We may need to bring this inconsistency to the attention of School Docs.

Following this staff need to be made aware that the policy exists.

- Reporting to Parents

The wording around Parent Teacher Interviews needs to be less specific around timing. Currently it says there are “two written reports each year”. Alternatively, it could say “two written reports for each full year of attendance”. Matt to confirm.

- Visitors

No changes required.

Club Meadowbank Policies

The policy review has been completed.

NAG 3: Personnel

Staff Report

Bronwyn noted that Peter is currently away with Matt standing in. Matt is doing a great job with excellent support from Jane as Moira is also away.

Staff have completed their First Aid Training and found the condensed course very beneficial.

Two new staff have commenced this term and are settling in well.

The Board morning tea was appreciated by staff along with the recognition of Support Staff who received a card and flowers on the Annual Support Staff Day.

NAG 4a: Finance

April Accounts

Derek presented the April Accounts and noted three items over the \$1000 expenditure threshold requiring approval:

- 1) Replacement of the Air Conditioning Unit for Room 15. It was at the end of its useful life and no insurance could be claimed against its replacement. The cost of this was \$2,985.
- 2) Values Bird design and decals on hall wall. The cost of the Values Birds was \$2,027.
- 3) Visitor Registration System (VisTab). This is the new visitor sign in system, with units installed in both the Junior and Senior Offices. The installation cost was \$1,700, plus an ongoing cost of \$90/month. This was a recommendation from the Health and Safety review conducted by Ken Hannon earlier in the year.

These expenses were APPROVED by Sarah. Seconded by Tim.

It was noted that most of these costs were “Business As Usual” costs, and it would be preferable to approve these before the costs were incurred. Anna to discuss with Peter.

Derek also noted that more donations and payments are being paid by credit card than last year, which has resulted in higher merchant fees. Once the final amounts are received, Derek and Steph will review and will consider whether a surcharge or other method is introduced to cover these costs. This will be done by the end of this year.

Annual Report Approval

The Board noted that the auditors have not yet finalised the 2017 financial statements and auditors report. This is due to be provided to the Ministry of Education by 31 May 2018. The Board AGREED to consider and approve the 2017 financial statements by email next week

and delegated authority to Derek to sign the 2017 financial statements on behalf of the Board, as Anna will be overseas from 25 May to 4 June.

APPROVED by Rachel. Seconded by Tim.

NAG 4b: Property

Ministry Project

A new Ministry resource has been assigned to the Project. There has been some slippage in time but it is now back on track with the draft document being sent to the design review panel. David provided a copy of this document for the Board to review at the meeting.

10YPP Tender Update

Requests for pricing has been submitted to two organisations. One has responded. David is awaiting the second.

NAG 5: Health & Safety

Health and Safety Report

It was noted that a staff member hurt her back moving furniture. The Board requested a minor investigation into this incident with recommendations for review, and noted that this hazard should be added to the Hazards Register.

The Board requested further detail in the Health and Safety report such as trends and tracking information. Matt advised that he had a template that may assist. Matt and Anna to discuss with Peter.

The Board also noted that a Health and Safety “walk around” review with the caretaker should be undertaken each month. This may help identify hazards that had not already been noted in the Hazards Register.

Matt was asked whether all staff had access to an Employee Assistance Programme. Matt noted that the school was not currently signed up to one. The Board asked Matt to investigate what services were available and report back.

NAG 6: Administration

Education Law Conference Report

Anna and Peter attended the Education Law Conference. Anna discussed the key areas of interest for the Board. Peter and Anna will investigate the school’s duty of care with regards to students on the Walking School Bus as this is a “school sanctioned activity”. It may be possible for the School to hold the signed consent forms.

NAG 7: School Charter

No items for discussion.

NAG 8: Analysis of Variance

No items for discussion.

Community

Club Meadowbank

The Report was taken as read.

David suggested that a graph would be useful in detailing enrolment numbers over time and variances. Derek to ask Steph to assist with this.

FOMS

The FOMS meeting was attended by five parents, two teachers and one Board member.

The focus for the FOMS is Quiz Night. A newsletter is due to be issued by FOMS. They will get this out after the Quiz Night.

Quiz Night Alcohol Licence

FOMS have requested the Board approve the application for a Special Licence to serve alcohol in the School Hall on Saturday 26 May for Quiz Night. The Board APPROVED this request. Anna will notify FOMS that their request has been approved. It was also noted that the School has a Host Responsibility Policy (as part of School Docs) which was issued to FOMS.

Correspondence

Nil

In-Committee Items

Nil items

Meeting closed at 8.59pm

Next meeting: Wednesday 20th June 2018 at 7.00pm

ACTION POINTS

From previous meetings	
Food Safety Act requirements – Sheetal applying for exemption. To follow up	Sheetal
Exit interview data – Bronwyn to share data with Tim and present to the Board as a whole. In progress.	Bronwyn/Tim
Consider how personal information can be stored more securely. Peter to ask Ken to assess which cabinets need sorting. In progress.	Peter
Ensure Annual report is published on website. In progress.	Derek
Investigate whether Phil has a machine for maintaining the covered court turf. Updated: Phil doesn't have a machine but is sourcing one. In progress.	David
Complete 10YPP documentation. In progress	David
Consider International Students for presentation to the Board at the end of Term 3.	Peter
Sponsorship be added to the June meeting agenda as a topic for further discussion	Anna
David and Derek to investigate fundraising for Solar Panels. Tim to provide contact details for Solar Panel costings.	David / Derek / Tim
Consider depreciation timeframe for covered courts. Still in progress	Derek
Review Health & Safety policy. In progress	Sarah
From this meeting	
Peter to comment about the change in Sports organisation in the newsletter	Peter
Anna to review Protected Disclosure Act	Anna
Matt to review wording in Reporting to Parents in School Docs	Matt
Discuss timing for approval of unbudgeted capex	Anna
Consider merchant fees and whether a surcharge should be introduced for next year (by the end of this year)	Derek
An investigation is required into the incident last month where a staff member injured her back while lifting furniture	Matt
Health and Safety additional reporting	Matt
Health and Safety "walk around" roster	
Matt to investigate EAP programmes	Matt
Derek to request trends and graphs in the Club Meadowbank enrolment report	Derek
Ongoing	
Annual Community Survey	Anna
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah

Signed: _____

Dated: _____