

Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 11th April 2018, 7pm

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

Minute Secretary: Julia Beecroft

Apologies: Nil

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 21st March 2018 to be accepted as a true and correct record following amendments by Derek regarding NAG 4(a) Finance. The Board noted that the amended minutes are already saved in the Dropbox folder. Seconded by Tim, Passed.

Strategic/Annual Plan

No items for discussion.

Principal's Report

The Report was taken as read. Sarah requested a copy of the Education Gazette article # My Identity and asked if she could put a copy of it on the Board Facebook page. The Board APPROVED this request. The Board noted that Jane Butel is doing an excellent job with the Meadowbank Marvels publication where the # My Identity article originally featured.

Peter noted that donations received are \$3 less than at the same time last year.

NAG 1: Curriculum

ACCOS Update

Peter updated the Board on his attendance at the ACCOS meeting last night. He noted that the meeting was positive and informative, and Leigh Duncan gave a very good presentation on Student Agency.

NAG 2: Review

ERO

The ERO team is currently completing their review of the School. Peter noted that it has been a very intensive process; the ERO team has visited classrooms, spoken with most of the teaching staff and some students and parents. They met with the Senior Management Team at the end of each day to review their observations and request further information. Peter noted that there had been a focus on how the School manages priority learners.

The final review session will take place on the 12th April at 2pm with Board members and the Senior Management Team in attendance. The final report will be issued within a couple of months.

Strategic Planning Meeting Follow-up

Anna requested comments and feedback from last week's Strategic Planning meeting. The Board agreed that the facilitator ran the session well and the outcomes are useful in directing the Board's focus and activities. In terms of next steps, the Board agreed that there were a number of initiatives that could be assigned to individual Board members now for follow up and reporting back to the Board. The balance would be looked at later in the year. Those initiatives for immediate action included:

International Students – The Board agreed that a business case was needed on the pros and cons of admitting International Students to the School. It was noted that the space to accommodate International Students is an issue at present. Peter will consider this further and aims to report back to the Board by the end of Term 3.

Sponsorship – Derek noted that a parent is assisting the FOMS with Quiz Night specific sponsorship. Derek proposed that the Board approach this parent to request assistance with the Board's ideas on sponsorship after the Quiz Night. It was agreed that this be discussed further at the June Board meeting following the Quiz Night.

Solar Panels – David noted that with the large building project getting underway, fundraising could be sought from companies/families/individuals to buy a solar panel or part of a solar panel. Derek offered to assist David in researching this idea in more detail. Tim noted that he had a contact who could provide costings on the Solar Panels.

BOT Survey

Sarah has circulated the revised survey questions to the Board. Anna and Tim have added further questions relating to Club Meadowbank and the Walking School Bus. Sarah noted that the survey would be sent out from the School Office and via the App as well as links on the School Board's Facebook Page. The link will be sent out at the end of Week 1, Term 2.

The Board APPROVED the revised BOT Survey Questions. It was noted that questions may be added or modified following ERO's feedback session on 12 April.

School Docs Policy Reviews

Derek noted that he has made the changes to the Finance Control & Expenditure policy on School Docs as discussed at the March Board meeting.

NAG 3: Personnel

Staff Report

Bronwyn provided a staff update. She noted that a number of staff had commented that they felt well supported by the Senior Management Team before the ERO review. Bronwyn personally felt proud showing the ERO representatives around the School and introducing them to her team. It provided a good opportunity to reflect on the achievements of the team.

The School Librarian, Fiona Evans, is retiring at the end of this term. Fiona is a long-standing staff member and will be farewelled and thanked at a staff function on 12th April.

NAG 4a: Finance

March Accounts

Derek apologised that the March accounts had not been forwarded to the Board due to the timing of the Board meeting. Derek noted that the School finances are tracking positively. Full payments have been received for EOTC week and camp for all non-supported children.

Derek advised that term investments have been put in place for three, six and nine months staggered. Any money receipted and not needed for expenditure would be added to the investments.

Derek noted that he was investigating the depreciation timeframe for the covered courts as they were not considered a furniture item or a major building asset.

The Board APPROVED the expenditure of \$1,180 on a replacement sandpit cover which was outside the unbudgeted \$1,000 expenditure limit.

NAG 4b: Property

Ministry Project 5YA Contribution

The Board RESOLVED to approve a 2018/19 5YA budget contribution of \$500,000 to four roll growth classrooms and replacement of the current administration block.

10YPP

David spoke to the document showing concept drawings for the new building. He noted that meetings with the MOE Project team were now being held every two weeks. The Design Review Panel would look at the project towards the end of May/beginning of June. Master planning would follow. David met with a Traffic Engineer at 2.30pm on Tuesday. The Traffic Engineer was investigating how to incorporate an additional ten carparks (being two carparks which should have been provided as part of the last building project, and two new carparks for each of the four new classrooms) and will provide recommendations.

David is still working on the 10-year property plan.

NAG 5: Health & Safety

Health and Safety Report

Peter noted that he met with Ken Hannon, and provided the Board with a Hazard Register. Peter noted that in preparing the Hazard Register every staff member was required to declare if they had identified a hazard or if they had nothing to report. The Hazard Register will be discussed at Memo on 13th April. Some hazards, such as private heaters, would be addressed by Ken Gow and Peter during the School holidays.

Peter advised that further work needed to be done on Contractor Management such as the installation of an electronic sign in kiosk which will put responsibility with the Contractor whilst they are on School grounds.

The Board discussed staff training/health and safety induction, and Ken Hannon's recommendation that staff be asked to sign an acknowledgement that they had received health and safety training. The possibility of periodic ongoing health and safety training was also considered.

The Board also noted the storm on 10/11 April, and discussed the fact that some other schools were closed. The Board noted that the decision as to whether the School should be open is one for the Senior Management Team to make.

Peter moved that the Health and Safety Policy be reviewed for staff induction processes and the opening or closing of the School in extreme weather events. Sarah to review and report back. Seconded: Anna. MOVED

NAG 6: Administration

The Board would like to formally thank all staff for the additional workload in preparing for and hosting the ERO team. A morning tea will take place in the Hall on Wednesday 2nd May at 10.40am. Anna will ask Carlene to assist with organising this.

NAG 7: School Charter

No items for discussion.

NAG 8: Analysis of Variance

No items for discussion.

Community

Club Meadowbank

Report circulated and discussed. The bookings for the upcoming holiday programme are good. Better advertisement has helped with this.

Computer coding is now being offered as an after-school activity. Tim will review the uptake of this to determine if it should be an ongoing activity. Sheetal has also been asked to look at other recreational spaces available within the School and if activities such as cooking or basketball could also be offered.

Tim asked the Board if Sheetal should be offered Management Mentoring for her personal development. The Board AGREED this was a good idea. Peter noted that commercial mentoring programmes were not always available or suitable for the school community. It was suggested that a parent may be able to assist. Tim will investigate further.

FOMS

Rachel attended the April FOMS meeting last night. There were six parents at the meeting. She noted they were all enthusiastic and focused on preparations for Quiz Night.

Tim will represent the Board at the next meeting on 2nd May.

Correspondence

Nil

In-Committee Items

One item

Meeting closed at 9.02pm

Next meeting: Wednesday 23rd May 2018 at 7.00pm

ACTION POINTS

From previous meetings	
Food Safety Act requirements – Sheetal applying for exemption.	Sheetal
Exit interview data – Bronwyn to share data with Tim and present to the Board as a whole. In progress.	Bronwyn/Tim
Finalise Club Meadowbank Policy & Procedure Manual. In progress	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. Auditors due 3 rd May.	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	David
Update the pool policies and procedures to expressly state that maintenance will only take place when the pool is not being used	Peter
From this meeting	
Education Gazette article on # My Identity Article to be published on Board Facebook Page.	Sarah
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	Derek
Finalise survey questions and go live by the end of Week 1, Term 2	Sarah
Review Health & Safety policy	Sarah
Arrange staff morning tea on Wednesday 2 nd May	Anna
Investigate whether there is a parent available to offer Sheetal Management mentoring	Tim
Ongoing	
Annual Community Survey	Anna
BOT PLD – ongoing	All

Signed: _____

Dated: _____