

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

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

Minute Secretary: Julia Beecroft

In attendance: Phil Toomer

Adoption of Agenda

The Agenda was adopted with the addition of four In-Committee items plus correspondence from the School Uniform Centre.

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 Charles that the minutes of the meeting of the Board of Trustees on Wednesday 31 October 2018 be accepted as a true and correct record. Seconded by Bronwyn, Passed.

Matters Arising

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

Strategic Plan

Peter has incorporated the feedback he has received from the Board into the Strategic Plan.

Peter noted that he and Phil will be attending the ACCOS Principals meeting shortly where an across leaders report will be tabled. He will bring this to the next Board meeting. Wellbeing and resilience are the focus.

There was discussion regarding the timing for the Strategic Plan. Peter noted that it usually completed in Term Four but he is waiting on the ACCOS report. The Strategic Plan is not required to be completed until 1 March 2019 so should be approved by the Board at the February 2019 meeting. It becomes operational however from the start of 2019.

Rachel noted that Chris Buchan was operating a financial literacy rewards programme with his Year 5 class that had generated positive feedback and discussion amongst the year group. Rachel asked if this was going to be rolled out to other classes. Peter advised that Chris had presented the programme to other teachers but it was not planned to be widely utilised. The programme was free for the first year and then had to be paid for. Bronwyn noted that the school-wide concept for Term 2 in 2019 is Enterprise and financial literacy concepts would be explored as part of this.

Principal's Report

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

Peter reported that the school is fully staffed for 2019.

Peter provided an update following the NZPF Conference that he attended in October and noted it was the best NZPF conference he had been to for some time. The speakers were

very good. Peter has shared his learnings from the conference with the Senior Management Team.

Peter noted that FOMS needs more people to assist in generating extra income for the school. In particular, New Entrant and Year One families need to be engaged. The Board discussed the requirement for a Class Rep concept again for the Junior School and noted that a plan needed to be put in place to support FOMS with this community engagement for 2019.

NAG 1: Curriculum

No items for discussion.

NAG 2: Review

Donation

The Board APPROVED an increase to the school donation request to \$500 per pupil for 2019. It was noted that the donation request amount has not increased in four years, but costs have increased over this time. It was also noted that the draft Budget provides a lesser amount being fundraised by FOMS than in previous years. Other schools in the area increase the amount of their donation request to match inflation every year so families are not hit with a significant increase after a couple of years.

Budget 2nd Cut

Peter presented the 2nd cut of the Budget. He noted that the projected school roll for 2019 is slightly lower than the school roll in 2018, so parts of the operations grant and the split site allowance are lower in 2019 than in 2018. Peter explained that the "Salaries LWOP" budget line allows for staff who have already asked for leave without pay in 2019 and although the budgeted amount is lower than 2018, he considers this will be sufficient.

Peter also noted that the cost of shifting the Mandarin classroom currently sits within the operations budget and as a result the Budget shows a deficit. However, he has spoken with CES who have suggested that the cost of shifting the classroom could be capitalised. If this is the case then the Budget will have a surplus. The Board agreed that Derek should discuss how to account for the shifting of the classroom with Jolly Duncan Wells so the Budget can be finalised.

School Docs Review

The Board has reviewed the Harassment and Improving Educational Outcomes for Maori Students policies.

- Harassment

David noted that the current policy detailed that there was zero tolerance for harassment but it wasn't detailed until the fourth paragraph. He requested that this paragraph be put first and in bold. Tim noted that the Harmful Digital Communications Act 2015 was not incorporated into the policy and needed to be. Peter will provide this feedback to School Docs.

- Improving Educational Outcomes for Maori Students

The policy referenced the Ministry of Education's 5 year plan – Ka Hikitia – Accelerating Success: The Maori Education Strategy 2013-2017. It was noted that this is because this is still the current 5 year plan (as it has not yet been updated by the Ministry).

The policy also states that the Board consults with the Maori community. Bronwyn advised that she would attend the Hui scheduled for 28th February 2019 on behalf of the Board and provide feedback to the Board after the Hui.

NAG 3: Personnel

Staff Report

Bronwyn reported that the most significant personnel matter for the month had been the announcement of the new Principal.

The teachers strike day took place on 12 November with great turnout of teachers at the Upland Road shops with placards. Bronwyn advised that the community was very supportive of the strike action and the teachers are now waiting for the next offer from the Government.

Bronwyn advised that planning is well underway for 2019 and appraisals are now winding up for all teaching staff. Senior school reports should be completed by next week and that has been a focus for the Year 3-6 teachers.

NAG 4a: Finance

October Accounts

Derek noted that funds sitting in the cheque account would be moved to a term deposit as soon as all expenses had been finalised. The accounts were tracking at about the same level as last year with Steph doing a final push for donations and overdue invoices.

Derek has had a number of discussions with Jolly Duncan Wells (Auditors) regarding their fee proposal which included an increase of four hours. Derek has now received an updated proposal and recommended that the Board accept the proposal with an increase of two hours. The cost for the 2018 audit (including the additional two hours) is \$5,498.74 plus GST. The BOARD approved the appointment of Jolly Duncan Wells as Auditors on this basis and delegated authority to Anna Thorburn to sign the Audit Proposal Letter.

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 tenders have closed for the demolition enabling works so he would be able to report further on that at the next meeting. Further work was needed on relocating the Mandarin classroom. The move was unlikely to happen prior to the demolition of the administration block. David noted however that this may be beneficial as the building could be transported across the ground vacated by the administration block.

Tim asked if the neighbours had been notified about the demolition of the administration block. David advised that he has received a draft letter from the Ministry that will be sent to neighbours before the next Board meeting and be put on the school website.

NAG 5: Health & Safety

Health and Safety Report

Peter tabled the Health and Safety Report dated Monday 19 November 2018. The report was discussed by the Board. The Board asked Peter to provide an incident report for the accident involving two students falling into the grate and another incident report for the allergy incident following the class cooking exercise. Peter will present these at the next meeting.

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

Tim noted that the 10-year anniversary of Club Meadowbank is coming up next year and a celebration of some sort should be planned.

A cooking class is proposed as an activity next year. The Board noted that a full plan will need to be prepared on implementing the activity with a focus on allergies and other health and safety risks.

Sheetal is investigating a new payroll system as Novopay does not manage casual employees. Tim will review Sheetal's report and pass to Derek to peer review and provide a recommendation. Derek has provided Tim with the name of an employment lawyer who will be able to advise on the issues regarding casual vs permanent staff.

FOMS Report

Karla is in regular contact with Anna regarding FOMS and has reported that a healthy lunch working group has been set up to investigate options and their viability. Anna noted that she had looked into Subway last year but it had very little profit margin for the purpose of fundraising.

The Board reviewed the events planned for early 2019 and recommended that the Disco and Murder Mystery be held in Term 2 with the X Race in Term 1 while it is warmer and drier.

A conservation cruise has been proposed as a school holiday fundraiser. The organisation that runs the cruises has approached a number of Auckland schools. The Board supported the idea provided that the school did not have to make any minimum financial commitment. Anna will check with Karla on this.

Correspondence

The new owners of the School Uniform Centre have written to the school asking for a guarantee that the school would purchase any stock. Anna has discussed this with Peter and Rachel and decided that this should only apply if the uniform is changed within two years of the date of the letter. Derek noted that the school has provided commitment on stock levels previously and that this should be reviewed first. Anna will review the previous commitment and report back to the Board.

In-Committee Items

Four items

Meeting closed at 10.00pm

Next meeting: Wednesday 12th December 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 (to be presented at the December meeting)	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 Reps' for distribution by teachers (2019)	Peter / Phil
Formally invite Diane Maxwell to present to the parent community (2019)	Peter / Phil
Peter to discuss photocopier proposal with Derek	Peter/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
Peter to advise Ken of the Risk assessment required on the school pool and provide a copy of the assessment by email to the Board prior to the NE classes starting swimming lessons.	Peter
Support Staff appraisals before the end of the year	Peter
Ask SMT and Support Staff for their fundraising plans for 2019	Anna
From this meeting	
Discuss establishing a Trust for Club Meadowbank funds with Simon Weil (solicitor) and report back to the Board.	David
The Strategic Plan is to be presented to the Board in its final format in February	Phil
Discuss the accounting treatment of the costs associated with moving the Mandarin classroom with the Auditors	Derek
Provide comments on the Harassment Policy to School Docs	Peter
Send letters to neighbours of the school regarding the demolition of the Administration block	David
Present incident reports for the grate and allergy near misses at the next meeting	Peter
Request a plan from Sheetal for the implementation of the cooking programme at Club Meadowbank next year with a focus on food allergies and other Health & Safety risks	Tim
Check if any minimum financial commitment is required for the Conservation Cruise proposed by FOMS	Anna
Review the commitment made to the Uniform Centre in July 2016 and report back to the Board	Anna
Club Meadowbank 10 year anniversary in January – consider how this should be recognised	Tim
Ongoing	
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah

Signed: _____

Dated: _____