

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

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

In Attendance: Julia Beecroft

Minute Secretary: Rachel Sutherland

Apologies: Nil

Adoption of Agenda

The Agenda was adopted with the following additions:

- Special Needs Report
- Out of zone letter
- Two additional in-committee items

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

Moved by Anna that the minutes of the meeting of the Board of Trustees on Wednesday 21st February 2018 be accepted as a true and correct record. Seconded by Bronwyn, Passed.

Strategic/Annual Plan

No items for discussion.

Principal's Report

The Report was taken as read.

The Board noted that some branches fell off a pine tree in the gully recently. Oakwood Arborists have been engaged to address the issue. Peter noted that the Senior Management Team had previously attempted to obtain an arborist's report, but no arborists would provide such a report on all of the trees in the gully. To mitigate the risk of tree branches falling in the future, it was agreed that members of the Senior Management Team should walk around and inspect the trees (including the trees in the gully) at least once a year.

The Board APPROVED the arrangements for Year 6 camp. It was noted that Peter and Moira Blair are comfortable with the camp from a health and safety perspective and Peter confirmed that all required ratios will be met.

NAG 1: Curriculum

Meadowbank Curriculum Framework

The Board discussed the draft Curriculum Framework. The Board requested Peter update the document to state that Police vets will be obtained for any parent helpers who attend Year 6 camp overnight.

Kiwisport Report

The Report was taken as read. The Board noted the receipt of the \$10,000 Kiwisport grant, and the additional income received from other sources. The Board also discussed the outcomes outlined in the Report. It was noted that parents contributed funding to promote sports and physical education based programmes associated with the School. Using community raised funds, Meadowbank School has employed a full-time specialist teacher over and above the School's staffing entitlement. The Board APPROVED the Kiwisport Report for inclusion in the Meadowbank School Annual Report.

Special Needs Report

The Board reviewed the Special Needs Report, which was tabled at the meeting. Peter noted that although it is difficult to measure the achievement of the programme, and whether it makes a difference to the individual children, the programme provides valuable assistance to teachers with children who have behavioural and learning needs.

NAG 2: Review

ERO Review Plans

Peter noted that ERO is visiting the School in the last week of Term 1. The Senior Management Team met with ERO on 15 March and provided the background documentation, and ERO has finalised their timetable. Some Board members will be required to attend some of the sessions on 9 and 12 April. It was noted that one of ERO's primary focuses will be on bullying prevention and response, and ERO will be speaking with some students in Years 4 to 6 about their views and experiences of bullying prevention and response. ERO will also be speaking with Amy Ko and Carlene White about international students.

Strategic Governance session

Anna noted that the session has been booked for 5 April (from 5pm-8pm at St Chad's Community Centre).

BOT Survey

Sarah outlined the proposed changes to the survey questions used last year and the need to add in some questions about demographics of the respondent. In general it was agreed we want to keep the questions broadly constant with previous years, but it was agreed that demographic data would add valuable information. There was discussion regarding the wording and scope of several of the questions to help clarify these and the removal of redundant questions, such as question 12. Sarah will update the survey questions and circulate to Board members. The survey will take place in Term 2.

School Docs Policy Reviews

Financial Control & Expenditure – Derek has reviewed the Policy and provided an overview of the main changes to be made. The Board discussed and agreed on the amendments to be made, including:

- a limit of \$1,000 for an unbudgeted expense with Board approval
- the School will attempt to obtain two quotes for any expenses over \$10,000

It was noted that the School currently has three credit cards - Peter Ayson (\$14,000 limit), Moira Blair (\$2,000 limit) and Sheetal Lawrence (\$5,000 limit). Derek moved to APPROVE these credit cards and limits, Rachel seconded.

Derek also noted that CES will be asked about providing a monthly cashflow summary.

Home Learning – The Board had no comments on the Home Learning Policy.

NAG 3: Personnel

Staff report

Bronwyn provided a staff update. She noted that a Union meeting was held this week, and union membership has increased from 40% to 90% in light of the recent announcements regarding pay increases.

NAG 4(a): Finance

February Accounts

The February 2018 Accounts were taken as read. Derek noted that there has been a strong level of payment of donations to date (\$25k more than the same period in 2017).

Derek noted that the term deposits are split into three amounts and the nine month term deposit is tagged for the admin block building project. He added that capital expenditure excludes the relocatable classroom (Room 39). The updated Budget was APPROVED by the Board.

The Board also noted that the draft 2017 Financial Statements have been completed and will be sent to the auditors before 29 March 2018.

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

David noted that the first meeting with the Ministry was held yesterday, which David, Peter and Moira attended. David explained that the first stage is a master planning stage, and the design will likely be submitted for approval in early June. Peter and David will be visiting some schools who have recently made building improvements to observe these developments. Fortnightly meetings with the Ministry of Education and architects will now occur with the next meeting

scheduled for 4 April. David noted that it will be very important for the Board to provide timely input throughout the design process.

10YPP

David will complete the documentation for the 10 year property plan.

5YA Projects

It was noted that the last 5YA projects have now been completed.

Covered Court: Lights/Bookings

There was discussion regarding the use of the covered court, whether the court should be hired out to third parties, and whether lights and nets should be installed to facilitate this. It was noted that although the covered court was funded by community raised funds, there is no provision to raise funds to maintain the turf or the cover, and the turf and cover will need to be maintained and replaced in due course. If the covered court was hired to third parties, then the income derived from this could contribute towards repairs and maintenance of the covered court, as well as provide an ongoing alternative income stream for the School.

The Board noted that the covered court is currently used by Club Meadowbank after school, and also by recreation programmes (eg soccer, playball) if it is raining and the recreation programmes are unable to use the fields. Since the covered court was completed in 2017, Club Meadowbank has assumed use of the covered court. The covered court has since become an integral part of the Club Meadowbank programme. There was discussion regarding how Club Meadowbank's use of the covered court would be impacted by other groups hiring the covered court. Anna also noted that she has received correspondence from a neighbour regarding the use of the covered court after school hours, and the impact of installing lights on neighbouring properties.

In addition, it was noted that it will cost approximately \$16,000 to install lights and nets (which would be needed if the covered court is hired to outside groups). There was discussion as to whether the School should request a contribution from the outside groups towards these costs, as the lights would not be used by the School, only by outside groups. Alternatively, grant applications could be made to cover part of the costs of the lighting and nets. The possibility of installing a speaker system (which the School could use during assemblies held on the covered court) was also discussed.

The Board agreed to defer the discussion regarding the hire of the covered court until the Strategic Governance session, where it would be discussed as part of a broader discussion on fundraising.

Insurance

Peter confirmed that the school insurance policy now covers the covered court and the relocatable classroom.

NAG 5: Health & Safety

Health & Safety Report

The Health & Safety report was taken as read. There was discussion regarding some of the hazards, including glass in the swimming pool, defrosting sausages and students disembarking from buses. The Board also noted that emergency evacuation practices were held on both the junior and senior sides on Friday 16 March.

The Board considered whether Club Meadowbank should provide a separate Health & Safety report. As the Board is the PCBU for Club Meadowbank, the Board AGREED that this is not necessary, and Club Meadowbank can be included in the School Health & Safety reporting.

Swimming Pool Report

The Board noted the swimming pool incident on 22 February 2018 and received Peter's investigation report. It was noted that the Report included statements from all staff involved, as well as from Pool Magic and the Hilton Brown swimming instructors who were present. The Board noted that Pool Magic has updated its policies and procedures following the incident. The Board requested that Peter send a letter to parents/guardians of Room 20 outlining the actions that have been taken. It was also suggested that Ken undertake additional training as his training was over four years ago. The Board also AGREED to update the pool policies and procedures to expressly state that maintenance will only take place when the pool is not being used.

School Leader Well-being Report

The results from the recent New Zealand School Leaders Occupational Health & Wellbeing 2017 survey were noted by the Board.

NAG 6: Administration

School Name

Peter explained that, following further discussions, he has confirmed that there was no initiation or "gift" of the name "Pourewa" by Ngati Whatua. A parent approached Ngati Whatua regarding the school name after the pepeha included

a transliteration of "Meadowbank". Ngati Whatua then suggested that the School could either use the transliteration or alternatively "Pourewa" which is the Maori name for the area.

Peter advised that it will cost approximately \$750 for each sign and one additional sign could be installed at each of the Senior and Junior entrances to the School.

The Board voted to APPROVE that signs be made and installed using the name Te Kura o Pourewa.

NAG 7: School Charter

See Review

Community

Club Meadowbank

The Report was taken as read. Peter noted that he and Sheetal met with Oscar representatives recently and Club Meadowbank has applied to increase its numbers to 110. The Board asked Peter to follow up with Oscar as it would be good to have the increase approved before the April school holiday programme.

FOMS

Rachel noted that nine parents attended the first FOMS meeting of 2018 on 7 March. Sausage sizzle and iceblock Friday fundraising is going well, and FOMS is organising a Quiz Night for 26 May.

Fono/Hui Reports

The Hui report was taken as read.

It was noted that 26 students attended the Pacific Fono. There was a good attendance of junior children who attended the first homework club for the year.

Correspondence

- Out of zone letter – The Board discussed the application and agreed to decline the request. Peter to respond.

In-Committee Items

Three items

Meeting closed at 10.05 pm

Next meeting: Wednesday 11th April 2018 at 7.00pm.

ACTION POINTS

From previous meetings	
Organise health and safety risk assessment to be undertaken - Ken Hannon & Peter are meeting on 4 th April.	Peter
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	Bronwyn
Finalise Club Meadowbank Policy & Procedure Manual.	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.	Derek
Review Club Meadowbank casual employment agreement	Anna
From this meeting	
Investigate whether Phil has a machine for maintaining the covered court turf	David
Update Curriculum Framework to state that Police vets will be obtained for any parent helpers who attend Year 6 camp overnight.	Peter
Update survey questions and circulate.	Sarah
Provide comments on Financial Control and Expenditure Policy to School Docs	Derek / Peter
Complete 10YPP documentation	David
Send letter to Room 20 parents/guardians regarding the pool incident	Peter
Consider whether Ken requires further swimming pool safety training	Peter
Update the pool policies and procedures to expressly state that maintenance will only take place when the pool is not being used	Peter
Have two signs made with the name Te Kura o Pourewa.	Peter
Ongoing	
Annual Community Survey	Anna
BOT PLD – ongoing	All

Signed: _____

Dated: _____