

**Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 26th September 2018, 7pm**

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

Minute Secretary: Julia Beecroft

Adoption of Agenda

The Agenda was adopted with the addition of the 2018 Action Plan Review and a discussion regarding Korean students, cultural differences and expectations.

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. Anna requested that Tim give Charles access to Dropbox and he record his interests, if any, in the register.

Minutes of Previous Meeting

Moved by Bronwyn that the minutes of the meeting of the Board of Trustees on Wednesday 28th August 2018 be accepted as a true and correct record. Seconded by Tim, Passed.

Matters Arising

The matters arising were noted as completed or carried forward by the Board.

Strategic/Annual Plan

Peter presented the 2019 Action Plan to the Board. Peter requested that the Board look at the higher end goals under the Strategic Section and discuss this further at the next meeting.

Principal's Report

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

Peter noted that one application has now been received for the position of Te Reo teacher. Peter and the SMT will be interviewing the candidate later this week.

It was noted in Peter's report that 1 x FTTE has been dropped off the staffing entitlements for 2019. Charles asked Peter if this was going to create any issues or pressures for the school. Peter advised he is comfortable that the school can manage with this loss of entitlement.

David asked if there were any risks if teachers resigned over the holiday period with Peter leaving. Peter advised that teachers must give two months' notice so there would be no risk in that regard.

International Students Code of Practice

The review documentation for the International Students Code of Practice was reviewed by the Board and APPROVED to be formally submitted to Ministry. Moved by Anna. Seconded by Derek.

NAG 1: Curriculum

No items for discussion.

NAG 2: Review

BOT Co-option

The Board agreed to co-opt Charles Stokes onto the Board for the purpose of continuity on the building project and for succession planning. His period of co-option will be for the duration of the building project. Moved by Anna. Seconded by David. APPROVED.

Peter was asked to introduce Charles as a new co-opted Board member in the next school newsletter.

Strategic Governance Action Points

Solar Power

The additional solar power proposals submitted by Power Technology and Solar Group Limited were taken as read. David noted that there are varying levels of information regarding the viability of solar power and that it would be helpful to get expert advice on proceeding with this. David suggested that he ask the MOE Service Engineer for the new build about solar power as planning for solar power would have implications on the electrical design. The Board AGREED to this course of action.

Short Term International Students

It was noted that the Board had requested Peter prepare a report on Short Term International Students at the Strategic Planning Session earlier in the year. Peter presented his report to the Board. In addition to the report, Peter noted that the school's specialist programmes do not start until week 3 of Term 1 so there is capacity amongst the specialist teachers to assist with short term international students. By Term 3 a designated teacher would need to be employed. The Board thanked Peter for the report.

Rachel asked if the timing was right to commence a new programme within the school in early 2019 with Peter retiring and a new Principal in the role. Peter noted that this presents an opportunity for the school to earn approximately \$80k income which will be required to meet the likely forecast budget deficit for the specialist programmes in 2019. He added that the school already has approximately seven International Students and that office staff provide the administrative function and Amy Ko (Mandarin Teacher) provides pastoral care to these students. Further, Peter believed that whomever was appointed to the Principal role may already be involved in a similar programme in their existing position/school.

David asked if there were any space constraints in regards to classroom space for the 20 students proposed under the programme. Peter advised that the community room in the Hall could be used and that any existing use of that room could easily be diverted for the short duration of the programme.

There was discussion regarding the key risks of the programme. Peter noted that all International Students must have travel and health insurance and that with the short-term programme, students are travelling with their families. Office staff check that the appropriate insurances and immigration paperwork is in place. Payment is received up front. The school is currently doing all of this now for those international students who are staying for a longer term so modifying the programme to a short-term programme is not a substantial shift in current practice.

Following further discussion, Anna moved that the Board APPROVE the Short Term International Students proposal and requested a formal plan be prepared to implement it in 2019. Seconded by Derek. APPROVED.

NAG 3: Personnel

Staff Report

Bronwyn noted that the Unions have rejected the Government's pay offer and requested a straw poll vote on the next course of action. Bronwyn suggested that it would likely be further strike days which could be staggered geographically. A formal vote from all Union members would be required so the next course of action would not be known for a number of weeks.

Peter's resignation had been announced at the staff meeting following the last Board meeting and Bronwyn stated that whilst everyone was supportive of Peter's decision there was lots of emotion and sadness which has now moved to uncertainty over what will continue or change. Bronwyn advised that Terry Hewetson met with all 2019 staff for a workshop to assist with the recruitment of the new Principal. It involved questions regarding leadership style and personality traits. These responses have been shared with staff along with the responses from the Student Council.

Bronwyn has received a query from the office staff wanting assurances around the investigation into asbestos in the administration building over the school holidays. They are concerned that the investigation process could result in health risks. David outlined that the investigation process would not result in the mobilisation of asbestos fibres. Any areas where samples are taken will be sealed off fully as part of the sampling methodology. Bronwyn will report this back to staff and direct them to David if they have any further queries.

Bronwyn also noted that she had a request from the office staff that the Board communicate to the neighbours about the timeline for the demolition of the administrative block. This communication will be made in due course.

NAG 4a: Finance

August Accounts

Derek noted that the school was still waiting on \$150k from the ministry. David advised that he had now received clarification on the forms that needed to be completed in order for this payment to be received which are being processed.

Derek noted that he and Steph have completed a review of the budget against actuals to date and tracking ahead to the end of the year. He reported that the finances were looking fine to year end but that there are some additional unbudgeted costs that will be incurred that will likely see the surplus less than expected.

The Board reviewed the depreciation rates of the asset categories on the school's Fixed Asset Register. The Board APPROVED the depreciation rates of Building improvements (including the Portacom) of 40 years, furniture and equipment of 10-20 years, information and communication technology of 5 years, leased assets held under a finance lease of 3 years and library resources at 12.5% diminishing value. The Board also noted that the covered court and turf will fall under "furniture and equipment" for depreciation purposes and that the proposed depreciation rate is 20 years for the covered court and 10 years for the turf, but Steph is confirming this.

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

David, Charles and Moira meet with the Ministry today to discuss the building project. The project elevations are displayed on the staffroom wall. The footprint has changed slightly to better utilise the space. Building materials will include precast concrete, timber and glazed panels. The new building will tie in with the new style classroom block and the school hall.

The administration block must be vacated prior to the end of Term 4 in preparation for demolition in January 2019. Once all building and other consents are obtained, the build is then likely to commence in late Term 2 with the building opening in mid- 2020.

NAG 5: Health & Safety

Health and Safety Report

The Board noted the Health and Safety Report dated 26th September 2018 which Peter tabled at the meeting.

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

It was noted that two staff members appear to have worked more than 40 hours per week which may have resulted in additional time being paid at time and a half. Tim will discuss this with Sheetal.

Sheetal has requested leave over the December/January period. The Board APPROVED the leave but asked that Tim request that Sheetal provide a report on how Club Meadowbank will be managed in her absence. Tim will also advise Sheetal that leave may not be approved year on year for this time period.

Derek asked Tim to compliment Sheetal on increasing after school care numbers through her programme selection.

FOMS

Anna noted that she met with Karla Connor (FOMS Chair) last week and that Karla has presented a number of great ideas for consideration.

FOMS has submitted a fundraising application for the school Disco to be held on 26th October. Anna noted that there had been a change to the food which was now hot chips, cheerios and carrot sticks. The Board APPROVED the application on the basis that FOMS ensured the children were served the food in a safe way (ie children need to be seated and remain sitting while eating).

Anna had also been advised of a Christmas Ham fundraising proposal which would raise \$10 per ham for the school. Food safety protocols had been considered and this year will be a

trial to see what the uptake was like. Payment will be made upfront online. The Board also APPROVED this proposal.

Anna noted that FOMS had a number of initiatives planned for Term 4 including the painting of the Lorax Garden and a Christmas gift giving initiative, both of which were APPROVED in concept by the Board. FOMS is meeting on the 17th October to undertake planning and the outcomes of this would be presented at the October Board Meeting.

South Korean Community

Charles provided background to an issue that had been raised with him and asked the Board about support networks for the Asian community (in particular the South Korean community). He was concerned about families that may travel to New Zealand for schooling and not have extensive support networks around them to lean on and consult when their children are facing challenges at school such as bullying.

The Board discussed how other cultural groups, such as Pasifika families, approach Ula Lologa for support even if their children are not in her class. Ula has developed effective relationships with the Pasifika families and is a resource who they trust and can rely on for support. The Board suggested that Amy Ko (who speaks Korean) may be able to support the South Korean families in the same way. It was also noted that Matt Aukett is a fluent Korean speaker.

The Board requested that a flyer be sent home to South Korean families that provides some background to Amy and Matt and advise that they are available for support if required. A Korean families afternoon tea was also proposed to bring the community together.

Correspondence

Nicky Elmore Letter

Bronwyn presented an email she had received from Nicky Elmore titled 'New Principal at Meadowbank' to the Board. In the email Nicky offers support to the new Principal to ensure that the Enviroschools programme is maintained. Bronwyn will respond to Nicky thanking her for her letter and support.

In-Committee Items

One item.

Meeting closed at 9.20pm

Next meeting: Wednesday 31st October 2018 at 6.00pm

From previous meetings	
Sponsorship be added to the term 4 meeting agenda as a topic for further discussion.	Anna
Consider merchant fees and whether a surcharge should be introduced for next year (by the end of this year)	Derek
Derek to request trends and graphs in the Club Meadowbank enrolment report.	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
Peter to discuss photocopier proposal with Derek	Peter/Derek
Meet with auditors regarding increased fees.	Peter / Derek
From this meeting	
Tim to provide Charles access to Dropbox	Tim
Charles to note any interests in the Interests Register	Charles
Peter to introduce Charles as a new co-opted Board Member in the next school newsletter	Peter
David to seek advice on Solar Power from the MOE Services Engineer	David
Peter to prepare a plan for the implementation of the Short-Term International Students Programme for 2019	Peter
All Board members to review the Strategic Section of the 2019 Action Plan for discussion at the next meeting	All
Bronwyn to report back to Office Staff about the process to investigate Asbestos in the administrative block over the holidays	Bronwyn
David/Charles to prepare a letter for neighbours outlining the programme to demolish the administrative block over the Christmas holidays	David/Charles
Discuss Club Meadowbank staff hours with Sheetal	Tim
Prepare a flyer for the South Korean community that provides background to Amy Ko and Matt Aukett and details that they are available to support families as needed.	Peter
Bronwyn to reply to Nicky Elmore and thank her for her email and support	Bronwyn
Ongoing	
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah

Signed: _____

Dated: _____