

**Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 29th August 2018, 7pm**

Present: Peter Ayson, Sarah Valentine, Anna Thorburn, Tim Traviss, Bronwyn Steptoe

In Attendance: Karla Connor Charles Stokes

Minute Secretary: Sarah Valentine

Apologies: Derek Phillips, Rachel Murdoch, David Fehl

Adoption of Agenda

The Agenda was adopted with the addition of approval request for one finance and one in committee item.

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 Tim that the minutes of the meeting of the Board of Trustees on Wednesday 1 August 2018 be accepted as a true and correct record. Seconded by Sarah, Passed.

Strategic/Annual Plan

No items for discussion.

Principal's Report

The Report was taken as read with the following items being discussed further:

Donations

Peter advised that donations as at 29 August were \$264,800 (approximately \$600 less than the same time last year).

Staff PLD

Peter noted that, as a follow-up from his attendance at the International Conference on Thinking held in Miami earlier this year, he has booked eight team leaders and Senior Management to attend a PLD day with Guy Claxton. This will be funded by the staff scholarship budget.

APPA Conference

Peter provided the Board with an update following the recent APPA conference he attended in Taupo. He noted that it was a good idea to hold this out of Auckland as this enabled attendees to focus on the conference without being called back to schools. He provided a summary of the presentations, including a presentation on leadership by Joan Baker as well as presentations from Roger Moses (Wellington College), Martin Snedden and Debbie Mayo-Smith. He found the session on Communication particularly relevant. He added that this conference was a good opportunity to network with colleagues from other schools and suppliers (such as SKIDS).

One of the suppliers at the conference was Genesis Energy who was promoting its solar power programme. Peter has invited Genesis Energy to submit a proposal for solar power at Meadowbank School.

NAG 1: Curriculum

No items for discussion.

NAG 2: Review

Complaints Policy

The Complaints Policy was approved with no changes made

Behaviour Management Policy

Peter noted that the Senior Management Team has reviewed the Behaviour Management Plan and provided this to the Board. This is intended to provide the detail behind the Behaviour Management Policy on SchoolDocs and reflects the School values. Peter explained that the procedures are now presented in a flow chart which clearly illustrates the process. Peter added that the procedure for children with special behaviour plans may deviate from this. Anna asked about the timing for repeated inappropriate behaviour and Peter confirmed that there is a "clean slate" for students each term. This will be expressly stated in the Plan.

The Board noted that the Plan will be sent to parents and made available online.

The Board approved the Behaviour Management Plan.

NAG 3: Personnel

Staff Report

Bronwyn provided a verbal report to the Board. She noted that the strike had a good turn out from Meadowbank School with all teachers now belonging to the union. She also noted that staff recently had a dinner at a Chinese restaurant sponsored by the Confucius Institute.

It was noted that no teachers are applying for the ACCOS Across School Leader positions.

NAG 4a: Finance

July Accounts

Peter spoke to the Report and noted that the financial position remains healthy with no areas of concern. Donations are tracking to reach target and expenditure is under control. It was noted that holiday pay spend at Christmas is a known future liability.

Peter noted that he will discuss photocopier options with Derek as there is an opportunity to replace the four existing photocopiers and the lease cost will reduce.

Auditors

It was agreed that Jolly Duncan and Wells be appointed as auditors for the next financial year as changing auditors would involve a lengthy process.

The Board did, however note that the auditor's proposed fees have increased, and this increase does not seem entirely justified. Peter to set up a meeting with the auditors and Derek to discuss.

Credit Card Approval

Peter requested that Jade Pardy (Librarian) be issued a credit card with a limit of \$1,000 to enable her to purchase books for the library. The Board approved this request.

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 4b: Property

Ministry Project

Peter presented the design sketch for the new build with three classrooms in the downstairs space, with ramp access to upper level where one classroom, administration and office space and staffroom are planned. It was noted that the design is still being finalised.

There was discussion around the demolition of the existing administration block as the Ministry of Education has raised the possibility of asbestos being present in the building. The Ministry has suggested that the existing block be demolished during the 2019/2020 summer holidays so that the demolition can be undertaken without students present.

Peter added that, in addition to meetings for the new administration and classroom block, David and him have been meeting with the Ministry to discuss the classroom modernisation project for the Theo Lynds block. It is intended that the two projects will be done together using the same project manager, architect and builders. This upgrade will need to be completed by November 2019 due to the requirements of the Ministry of Education funding.

Peter also noted that the boiler that services the senior side heating will be impacted by the property works and the location of this needs to be considered. The distribution board should only be moved once.

Peter also confirmed that the 10 Year Property Plan is being progressed.

NAG 5: Health & Safety

Health and Safety Report

The Health and Safety Report was verbally presented to the Board. It was noted that there was one staff incident which has been reported to ACC and other minor incidents.

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. It was noted that Before School Care is still struggling to increase numbers, but the allowance from OSCAR to increase the number of children to 120 has been made. Sheetal is arranging more staff to help meet demand.

FOMS

Karla Connor, as the new FOMS Chair, presented an informal verbal report to the Board. She noted that Kirsty Gray will be Treasurer, Sarah Phillips will be Deputy Chair and Sian Wilson will be the FOMS Secretary/communications for the next year.

It was noted that FOMS held drinks to thank volunteers on 9 August (which Peter and Anna attended) but there was not the turnout that was hoped. FOMS also arranged a coffee cart one morning before school to meet Junior School parents, and approximately 25 people signed up to help FOMS. Karla explained that she is planning to create a database of volunteers and get a system in place to leverage this.

Correspondence

Nil

In-Committee Items

1 item

Meeting closed at 8:46pm

Next meeting: Wednesday 26th September 2018 at 7.00pm

From previous meetings	
Consider International Students for presentation to the Board at September Board Meeting	Peter
Sponsorship be added to the term 4 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
Share the report from Cornwall Park school regarding Innovative Learning Environments once received (likely to be received in Term 4).	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
Formally Invite Diane Maxwell to present to the parent community.	Peter
Find out more about Remuera Primary School trust arrangements	Peter
From this meeting	
Peter to discuss photocopier proposal with Derek	Peter/Derek
Set up meeting with auditors regarding increased fees	Peter / Derek
Ongoing	
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah
Each member to consider how the Board can support FOMS in its community focus.	All

Signed: _____

Dated: _____