

**Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 31st October 2018, 6pm**

Present: 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 one further item – notice from the NZSTA regarding the timing of the 2019 Board elections.

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 26 September 2018 be accepted as a true and correct record. Seconded by Rachel, Passed.

Matters Arising

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

Strategic Plan

Peter provided the Board with a draft Strategic Plan. Peter suggested that all Board members review the plan and provide their feedback to him by 12 November.

Tim asked if the Board should wait to review the Strategic Plan until after the new Principal is appointed. Peter advised that this will not be possible as the Strategic Plan needs to be submitted to the Ministry prior to the appointment of the new Principal. Peter noted however that the Strategic Plan can be reviewed at any time.

Principal's Report

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

Peter noted that strike action by members of the Union is expected to take place again on Monday 12 November. As per the previous strike day the school will not be able to open due to health and safety reasons as there will be insufficient cover to provide care for the entire school roll. The Board APPROVED the closing of the school on Monday 12 November. Peter will provide tentative notice of this in his next newsletter and Anna will issue a formal notice by way of a newsletter to parents.

There was discussion regarding staff with secondary employment. Peter noted that risks included staff asking for time off to meet their secondary employment obligations and potential conflicts of interest where staff tutor students who are in their classrooms or year group. Peter confirmed that there are no provisions in the Collective Employment Agreement that deal with secondary employment. The Board recommended that the letter of appointment be revised to include a clause stating any secondary employment needed to be approved by the Principal (at the Principal's discretion). Further to this there should be transparency regarding the tutoring of Meadowbank School children. Teachers may not tutor students who are in their classrooms or year groups and any tutoring may not take place on the school grounds due to health and safety concerns. Peter will raise this issue at Memo and outline the Board's policy regarding secondary employment.

Peter provided the Board with a draft report from his attendance at the New Zealand Principals' Federation Conference and will provide an update at the next meeting.

NAG 1: Curriculum

No items for discussion.

NAG 2: Review

Short Term International Students

Peter provided an update on this proposal and noted that he has advised staff of the proposed arrangements. He advised that a member of staff who is 0.4FTE and fluent in Mandarin has offered to run the short-term international student programme. Lena will run the morning programme with students then attending their home rooms. Nineteen positions had already been offered at a cost of \$500 per week with an administration fee of \$250 each. The February 2019 intake was intended to run for two weeks however two students had requested four weeks. Ten students have already expressed interest for the July 2019 intake.

Draft Budget

Peter noted that the first cut of the budget for 2019 has been prepared and currently provides for a surplus of \$27,800. Peter will meet with Steph next week to discuss a number of line items in the budget. Peter had included Moira, Matt and Jane in the preparation of the budget so they understand the process in developing it. The Board needs to consider the amount of the donation request at the November meeting so the budget can be finalised.

NZSTA

Anna advised that she had received notice from the NZSTA providing the timeline for the 2019 Board elections. The Board noted the timeline provided.

School Docs

Anna requested that Board members review the following documents:

- Harassment
- Improving Educational Outcomes for Maori Students

In addition, New Entrant swimming lessons are planned to take place in Term Four. A risk and safety assessment of the pool compound must be undertaken by the school caretaker and reported to the Board. Peter to follow up with Ken and provide a copy of the assessment at the next Board Meeting.

NAG 3: Personnel

Staff Report

Bronwyn reported that interviews had been held for Team Leader positions vacant in 2019. Jo Bickley has been appointed as Team Leader for Year 6 and Leah Searle for Year 1 (on a fixed term basis while Lauryn Buchanan is on maternity leave).

Appraisals have commenced this week with Team Leaders meeting with members of the SMT. All other teaching staff will be appraised in the next few weeks. Anna asked Peter when the Support Staff appraisals will be held and Peter confirmed these will be held before the end of the term.

Bronwyn noted that the final team workshop was held with Jacque Allen. This concludes a three-year process of staff learning about collaborative practice. Jacque noted that she leaves the school very confident in what has been put into practice over this time.

NAG 4a: Finance

September Accounts

Derek noted that the September accounts are tracking about the same as this time last year. It was noted that fees from International Students are significantly under budget for this year as this has not been an area of focus in 2018. Derek advised that despite this, the accounts were still looking very good with a \$70k - \$90k budget surplus expected at year end.

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 noted that the project was progressing well and was running to programme. The demolition and renovation of the Theo Lynds block had been advertised in the Gazette. Consents for the enabling works are with Council and consents for the build were expected at Council soon. Demolition of the administration block will take place over the Christmas holidays. Although the risk is very low, Club Meadowbank will be relocated while asbestos work is being undertaken. It was also noted that the Ministry will appoint contractors and will enter into all contracts so no Board approval will be required.

David advised that the Portacom in the staff carpark (currently being used as the Mandarin classroom) needs to be moved to enable the building works. One of the options is to move the classroom adjacent to the Garden to Table room (as a permanent move). David will look into this further.

David has been advised that there are issues with the alarm system that need further investigation. David is looking into this in conjunction with the Senior Management Team and will provide an update at the next meeting.

10YPP Update

The contractor hired to implement the 10YPP had not performed and as a result money expected to be paid this month for property related expenditure had not been. David was now across this and will have it rectified as soon as possible.

NAG 5: Health & Safety

Health and Safety Report

The Health and Safety Report dated Wednesday 31 October 2018 was noted by the Board. No issues of concern were raised.

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

Sheetal had raised a concern regarding staff employed as casual workers and holiday pay. Casual workers should receive their holiday pay with each payment whereas the Novapay system, which was used to pay Club Meadowbank casual workers, paid them at the end of the year. The Board AGREED that formal legal advice was needed to understand the full

implications of the issue. Derek and Anna will provide recommendations of employment lawyers to Peter.

FOMS Report

The Board noted the excellent feedback received by the school community regarding the recent Halloween Disco and asked that FOMS be formally thanked for their efforts.

The Board has received a proposal from FOMS for a Christmas Tree Fundraiser. The Board APPROVED the proposal.

It was noted that the Year 5 classes had recently been asked to donate stationery for a cause. Peter was unclear where this request had come from and advised that he would look into this further. The Board AGREED that any fundraising/donation requests (including fundraising for other causes) needed to be planned and approved by the Board. The Board also noted that all fundraising efforts should be co-ordinated and that Support Staff, SMT and FOMS should all submit annual fundraising plans to the Board for approval to avoid more than one fundraising activity being undertaken at a time. Anna will ask Support Staff for a plan for their activities for 2019.

Correspondence

Nil.

In-Committee Items

One item.

Meeting closed at 9.25pm

Next meeting: Wednesday 21st November 2018 at 7.00pm

From previous meetings	
Sponsorship (to be discussed in Term 1)	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 (2019).	Peter
Formally Invite Diane Maxwell to present to the parent community (2019)	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
Peter to prepare a plan for the implementation of the Short-Term International Students Programme for 2019	Peter
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
From this meeting	
Board to discuss 2019 donation cost at November meeting	Anna
All Board members to view Strategic/Annual Plan and send feedback to Peter by 12 th November	All
Provide report on attendance at the New Zealand Principals' Federation Conference	Peter
Review School Docs policies on harassment and improving educational outcomes for Maori students	All
Peter to discuss the Board's directive on secondary employment with all staff at Memo and revise the Letter of Appointment	Peter
Peter to advise Ken of the Risk assessment required on the school pool prior to NE swimming lessons and provide a copy of the assessment at the next meeting	Peter
Schedule Support Staff appraisals before the end of the year	Peter
Derek/Anna to provide the name of an employment lawyer to Peter. Peter to engage lawyer to review casual pay issue at Club Meadowbank.	Derek/Anna/ Peter
Ask SMT, Support Staff, FOMS for their fundraising plans for 2019	Anna
Ongoing	
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah

Signed: _____

Dated: _____