

**Meadowbank School**  
**Board of Trustees Meeting Minutes**  
**Wednesday 1 August 2018, 7pm**

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

Minute Secretary: Julia Beecroft

Apologies: Nil

**Adoption of Agenda**

The Agenda was adopted plus two In-Committee items.

**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 20 June 2018 be accepted as a true and correct record. Seconded by Tim, Passed.

**Strategic/Annual Plan**

No items for discussion.

**Principal's Report**

The Report was taken as read.

**NAG 1: Curriculum**

ACCOS Report T2

The Report was taken as read.

Peter noted that the Across School Leader positions are fixed term appointments with all current positions ending at the end of this school year. Applications for these roles close on 31 August, and require Board approval. As the next Board meeting is on 29 August, applicants should submit their applications for Board approval prior to the next meeting.

Anna and Peter attended the Board and Principals ACCOS meeting held at Newmarket School on 4 July. Anna noted that a report regarding Innovative Learning Environments was presented at that meeting by the Principal of Cornwall Park School. Anna will share the report with the Board when she receives it as it has some useful information that should be shared with the Meadowbank School community prior to the upcoming build project.

**NAG 2: Review**

BOT Survey – Action Points

Anna prepared a summary document of Action Points from the BOT Survey that the Board reviewed. It is envisaged that the Board will continue to monitor progress on these action items for the rest of the year. Follow up is currently required for the following:

Item 3 (Class Representatives): Jane Butel to draft an email for teachers to distribute requesting one parent representative per class in the role of "Class Representative". This role will support FOMs and encourage social events for parents to establish a greater sense of community, particularly for new entrants and junior classes.

Item 23 (BYOD): Peter to outline in a newsletter that BYOD has been reviewed by the Senior Management Team and will not be adopted at this time and the rationale for this decision (including the fact that other local schools, including Remuera Intermediate, do not require students to BYOD). The Board also noted the risk that a BYOD policy would limit collaboration between students.

Item 28 (Speaker presentations): Peter to invite Diane Maxwell (Retirement Commissioner) to speak at a parent/community event in Term 4 or Term 1 2019. This will be a free event.

The second part of the document included a list of action items from the Strategic Governance Session held earlier this year. These action points will be reviewed at an upcoming Board meeting.

### ERO Response

The Board and Principal have received a questionnaire asking for feedback on the recent ERO Report process. Peter has drafted his response. Anna is preparing the Board's response and requested further feedback. The Board had no further comments.

### FOMS Strategic Issues

The Board noted that the current lack of community support for FOMS puts it at significant risk of disestablishment. Peter and the Board AGREED to prepare a newsletter outlining how FOMS funding is utilised and the impact on the School if FOMS is disestablished. Peter will draft the newsletter and Anna will review it before distribution. It was agreed that this newsletter should be distributed before the FOMS meeting on 8 August, to encourage new families to attend that meeting.

The Board also noted that FOMS is intending to hold elections at its meeting on 12 September. The Board agreed to defer consideration of FOMS strategic issues until after the elections.

### Sponsorship

The Board will consider how sponsorship could be used to increase school funding with discussion to be scheduled for an upcoming meeting.

### Solar Power

Peter presented the report he has received from Solargroup and Power Edge regarding the installation of solar panels. The proposal recommends the installation of 80 panels for each of the Senior and Junior sites, and includes possibilities for community sponsorship.

David raised concerns about waterproofing on the older roofs and maintenance access. He noted it would be a viable proposition, along with sponsorship for the panels, for the new building, but it is not an attractive retrofit option.

The Board AGREED that it was worthwhile investigating the solar panels from both an environmental and financial point of view, but there was not a good case to spend \$84k now for benefits that may accrue over 7-8 years. On this basis, the Board DECLINED this proposal.

### BOT Future/Finance

The current Board confirmed that no members will be standing at next year's election.

Following discussion at the previous meeting regarding co-option of new trustees, David, Sarah and Derek have all had discussions with parents who have expressed an interest in standing at the next election. It was suggested that these individuals attend the next Board meeting.

The Board will develop an action plan for succession planning at the next meeting.

Peter noted that Remuera Primary School has established a trust fund to hold any funds collected as school donations. He suggested that Meadowbank School may wish to investigate this to future-proof any change in Board structure. The Board asked Peter to speak with Remuera Primary School to get a better understanding of the process to establish the Trust and report back at the next meeting.

### Covered Court Use

It was reported that a member of the community was recently using the covered courts at the weekend to provide private soccer coaching to a child. The coach had excluded others from the court and expected to have it for his exclusive use. The Board were asked for their thoughts on this and if the courts should be available to hire (like the school hall and field).

The Board AGREED that the covered courts are foremost for the use of the school teams and Club Meadowbank. Outside this usage then it was a resource funded by the community for use by the community as a shared facility. If an individual wishes to have exclusive use of the covered courts (or a part thereof), then the individual should make a booking for the courts and pay for the hire. Peter is to outline this in the next newsletter and a sign is to be put up on the courts noting it is a shared facility.

### School Docs Policy Reviews

This term the Complaints and Behaviour Management Policies are being reviewed. The Board will look at the Complaints Policy. The Senior Management Team is reviewing the Behaviour Management Policy and will provide their comments and recommendations to the Board at the next meeting.

## **NAG 3: Personnel**

### NZEI Teacher Strike Day

NZEI members (Principals and Teachers) have voted for a full day strike on Wednesday 15 August. Peter advised the Board that Meadowbank School has only one classroom teacher who is not a member of the NZEI. On this basis, the Board AGREED to close the school on 15 August for Health and Safety reasons.

A letter template has been provided by NZSTA to communicate the closure to the school community. Anna will prepare a letter to parents based on this template, and sign and send it to Carlene for distribution to all parents. It will also be communicated via the School App, emails from teachers, the school Facebook page and translated for the Chinese community.

Support staff and Teacher Aides will still work on 15 August. Anna asked what other staff would be on hand if students turned up. Peter advised that there would be sufficient cover to look after any children who attended school on 15 August.

As Peter will be away from school on 15-17 August attending the APPA Conference, Moira will be Acting Principal, and will sign and return the Education Payroll Provider Strike Action Form the morning after the strike.

Tim noted that Club Meadowbank could be opened on Wednesday 15 August. The Board AGREED that Club Meadowbank should be open and communication about this should be issued via the School App.

### Staff Report

Bronwyn presented the Board with a card from Moira Blair who has been on leave in Term 2, thanking the Board for supporting her request for leave.

Bronwyn noted that the NZEI had requested that schools and teachers seek support for their upcoming full day strike via a Community Support Day on Friday 3 August. Teachers had taken a photo of themselves with placards last week and will find a forum to share this with the community.

Parent Teacher Interviews held over the past two days had gone well. Bronwyn had received feedback that teachers and parents had liked having the interviews held earlier in the term.

### **NAG 4a: Finance**

#### June Accounts

Derek presented the June accounts. He noted that finances were tracking well. He noted that \$200k had come off term deposit and was now in a cheque account for working capital, and that \$500k was now on term deposit as the School does not receive the next Ministry grant until October. The Board also noted that \$200k had been received from the Ministry for the Accelerated Modernisation Scheme and a further \$30k was coming to fund furniture.

Donations were approximately \$5k lower than the same period last year.

Depreciation on the covered courts and portacom had been discussed and Derek was taking this back to Lynley to seek further classification on how to handle these from a financial point of view.

Derek noted that some of the funds raised from the 'athon' had been spent on new sports uniforms. There was discussion about what had been purchased and Rachel was concerned that the netball uniforms are below standard when compared to other schools. Peter advised the school had purchased new rugby uniforms, netball bibs and flippaball caps. Peter asked Rachel to send him further details as he had not been advised that the netball uniforms needed to be replaced.

Anna noted that the terms of engagement of the Auditors need to be reviewed and approved by the Board. Derek has not received the terms and would request that Steph chase these up.

The Board delegates authority to Derek to approve the Balance Sheet.

## **NAG 4b: Property**

### Ministry Project

David and Peter met with the Ministry on 31 July. The project currently provides for 406m<sup>2</sup> of extra classrooms and 260m<sup>2</sup> for the administration area. David asked the Board to consider if the school was to spend additional funds on the project whether the Board would rather the funds be spent on the quality of the fitout of the building or to increase the size of the build. The Board AGREED that both were important, and the Board would like to see space maximised to allow for future growth of the school and staff. The quality of the fitout is also important for staff retention and learning outcomes.

Bronwyn noted that she had attended a walk-through of the new four storey block at Newmarket School which included the administration area. Bronwyn will prepare a Google slide show with photos to share with the Board.

### \$200k MOE Accelerated Modernisation Scheme

The School has received \$200k from the Ministry for the Accelerated Modernisation Scheme. Peter and David have considered the best use of this funding which is to be spent by November 2019. They agreed that the Theo Lynds block would be the best place to undertake these works and redevelop it into a Flexible Learning Space. In terms of the masterplan, it is unlikely to be redeveloped in the next 10 years. David estimates that the cost of works is approximately \$400k so the School will need to contribute towards its refurbishment. The Board AGREED to engage an Architect and get estimates for the works.

## **NAG 5: Health & Safety**

### Health and Safety Report

The Health and Safety Report was taken as read.

The Board was given a copy of the Hazard Register dated 30 July 2018.

## **NAG 6: Administration**

No items for discussion.

## **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.

The Board noted that Financials were slightly down on last year as the cost of staff has increased.

Sheetal had considered partial payment for early pickup after school following feedback from the BOT Survey, but it was determined that it is not financially viable to do this.

## **Correspondence**

Nil

## In-Committee Items

Two items.

Meeting closed at 9.20pm

**Next meeting: Wednesday 29 August 2018 at 7.00pm**

<b>From previous meetings</b>	
Consider International Students for presentation to the Board at the end of Term 3.	Peter
Sponsorship be added to the term 3 meeting agenda as a topic for further discussion,	Anna
Consider depreciation timeframe for covered courts. In progress	Derek
Review Health & Safety policy. In progress	Sarah
Consider merchant fees and whether a surcharge should be introduced for next year (by the end of this year) In Progress.	Derek
Derek to request trends and graphs in the Club Meadowbank enrolment report. In Progress.	Derek
Peter to engage an Architect to draw up plans for the redesign of the Room 5 toilets. In Progress.	Peter
Each member to consider how the Board can support FOMS in its community focus.	All
Peter to add information about EAP being available to staff in the induction packs. In progress.	Peter
<b>From this meeting</b>	
Consider applications for Across School Leader positions for ACCOS at next Board Meeting	
Share the report from Cornwall Park school regarding Innovative Learning Environments once received	Peter / Anna
Ask Jane to prepare an email about 'Class Rep's' for distribution by teachers.	Peter
Notify school community about BYOD decision in school newsletter.	Peter
Invite Diane Maxwell to present to the parent community.	Peter
Draft a newsletter about FOMS membership.	Peter / Anna
Find out more about Remuera Primary School trust arrangements	Peter
Include a note in the next newsletter explaining that the covered courts are a shared resource	Peter
Issue the signed letter regarding closing the school on 15 August to Carlene for distribution.	Anna
Send Peter a note regarding the netball uniforms	Rachel
Ask Steph to chase up Auditors terms of engagement	Derek
Share photos of the Newmarket School admin block with the Board	Bronwyn
Engage an Architect for the redevelopment of the Theo Lynds block	David/Peter
<b>Ongoing</b>	
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_