

**Meadowbank School  
Board of Trustees Meeting Minutes  
Wednesday 12 December 2018, 7pm**

Present: Sarah Valentine, Anna Thorburn, Tim Traviss, Bronwyn Steptoe, Derek Phillips, Rachel Murdoch, Charles Stokes, Peter Ayson, David Fehl (arrived at 7.30pm)

Minute Secretary: Julia Beecroft

In attendance: Phil Toomer, Karla Connor  
Leigh Duncan, Laura Wheeler, Kim Carson, Tessa Bastin (in part)

**Adoption of Agenda**

The Agenda was adopted with four In-committee items.

**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 Bronwyn that the minutes of the meeting of the Board of Trustees on Wednesday 21 November 2018 be accepted as a true and correct record. Seconded by Charles, Passed.

**Matters Arising**

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

**Strategic Plan**

Peter advised that Moira, Matt and Jane are currently working on the Student Achievement Path. The Strategic Plan is due to the Ministry by the 31<sup>st</sup> March. Phil will present the Strategic Plan and Analysis of Variance to the Board at the February meeting.

**Principal's Report**

The Report was taken as read with no further items for discussion.

**NAG 1: Curriculum**

No items for discussion.

**NAG 2: Review**

ACCOS Presentation: Student & Teacher Agency

Bronwyn, Leigh, Tessa, Laura and Kim spoke to their report on Student and Teacher Agency.

Tessa and Bronwyn advised that they had been focusing on Teacher Agency for Years 4, 5 and 6. At the start of the year all across school teachers were asked to rate themselves on Teacher Agency on a scale of 1-8. They were asked to repeat this process again in Term 4. All schools showed an improvement of half a point across all areas. "Collaboration" showed the least improvement, however upon reflection the ACCOS Leader feel that not all teachers understood what was meant by the term "collaboration". Meadowbank School's data was very similar to the other schools. Bronwyn reported that it had been noted by the ACCOS leaders that the Meadowbank teachers' comments were the most thorough and reflective which was extremely pleasing.

Derek asked if it would be expected that Meadowbank School's results would be different due to the work we have already done in this area. Bronwyn noted that we were a leading voice in the group and that our school leaders had passed on details on how we planned collaborative release as the school was strong in this area.

Laura, Leigh and Kim advised that they had been focusing on Student Agency in Years 1, 2 and 3. The students were surveyed at the start of the school year and again in Term 4. There had been a large positive shift in the results. Across schools, 25% of students were agentic. The students are very engaged in the process and seem to be more motivated about their learning. Teachers were using common language to talk to children which meant that students in collaborative environments could communicate with all teachers and be understood. In addition, teachers were surveyed and asked to rate student agency on a scale from 1 – 10. The results showed a shift towards more agentic behaviour.

It was noted that collaborative enquiry and professional learning groups will continue next year.

Rachel noted that fantastic work is being done in the student and teacher agency area and asked what steps are taken to ensure that within a collaborative environment a child is not stagnating in their learning. Leigh and Laura noted that tracking systems were in place as well as data sharing to ensure that this wasn't happening. Laura also noted that with three sets of eyes on a child rather than just one there was greater opportunity to ensure this didn't happen. Peter also noted that the Senior Management Team had done significant work in this area also with data walls to track progress.

Leigh, Laura, Kim and Tessa left the meeting at 7.32pm.

#### Mandarin Strategic Plan

Peter presented the Mandarin Strategic Plan to the Board. The plan was prepared by Amy Ko. Peter noted that specialist teachers would report to Carlene White in 2019.

The plan outlined that Mandarin was going to be broadened within the school in 2019 to incorporate other specialist teachers, classroom teachers and the wider Chinese community. Peter noted that the plan was a good start and that it may need some further work to give it greater depth.

#### Budget 3<sup>rd</sup> Draft

The third draft of the budget was presented to the Board. It was noted that 50% of the cost of moving the Mandarin classroom has been taken from the operational budget and 50% is capitalised. In addition, Peter noted that he had reduced staff professional development by \$20k and scholarships by \$13k due to budgetary constraints. These changes result in a minor surplus for 2019.

#### 2019 BOT Elections

Anna has downloaded the NZSTA document "A Board's Guide to Effective Succession Planning" which outlines the process for the 2019 BOT elections. She will circulate this to the other members of the Board.

The Board will need to appoint a Returning Officer. Anna described the role of the Returning Officer (based on the NZSTA advice). It was noted that Meadowbank School has previously engaged two organisations to act as Returning Officer and neither of these performed particularly well. There was discussion as to whether Carlene Callinan may be able to act as Returning Officer, but the Board noted that this could be challenging due to the pressures of her role and a lack of space in the temporary office. It was agreed that Peter would obtain

quotes from CES and another provider for discussion at the next meeting with an appointment to be made by 1<sup>st</sup> May.

The Board AGREED to the election being held on 7<sup>th</sup> June 2019.

Peter also noted that succession and co-options needed to be carefully considered by the Board. Peter suggested that given all current Board members would not be standing at the next election one member should consider staying until the end of 2019 to provide support to the incoming Board. This will be discussed further at the February meeting.

### **NAG 3: Personnel**

#### Staff Report

Bronwyn reported that staff had asked her to thank the Board for their personalised Christmas cards. They appreciated the effort taken by Board members to write a personal message.

The staff Christmas party was held on 30<sup>th</sup> November with good turnout. The Board were thanked for their contribution.

Bronwyn noted that the office staff and senior management team had been very busy with the office move and in particular Matt had worked extremely hard on the project.

Phil advised the Board that he had received a detailed handover from Peter and appreciated the time and effort Peter had put into briefing him.

### **NAG 4a: Finance**

#### November Accounts

Derek presented the November accounts to the Board and noted that they were looking "very healthy" thanks to tight cost management from Peter. It was also noted that almost \$290k of donations have been received (to 30 November 2018). Steph has issued a friendly reminder to all those with outstanding donation invoices.

#### Merchant Fees

Derek and Steph have reviewed the merchant fees being paid by the school. This year costs were \$7,350. Of this \$3,800 were for the school and \$3,550 for Club Meadowbank. Steph has already ensured that the school is on the Government rate for merchant fees. Derek asked the Board to consider if the school should absorb these costs or add a surcharge to payments being made. The Board agreed that an alternative option needed to be available to parents so they could avoid the surcharge. Currently the portal only allows for payment by credit card however internet banking could be added. The Board AGREED not to add a surcharge but encourage parents to pay via internet banking and outlining the rationale of paying this way (ie it will save the school money). This will be trialled in 2019 and reviewed again at the end of the year.

#### 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 reported that he had previously been advised that the new building needed a lift however as a result of the Design Review Panel process the ramps have been confirmed as adequate which is better for the school as the lift would impact on the footprint of the new

building. Developed design is now underway with Moira, Peter, Matt and Jane looking at how the spaces can be split up. Another meeting will be held before the end of the year and then again on 15 January.

The letter advising the neighbours and wider community about the demolition of the administration block will be distributed on 13 December as well as going onto the school website. Questions or queries will be addressed by the Ministry who have advised that they will deal with all communication. Peter is to provide the Ministry contact number to all Board members and any questions need to be directed to them. The contractor will be onsite on Friday for a pre-start meeting.

#### Mandarin Room

David has completed the forms required by the Ministry for the relocation of the Mandarin classroom. Consent is required to move the classroom onto permanent foundations. The classroom will be moved by the end of Term 1. If the consents are not in place then it will go onto temporary foundations until the consents are received.

#### 10 Year Property Plan

David provided a copy of the 10-year property plan to the Board. The Board APPROVED the plan.

David noted that the accelerated modernisation grant of \$200k needs to be progressed as it has been provided on a “use it or lose it” basis. The John Boyens block is being targeted as the best place for this grant money to be spent. Due to the cost of the project, a Project Manager and architect will be required for the project. The project will need to run in tandem with the major build but with no additional classrooms available the works will need to take place during the holidays or the hall will have to be utilised as a classroom for a short period. David and Charles to investigate further and report back.

### **NAG 5: Health & Safety**

#### Health and Safety Report

The Health and Safety Report was received by the Board. A Health and Safety meeting was held on Monday. The Board noted that, following the last Board meeting, the following actions have been taken:

- In response to the allergy incident, staff were reminded at Memo about the procedures regarding classroom cooking and food activity, and the need to inform the school office prior to the activity occurring.
- Staff were advised at Memo about responsibilities for First Aid Kits and Ice Packs on school trips and sports events.
- Staff were also advised at Memo about the need for accuracy in recording student presence and absences, to avoid any incidents.

A teacher has identified a potential hazard in the junior administration block. Windows in this block are old style sashes that open out fully. The drop from these windows is over 1m. The Board APPROVED the installation of restrictive stays on these windows. Ken will arrange for these to be installed. Ranch slider type windows have also been identified as posing a similar hazard. Peter will arrange an aluminium specialist to view the windows and recommend a solution to restrict the opening of the windows.

Rachel raised an issue with bus seats. The school’s policy for travel by bus is that every child and adult has a seat. On a recent Year 5 trip this was not the case with some children sitting 3 to 2 seats and adults standing. Peter noted that Carlene books the buses and that the bus company sent smaller buses than those booked. The Board asked that the booking be done on the basis of the seats ordered rather than the number of buses. Peter will advise Carlene of this requirement.

Charles raised an issue with the Epi Pen policy. Charles noted that an Epi Pen costs a parent \$160 and the school requires at least two Epi Pens for each student – one for the junior side and one for the senior. Epi Pens also expire. He will look at a proposal whereby parents contribute to a pool of Epi Pens purchased by the school (rather than requiring each student to supply two Epi Pens). Charles will report back on his review in Term 1.

The Board discussed the process for advising them of near misses and incidents. They would like to see a simple standardised form established that effectively reports the event and what has been done as a result. Phil will review this in 2019.

#### Swimming Pool

The Board noted that the swimming pool assessment had been completed by Ken prior to the commencement of New Entrant swimming. The results of the assessment were included in the Principal's Report.

#### **NAG 6: Administration**

No items for discussion.

#### **NAG 7: School Charter**

No other items for discussion.

#### **NAG 8: Analysis of Variance**

No items for discussion.

#### **Community**

##### Club Meadowbank

The report was taken as read with no further questions.

##### FOMS Report

Carla attended the meeting to seek approvals for FOMS' proposals and report back on the extensive works that FOMS have undertaken in the past three months.

The Board APPROVED the establishment of a sushi trial in Term 1. The Board also noted that FOMS will be swapping the existing sausages to real meat sausages from Neat Meat. This will result in a 50c increase in the cost of the sausage but the profit margin remains the same. Gluten free options are also being investigated.

FOMS have established contact with 17 other school committees in the local area. The committees are all sharing their ideas and learnings and will meet bi-annually.

A Murder Mystery has been proposed as an alternative to the parent's quiz night. Carla will seek feedback on this proposal from parents before swapping it out. The X-Race has been confirmed for 11 May. A picnic will be held in Term 1 which will be a non-fundraising activity to promote FOMS and foster the sense of community within the junior and senior year groups.

The Board applauded the work that Carla and the FOMS team had done in Term 4 and thanked them for their energy and enthusiasm.

#### **Correspondence**

The Board has received a letter from Jessica Wight. Sarah advised that Jessica had also been in touch with her to provide further background. Jessica has reviewed the school sickness and pandemic policy. She understood both of these policies however following an event at school in Term 2 where a number of children became ill with influenza, Jessica was

interested in the School's policy for events that fall between sickness and pandemic. Jessica had also phoned the Ministry of Health who advised her that she had highlighted a possible gap in Ministry policy.

The Board suggested that Jessica review School Docs and if there was still a gap in policy then request that Jessica, who is qualified in this area, suggest a procedure for the Board to review. Sarah will follow up with Jessica.

**In-Committee Items**

Five items

Meeting closed at 10pm

**Next meeting: Wednesday 20<sup>th</sup> February 2019 at 7.00pm**

<b>From previous meetings</b>	
Sponsorship (to be discussed in Term 1)	Anna
Ask Jane to prepare an email about 'Class Reps' for distribution by teachers (2019)	Peter / Phil
Discuss photocopier proposal	Phil/Derek
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 (2019)	Matt
Ask SMT and Support Staff for their fundraising plans for 2019	Anna
Discuss establishing a Trust for Club Meadowbank funds with Simon Weil (solicitor) and report back to the Board in 2019	David
Provide comments on the Harassment Policy to School Docs	Peter
Send letters to neighbours of the school regarding the demolition of the Administration block. To be sent 13.12.18	David
Anna to seek further information from the Uniform Centre on stock levels and the commitment they are asking the Board to make with regards to buying stock if uniforms are changed in the next two years.	Anna
Club Meadowbank 10-year anniversary in January – consider how this should be recognised	Tim
<b>From this meeting</b>	
Present Strategic Plan and Analysis of Variance to the Board at February meeting	Phil
Develop an incident reporting form.	Phil
Share NZSTA BOT election process document with the Board	Anna
Seek quotes from CES and others to be returning officers for the school	Peter
Notify parents (in donation request letter) that the preferred method of payment is via internet banking to save the school on merchant fees	Anna
Provide the MOE contact for all communication regarding the demolition of the Admin block to Board Members	Peter
Consideration of John Boyens block modernisation project	Phil / David / Charles
Security Stays to be installed on the windows identified as posing a hazard in the junior administration block	Peter
Advise Carlene that buses for excursions are to be booked on the basis of seats required rather than bus numbers	Peter
Review the Epi Pen policy and report back in Term 1	Charles
Review process for notification of near misses and incidents	Phil
Direct Jessica Wight to School Docs and advise that the Board would like to see a procedure if there is still a gap in policy between illness and pandemic	Sarah
<b>Ongoing</b>	
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_