

**Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 20 February 2019, 7pm**

Present: Sarah Valentine, Anna Thorburn, Tim Traviss, Bronwyn Steptoe, Derek Phillips (from 7.30pm), Rachel Murdoch (left the meeting at 8.30pm, returned at 9pm), Charles Stokes, David Fehl (left the meeting at 9pm), Phil Toomer

Minute Secretary: Julia Beecroft

In attendance: Karla Connor (in part), Moira Blair (in part), Tony Walden

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 Rachel Murdoch that the minutes of the meeting of the Board of Trustees on Wednesday 12 December 2018 be accepted as a true and correct record. Seconded by Sarah Valentine, Passed.

FOMS Report

Karla spoke to the FOMS Report and noted that FOMS is making excellent progress and has a number of initiatives in planning phase.

Karla asked if the Board could provide her with an overview of what the funds raised will be used for so that this can be communicated to the school community. Phil will prepare a list and provide this to Karla.

It was noted that Sonja Shine has volunteered to join FOMS as the Teacher Representative this year.

The Board thanked Karla for all of FOMS' hard work. Karla left the meeting at 7.10pm.

2018 Analysis of Variance

Moira provided the Board with a report on the 2018 Analysis of Variance and spoke to the report.

Moira noted that what the school is measuring and how it is being measured is not giving the Senior Management Team all the information required. As a consequence, a hybrid report will be prepared next year. She confirmed that the Senior Management Team is continuing to track priority students on the "priority walls".

Moira reported a 2% drop in the number of students who are "At" or "Above" for reading, writing and maths. While this only represents 16 students, the Senior Management Team has undertaken a thorough and in-depth review across all year levels to understand the data. The data also did not track those achieving "Well Above". To address, this, an extra level of "Well Above" will be added to next year's reporting.

Moira noted that the Year 1 reading data shows a significantly lower Year 1 achievement than in previous years. The Senior Management Team has discussed this and it appears this is as

a result of a changing demographic, increased numbers of ESOL students and students having a lower level of school readiness than in prior years. The Board suggested that the school could look at communicating this to the wider community, in particular local kindergartens and pre-schools as part of the wider community engagement initiative. The Senior Management Team is also considering whether the 40 week results should be reported to parents as these often cause unnecessary concern, when students are "At" the standard by the end of Year 2.

Phil noted that it would be useful to compare Meadowbank School's gender statistics to the national trends and see if they are similar. Phil will investigate further and report back.

Going forward the priority would be put on those students that are sitting 'below' the standard.

Moira also outlined the 2019 recommendations and confirmed that these are already being implemented. The Board noted that one of the recommendations is to closely monitor the impact of specialist ESOL teaching interventions on overall syndicate data to ensure that ESOL funds are being spent effectively.

Moira left the meeting at 7.30pm.

Matters arising from previous meetings

The matters arising were noted as completed or carried forward by the Board. There was discussion regarding sponsorship and fundraising. The Board asked Phil and the Senior Management Team to prepare a list of recommendations for sponsorship/fundraising, with particular emphasis on fundraising to complete the new admin and classroom block.

Charter Approval

Phil presented the final version of the Charter to the Board. The Board APPROVED the Charter. Phil will submit it to the Ministry.

2019 Budget

Derek and Phil have reviewed the budget with some minor amendments which were highlighted in green for the Board to review and consider. The changes included:

- \$24k grant for new teachers was previously shown as a net expense but it is now included as Grant income and Salaries expense.
- Cyclical maintenance plan provisioning is now budgeted at \$45k rather than \$25k which reflects the updated property plan.
- An adjustment to the Cyclical Maintenance expenditure for FY18 is also required to recognise the new provisions. We are advised this is the case for all schools when they introduce a new plan and reflects cost changes.
- It has been confirmed that the costs of relocating the Mandarin classroom can be 100% capitalized.

The Board APPROVED the revised budget.

School Docs Review

Finance and Property Management

Charles asked if all school owned property was insured as per the policy. Derek confirmed that insurances were in place and that this had been reviewed recently. The Board APPROVED the Finance and Property Management Policy.

Alcohol, Drugs and other Harmful Substances

Sarah noted that the current policy makes no allowance for children with medical conditions who may require drugs to manage an illness/condition. Sarah will prepare a sentence for

insertion into the policy that allows for an exemption from the policy when agreed by the school and families for medical reasons.

The third paragraph should say “Students shall not be in possession of.....” rather than “It is not acceptable for students to be in possession of...”

The Board requested that Phil confirm that all aspects of the policy are being adhered to, including when the hall is being hired out. Phil will investigate and report back.

Swimming Pool

The Board agreed that the swimming pool policy should be thoroughly reviewed. Phil will undertake this review including a review of the MOE ‘Swimming Pools at School Guidelines’.

The Board requested that a sign be displayed on the pool fence which directs users to the portable defibrillator in the hall, states that 111 needs to be called in an emergency and details the school’s physical address for emergency services.

2019 BOT Elections

Returning Officer

Phil has received a quote from CES for the role of Returning Officer. Anna has also been approached by Allan Curtis offering Returning Officer services. Anna requested a proposal from Allan but has not yet received it. The Board will review this again in March.

Forum for Interested Parties

Anna noted that the NZSTA is intending to hold a forum for people who were interested in standing for school Boards on the 30th April or 7th May. The Board agreed that this should be communicated to the community. Anna will detail it in the BOT newsletter.

Tomorrows Schools Review

The Board agreed to opt in to the review on Tomorrows Schools that is being completed by ACCOS subject to Board final review of the proposed submission.

BOT Newsletter

Anna advised that she will prepare a BOT Newsletter for distribution by 22nd March. Topics to be covered include the upcoming election, advertising the NZSTA forum and acknowledging/celebrating 10 years of Club Meadowbank. Anna asked if there were any additional topics to cover. David suggested a message supporting FOMS and highlighting that a major building project will be commencing this year with the Ministry only funding the basics. It was agreed that the Q&A section would be completed by Phil.

Principal’s Report

The Report was taken as read. Phil noted that the school roll needs to reach 804 by the end of the year or the school will lose approximately \$2,000 of funding per student. There was discussion about whether out of zone enrolments should be considered. The Board noted that physical space constraints had previously meant that the Board did not permit out of zone enrolments, but this may need to be reconsidered in the future if roll numbers continue to decline. Phil noted that he would report on the roll numbers at each monthly meeting and mid-way through the year the Board could consider whether any action was required.

Phil noted that Peter Ayson previously used his own credit card for school expenses and then sought reimbursement from the school via the Board Chair. Phil requested a new credit card for the school with a \$10k limit. The Board APPROVED a credit card for the Principal with a credit limit of \$10k. The Board also APPROVED an increase in the school’s credit card facility from \$12k to \$21k (Phil Toomer - \$10k, Moira Blair - \$5k, Sheetal Lawrence - \$5k and Jade

Pardy - \$1k) on the basis that staff using the card agreed to do so within their delegated authorities.

Phil noted that he had met with the school's current security provider and put them on notice following an investigation into their service as they had not been performing as per their contract terms. Phil is monitoring this closely and speaking with other providers. He will keep the Board updated as to progress.

Staff Report

Bronwyn presented the staff report. She noted that staff wellbeing was a new focus this year. A programme called 'Thrive' has been developed by staff members and was inclusive of many aspects of wellbeing, including mindfulness. Staff were today asked for ideas and suggestions on how to increase the amenity of the temporary staff room and a wish list of how they would like the staff room in the new build. The lead teacher Teal, and Bronwyn have met with Phil to discuss what could be done.

Two teachers only days were held at the start of the term which were very well received. Bronwyn said that there was a buzz and high level of enthusiasm around the school with a 'seamless' transition of Principal.

Bronwyn noted that there is planned NZEI action for the week commencing 18th March. The school will remain open during any strike action.

Finance Report

Derek noted that CES advise that the school is required to move to a different reporting standard for accounting purposes this year. He presented draft numbers for 2018 and said that the accounts were not expected to move materially from that position.

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

Property

Ministry Project

David noted that there were two key outstanding issues that are being worked through in relation to the building project:

- 1) Heating and cooling.
- 2) The extent of the build.

David noted that the school is contributing \$1.5m towards the build and has an expectation that the build will connect in with the rest of the school. The Ministry has not sufficiently defined the external area of the build and has reduced the scope of the hard landscaping. This is being discussed with the Ministry, as the landscaping needs to meet the requirements of the Building Code, as well as Ministry of Education requirements. David / Charles will report back on this at the next meeting.

Mandarin Room

Matt Adams has been engaged to assist with the consenting process for the relocation of the Mandarin classroom, and has commenced work on this.

John Boyens Building

A meeting is being held on Friday to progress the redevelopment of the John Boyens block. The design brief will be issued to the Architects as per the Ministry guidelines for funding.

Health & Safety

Health and Safety Framework Review

The Board thanked Phil for his work on the Health and Safety Framework and agreed to adopt all the proposed templates.

Phil asked the Board for information regarding an Asbestos Register. The Board noted that a visual inspection for asbestos was undertaken in the 10 Year Property Plan but no testing was undertaken. Phil will review the documents in the 10 Year Property Plan.

The Board suggested that a map could be incorporated into the report showing the location of incidents to determine if there was a trend in where they took place. In addition, trend analysis on the type of accidents that are occurring.

Incident Report

Phil presented the incident report relating to the allergic reaction following a baking lesson in the junior school. The Board was satisfied that appropriate actions had been taken following this incident.

Club Meadowbank

Tim presented the Club Meadowbank report.

Tim noted that Phil had been asked to engage with the family that had the aged debt with Club Meadowbank. Phil will direct the family to WINZ support and try to get the family back into the programme. The debt will be written off.

Tim is putting together a WIP list for Sheetal to work through, including re-initiating another survey on Club Meadowbank. Tim will update the Board as this is progressed.

Derek has received advice regarding holiday pay for casual / non-casual employees. If the employee agrees it can be paid at the end of the year. Derek will forward this advice to Tim.

Correspondence

The Board discussed the correspondence from The School Uniform Shop requesting that the Board undertakes to purchase any garments or cloth that The School Uniform Shop may stock for Meadowbank School if the Meadowbank School uniform changes. Samara Kurta from the Uniform Shop had provided stock detail.

The Board agreed that, although there is no current intention to change the supplier of the uniform, so there is no risk to The School Uniform Centre at present, the Board is not comfortable signing the letter of agreement, effectively underwriting this aspect of the business, without any benefit to Meadowbank School. Anna will advise The School Uniform Centre of this decision.

In-Committee Items

Four items.

Meeting closed at 9.44pm

Next meeting: Wednesday 20 March at 7.00pm

From previous meetings	
Sponsorship. Update from February Meeting: The Board requested Senior Management prepare a recommendation on sponsorship and fundraising (including grants) and report back to the Board on a framework for sponsorship.	Phil
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. Phil to follow up with Matt	Phil / Matt
Discuss establishing a Trust for Club Meadowbank funds with Simon Weil (solicitor) and report back to the Board in 2019. Update from February Meeting: Phil to follow this up.	Phil
Security stays to be installed on the windows identified as posing a hazard in the junior block	Phil
Club Meadowbank 10-year anniversary in January – consider how this should be recognised.	Tim
Review the Epi Pen policy and report back in Term 1.	Charles
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
From this meeting	
Prepare a list / communication for FOMS (Karla) on what they are raising funds for	Phil
Review Meadowbank School's gender statistics from the Analysis of Variance 2018 with national trends and report back.	Phil
Submit the school Charter to MOE	Phil
Provide a sentence to Phil for the Alcohol, Drugs and Harmful Substances policy to allow for children with medical conditions.	Sarah
Confirm the school complies with the procedures outlined in the Alcohol, Drugs and Harmful Substances policy	Phil
Thoroughly review the Swimming Pool policy	Phil
Arrange for sign to be added to swimming pool fence	Phil
Prepare a BOT newsletter for distribution by 22 nd March	Anna
Review the documents in the 10 Year Property Plan regarding asbestos	Phil
Forward advice on holiday pay for casual / non-casual employees to Tim	Derek
Respond to The School Uniform Shop	Anna
Ongoing	
BOT PLD – ongoing	All
Include a question on the use of boo22630ster learning services in the next BOT Survey	Sarah

Signed: _____ Dated: _____