

Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 20 June 2018, 7pm

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

In Attendance: Leigh Duncan (in part), Natalie Stewart

Minute Secretary: Julia Beecroft

Apologies: Bronwyn Steptoe

Adoption of Agenda

The Agenda was adopted with the addition of the ERO Report.

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 23rd May 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.

Peter noted that Union meetings were taking place over the next two weeks, to consider the pay offer made to the union by the Ministry of Education. Peter explained that under the Collective Employment Agreement, teachers are entitled to have two paid meetings per year.

Peter noted that the Senior Management Team is considering using Room 5 as a new entrant classroom, as this would create an additional teaching space on the Junior Campus. The only major cost required to do this is to replace the two former staff toilets with toilets that are suitable for young children. Following discussion, the Board AGREED that Peter should engage an architect to prepare plans for this conversion project.

ERO Report

The final ERO report has been received, incorporating the revision requested by the School. This will be published on the Ministry of Education website within two weeks. Anna will highlight the results in the BOT newsletter for Term 3.

International Conference on Thinking Report

The Report was taken as read.

Peter noted that the future of the Conference is currently at a “cross roads”, and it is not clear where the next Conference will be held (although this is likely to be in 2021). He noted that Meadowbank School has a number of teachers with the skills and experience required to present at this Conference in the future and, in his view, this should be encouraged.

Peter advised that he is meeting with staff tomorrow and has asked each staff member to identify two items that have interested them in his report and two questions the report has raised that he can provide further comment on, to extend the professional development opportunity the Conference has provided.

The Board noted that the Report is on the School website, and thanked Peter for the comprehensive report.

NAG 1: Curriculum

ACCOS Report

Leigh Duncan spoke to the Report provided to the Board.

The School has four leaders in ACCOS and has opted to be involved in two of the six initiatives ACCOS is currently investigating – Learner Agency and Teacher Agency. This links in with Meadowbank School’s in-house professional development.

David asked if the School is benefitting from its input and involvement in the ACCOS initiatives. Leigh advised that the forum provides excellent collaboration with other schools providing learning opportunities and sharing of information. She added that although the Community is working well, each school is at a different stage.

Rachel asked how long the leaders would remain on the Teacher and Learner Agency initiative for? Peter advised that he would assess in Term 3 whether the School would continue with the Agency investigation and this may redirect the leaders to other initiatives.

Leigh Duncan left the meeting at 7.20pm.

NAG 2: Review

BOT Survey

The results of the BOT survey have been collated. Peter has shared the results with the Senior Management Team and action points have been prepared to address some of the comments noted by parents/caregivers.

All percentages have gone up from last year which is very positive to see. Not many questions had an average below 4 out of 5.

Peter noted the lower score on ‘dealing with inappropriate behaviour’. Matt is preparing a flowchart on how inappropriate behaviour is managed to share with parents/caregivers so they are better informed.

Tim noted that after school numbers could increase at Club Meadowbank if an earlier pick up option was available. Sheetal is reviewing the feasibility of this.

Tim introduced Natalie Stewart who co-ordinates the Walking School Bus and outlined an action plan that he and Natalie had discussed following feedback from the survey. This

included mapping the school zone and overlaying address details for all children enrolled at school. This will enable Natalie and Tim to determine if additional walking school bus routes could be offered. Natalie has also received 150 pedometers from ATEED. Natalie proposed offering these to the Year 5 students and setting up a competition to get the students to use them to walk independently to and from school. The new social media plan will be utilised to further promote walking to school with a strong message requested from Senior Management and the Board on expectations around walking to and from school.

Anna provided a short paper to the Board outlining a summary of ideas that the Board can easily adopt, items that should be addressed in a newsletter, and other interesting comments and perceptions. Anna will prepare a draft Board newsletter for circulation and feedback prior to publication in week 1 of Term 3.

Water only school

Anna noted that she has received an email from a parent who attended the Board Meeting in March 2017 asking for an update on the Board's decision regarding the School becoming a "Water Only School". Following discussion, the Board agreed that Meadowbank School will not be adopting a "water only" policy at this time. Although the School actively encourages children to only bring water to school to drink, and most children only drink water at school, the Board did not consider it the role of the School to dictate that children cannot drink anything other than water. The Board noted that FOMS stopped selling fruit juice with the fortnightly sausage sizzle, and there was no fruit juice provided at the Halloween Disco held in October 2017. In addition, fruit juice will not be provided at the FOMS Disco scheduled to be held later in 2018.

Anna will respond to the parent by email.

New Parents Survey

The summary of the New Parents Survey was taken as read.

BOT Future

Peter noted that we are three terms away from the next election for the Board of Trustees. As a number of Board members have children in the senior school, the Board should consider whether succession planning is required. Each Board member was asked to consider whether they wish to stand for re-election, and advise at the next meeting.

Anna noted that the Board may decide to co-opt up to five additional Board members who would join the Board until the next election. The benefit of this is that it would provide experience and learning to those co-opted and enable a seamless transition for the Board if they went on to be elected to the Board. The Board agreed to reflect on this, and discuss it further at the next meeting.

School Docs Policy Reviews

Anna noted that she has considered the provisions of the Protected Disclosures Act 2000 since the last meeting, and this does not impact on the Board's comments discussed at the last meeting.

Anna to send comments on the three policies under review to Peter, for providing to School Docs.

NAG 3: Personnel

Staff Report

Bronwyn provided a verbal report to Anna and advised that the “Understanding Behaviours” training has now been completed by staff.

The Board asked Peter whether the School had arrangements in place with EAP. Peter advised that the School has not got a formal agreement with EAP, but the School is prepared to pay for such services from time to time if required. The Board asked Peter to add information about this service to staff induction packs.

NAG 4a: Finance

May Accounts

No report was provided, but Peter noted that donations received to date are \$255,000 (slightly more than the same period last year).

NAG 4b: Property

Ministry Project

David provided an update and noted that the draft design for the project will be reviewed by the Review Panel on 5th July, and consultants will be in attendance at this meeting. The Ministry has appointed RDT as the Project Managers and GHD as the design team. Following the July meeting the next stage will be detailed design.

10YPP Tender Update

David has received pricing from three organisations for the 10 Year Property Plan. The quotes received were \$15k, \$14K and \$7k respectively, but David noted that these prices were not provided on the same basis so additional work is required. David is seeking clarification from the tenderers and will circulate an email to the Board seeking approval once the pricing has been finalised.

NAG 5: Health & Safety

Health and Safety Report

The Health and Safety Report was taken as read. Peter advised that the VisTab system is now working well and that the “in/out boards” are being phased out. The Board noted that a staff member slipped on the deck outside Room 38. Following this incident, a mat has been placed on the deck to minimise the risk of further slips.

Sarah will prepare some graphs so that trends, if any, can be observed over time. This will be available for the Board to view in the Dropbox folder.

The Board received a copy of the Hazard Register dated 19 June 2018.

NAG 6: Administration

Cleaning Contract

Peter advised that he has now received three quotes to provide cleaning services at Meadowbank School. He has reviewed the quotes and recommends that we continue with the existing cleaning company (ACE Kare) on the basis of both price and quality of services provided.

The Board APPROVED the entry into a cleaning contract with ACE Kare at an annual cost of \$78,000. The Board noted that this cost is fixed for the first three years of the contract. Moved by Anna, seconded by Rachel.

NAG 7: School Charter

No items for discussion.

NAG 8: Analysis of Variance

No items for discussion.

Community

FOMS Strategic Issues

David requested discussion on how the Board can better support the strategic direction of FOMS.

The Board discussed how they felt FOMS could engage the community further and discussed the possibility of rejuvenating the 'Class Co-ordinator' role with a focus on bringing parents together socially, and potentially rallying support for FOMS events such as the Quiz Night. The role could be undertaken on a term by term basis to share the load. The focus would be on Year One and Two classes. The role would need to be rebranded as 'Class Rep' or similar and would not be the same as the previous role which was primarily focused on delivering messages to parents. The Board will consider this further and discuss it again at the next meeting.

Anna noted that the current Chair of FOMS had only agreed to remain in the position until June 2018 with re-election required. Anna is to email the FOMS distribution list advising them that an election is required.

Club Meadowbank

The Report was taken as read. The Board noted that the OSCAR approval has been reconfirmed by the Ministry of Social Development, and that Club Meadowbank can now take up to 120 children in the After School Programme and the School Holiday Programme.

The Board also noted that Club Meadowbank has received advice from the Ministry of Primary Industries that it does not need to be granted a section 33 exemption under the Food Act 2014, as there is already an exemption in place under Schedule 3 of the Act regarding minimal handling of foods. The Board further noted that Club Meadowbank will be required to register under a food control plan through the local council if it makes or provides any kind of sandwiches, filled rolls or wraps through any programme.

FOMS

The Board congratulated FOMS on their efforts to raise \$18,200 from the Quiz Night.

The next event for FOMS is the Art Exhibition and the Halloween Disco has been booked in for 26th October.

Anna noted that she has received a proposal from FOMS to trial a Tasty Pot soup lunch for Year 5 and 6 students on Wednesday 27th June. This would provide a healthy, hot lunch option (which was a common request in the survey feedback). Following discussion, the Board APPROVED the Tasty Pot proposal.

Correspondence

Nil

In-Committee Items

One item.

Meeting closed at 9.13pm

Next meeting: Wednesday 1st August 2018 at 7.00pm

From previous meetings	
Ensure Annual Report is published on website. In progress.	Derek
Complete 10YPP documentation and tender review. In progress	David
Consider International Students for presentation to the Board at the end of Term 3.	Peter
Sponsorship be added to the July 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. Once person came in and spoke with Peter. In progress.	David / Derek / Tim
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
From this meeting	
Peter to engage an Architect to draw up plans for the redesign of the Room 5 toilets	Peter
Anna to prepare a draft BOT newsletter for circulation including discussion on 1) ERO results 2) Survey results	Anna
Respond to email regarding "Water Only School" policy	Anna
Each member is to consider if they wish to stand at the next BOT election.	All
Provide comments on School Docs policies under review to Peter so that he can forward to School Docs	Anna
Sarah to prepare graphs for the H&S report	Sarah
Each member to consider how the Board can support FOMS in its community focus	All
Anna to email FOMS advising them that they need to hold mid-year elections	Anna
Peter to add information about EAP being available to staff in the induction packs	Peter
Ongoing	
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah

Signed: _____

Dated: _____