

**Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 20 March 2019, 7.00pm**

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

Minute Secretary: Julia Beecroft

In attendance: Karla Connor (in part), Tony Walden, Vicki Eriksen

FOMS Report

The Report provided by Karla was taken as read.

Karla reported that there are enough parent helpers for the junior disco on 22 March but more helpers are required for the senior disco. The Board asked FOMS to notify parents of this via the Facebook page / School App. If there aren't enough parent helpers for the senior disco then it cannot go ahead. Tim asked whether the ticket price is a factor. Karla advised that the senior disco always had trouble recruiting volunteers so she did not think the price is a significant contributing factor. She noted that the \$10 tickets include food which will be fresh fish (crumbed) and chips along with fruit and an ice block as children leave. \$200 worth of tickets have also been distributed to students who otherwise may not get the opportunity to attend due to the increased cost.

Karla requested Board approval to attend a NZPTA Modern PTA full day workshop on 18 May at a cost of \$100. The workshop will include topics such as running an effective PTA, managing communications, fundraise smarter not harder and effective team building. The Board APPROVED this request.

Ice blocks are a significant fundraiser for FOMS in Terms 1 and 4. FOMS would like to do something in Terms 2 and 3 to generate additional fundraising and propose a hot chocolate with marshmallows to be served after school. The Board APPROVED the proposal and recommended that it be adopted on a trial basis for a period of four weeks.

Karla noted that pork bun lunches were not generating as much profit for FOMS as other lunch options and that FOMS were considering options (including reducing the frequency of pork buns with alternative options such as pies over the winter). Karla will report back on this.

Karla left the meeting at 7.11pm.

Adoption of Agenda

The Agenda was adopted with one In-committee item plus discussion on the drop off zone, response to the Christchurch tragedy and staff morning tea.

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 David Fehl the minutes of the meeting of the Board of Trustees on Wednesday 20 February 2019 be accepted as a true and correct record. Seconded by Tim Traviss, Passed.

Matters arising from previous meetings

The matters arising were noted as completed or carried forward by the Board. Updates were provided on the following:

Epi Pen Policy Review

Charles has provided a draft of his review to Phil. He noted that a general Epi Pen is needed and highlighted that training on the use of Epi Pens needs to be renewed. Phil will be following this up and including Club Meadowbank in the training. The final report will be presented to the Board at the next meeting.

Correspondence with Jessica Wight

Sarah and Phil have met with Jessica Wight to further discuss her concerns regarding the gap in policy between illness and pandemic. Sarah, Phil and Jessica will continue to work on this and report back to the Board.

Asbestos Review in 10Y Property Plan

Phil advised that he had spoken with Matt Adams and an asbestos review was not undertaken with the 10Y Property Plan. Phil will meet with Matt and do a visual inspection.

Swimming Pool Policy Review

The review was completed by Ken. It was noted that the pool fence has barbed wire on it which does not comply with current regulations and needs to be removed. Ken will do this. Phil noted that increased repairs and maintenance expenditure may be required over the next year to identify and resolve issues of remedial maintenance.

Board Newsletter

The Board Newsletter was sent out to parents and caregivers. Anna noted that she received an email from a parent of a junior school student saying they were not aware that Club Meadowbank was operated by the Board of Trustees with profits going back to the school. As a result, the parent was now interested in using the service. The Board agreed that this point should be publicized more.

Trust – Locally raised funds

Phil provided the Board with a copy of Anthony Harper's advice regarding the establishment of a Trust. The Board AGREED that they wish to continue progressing the establishment of a Trust for the purpose of protecting the income producing assets of the school. The Board asked that Phil continue to work with Simon on the detail and communicate with the Board via email to continue momentum on this piece of work.

Sponsorship framework

Phil provided a Sponsorship Strategy framework document for discussion.

David requested that Board approval be added to the event sponsorship column. Charles asked whether a sub-committee should be established to approve larger value sponsorships. The Board AGREED that the entire Board should be involved in the approval of larger value sponsorships based on previous experience.

Phil noted that the body of work for the Senior Management team was now to look into detail at resource contribution with a focus on the new building project. The Board AGREED and asked that Board approval also be added to the process for resource contribution.

The Board APPROVED the framework based on the above changes.

2019 BOT elections

Returning Officer

Anna noted that the Board has received proposals from Allan Curtis and CES to act as Returning Officer for the upcoming election. The Board APPROVED using CES for the 2019 BOT elections given they are a larger organisation with more experience than Allan Curtis who has recently commenced offering these services.

Anna and Phil were asked to engage CES as Returning Officer. Once CES is appointed as Returning Officer, all communications with CES will be via Phil and the school office.

Drop off zone

Constable Gordon Campbell of NZ Police has raised concerns with the drop off zone, in particular, the traffic queues on Waiatarua Road and the safety of children as a result. Auckland Transport have also met with Phil to raise similar concerns. They also discussed the impact that the admin block construction will have on road safety in that particular area. Auckland Transport are prepared to look at the removal of the drop off zone in light of the construction and safety issues that have been raised.

Board members noted that they had witnessed near misses and illegal driving to over take cars lined up to access the drop off zone and have been concerned about the safety of children also.

The Board discussed various options, including reducing the length of the drop off zone to allow ongoing use for Club Meadowbank morning drop off's and bus parking for school trips. The Board agreed that the situation should continue to be monitored and the final recommendations of NZ Police and Auckland Transport will be considered once received, The Board suggested that the walking school bus should be promoted as an alternative option to driving children to and from school.

Principal's Report

The Principal's Report was taken as read.

Phil advised that he will continue to flag the Year 1 cohort numbers as they are lower than those estimated for funding purposes and this will have an impact on operations funding for 2019 and for operations and staffing for 2020.

Phil asked the Board how they would like him to report on progress against the Charter. Phil noted that mechanisms that he has used at his previous school will not work so well with the structure of Meadowbank School's Charter. The Board AGREED that they would like to dedicate time at one meeting per term to focus on reporting progress against the Charter. Exceptions reporting and any major issues should be noted each month. The Term One progress report will be presented at the next meeting on 1 May.

Phil would like to get the outgoing Board's perspective on what the next steps are for the school so that experience is not lost as the Board exits. The Board AGREED that a facilitated session, similar to the one held last year, with both the outgoing Board and the incoming Board, would be helpful. All members agreed they would be happy to put aside time to come together and do this. Phil and Anna to make the necessary arrangements.

Derek noted that Appraisal meetings had taken place in the past month and asked Phil how these had gone. Phil stated they were around building goals and were all very positive.

Staff Report

Bronwyn provided a verbal report to the Board.

She advised that the NZEI paid union meetings had been cancelled as a result of the recent tragedy in Christchurch. The strike previously scheduled for 3 April is unlikely to proceed.

Bronwyn noted that Phil had communicated with staff on the Saturday and Sunday following the Christchurch shooting at Al Noor Mosque. Guidelines had been prepared and a communication issued to the school community advising that if students raised the tragedy then it would be addressed by the teacher but a full class discussion would not be encouraged. Routine and business as usual were the approach for the week. Bronwyn said that staff felt well supported as the Senior Management Team held meetings before school on the Monday morning and Senior Managers were visible during the day on Monday. The Board agreed that the message provided to the school community was appropriate and well communicated. They suggested that opportunities to promote the positive messages of diversity, integration and acceptance should be taken and if there was an opportunity to bring the cultural picnic forward in the school calendar then that should be done.

The wellbeing initiative 'Thrive' was ongoing with external providers visiting the school to provide wellness classes.

The Year 5 and 6 teachers are incredibly busy with EOTC and camp in the next two weeks.

Bronwyn advised that she had been approached by Office staff regarding the proximity of the sick bay to their workspace. David advised that two sliding doors had been proposed to separate the spaces but these were delayed when the temporary offices were being fitted out. The doors are due to arrive very shortly which should rectify the issue. Bronwyn will advise the staff that a solution is imminent.

Rachel proposed that the Board provide morning tea to the staff to thank them for their hard work during Term One. It was agreed that hot cross buns and chocolates would be served at a morning tea on Wednesday 10 April from 10.30am to 11.00am. Rachel will ask Carlene to arrange the morning tea. Board members are to attend if they are able to.

Finance Report

The Finance Report was taken as read. Donations received to date are \$140k (which is less than the \$160k received for the same period last year). Derek noted that there were two possible reasons for this 1) The early payment discount was requested by the end of March. Derek suspected some parents were waiting until the last possible moment before making the payment. 2) Non-donation expenses, such as Reading Eggs subscriptions and EOTC week had due dates on them that were later in the term so that may have also delayed some people from paying immediately. The Board suggested that a reminder of the early bird discount be issued. Derek is expecting to see more payments being made in the last week of March.

Derek is setting up a meeting with CES to finalise the 2018 accounts as he still had some queries regarding the draft numbers. He doesn't expect the final numbers to change.

Property

Ministry Project

David noted that the two outstanding issues on the major building project – landscaping and ventilation/cooling had now been resolved. David asked that Phil consider how the hard landscaping on the Remuera Road side should be designed so that could be further detailed now.

The Board noted that the Ministry of Education does not provide cooling systems in the buildings that they construct, rather they ensure that good cross ventilation is designed into the building to maintain workable temperatures in summer. The new block is currently

undergoing a peer review for the ventilation design to ensure that it has the required level of cross ventilation. Moira and Phil have visited another school built in a similar manner and confirmed that the system there worked.

Mandarin Room

An issue with fire proofing the Mandarin Room had been raised which could be resolved with fire proofing being installed on the inside wall. David noted that it would not be a significant cost so should be done so that the consent application could proceed. The Board APPROVED this approach.

John Boyens Building

Charles reported that he had a good meeting with the Ministry regarding the modernization of the John Boyens Building. The Ministry now understands that students could not be adequately accommodated if the school runs multiple building projects concurrently. The Ministry has agreed to move the timeline back on the John Boyens building and keep the \$200k funding available.

Health & Safety Report

The Health and Safety Report was taken as read and it was noted that a Health and Safety folder was now available to view in the office. As new hazards were identified they were being resolved.

Phil provided an incident report for a child who broke their arm on the playground. The playground is new and Ken had checked it and reported that it was safe and the incident was an accident rather than faulty equipment. The Board were satisfied with this finding.

Phil noted that Ken will be attending a Working at Heights Awareness Course. His existing ladder was deemed unsafe and had been disposed of. Charles asked if a new ladder was to be purchased. Phil advised that policies and procedures needed to be agreed with Ken before a new ladder is purchased. Charles advised that he would be happy to assist Phil with this.

Club Meadowbank Report

The report was taken as read by the Board.

Tim noted that Club Meadowbank uses Aimy Plus for its booking and payment programme and that Aimy Plus should comply with the Payment Card Industry Data Security Standards (PCI DSS). Tim will ask Sheetal to follow up with Aimy Plus to check.

Bronwyn advised Tim that she had received feedback that Club Meadowbank needs to provide more comfortable spaces with soft seating such as bean bags or soft chairs. Tim asked that Bronwyn email the feedback to him so he could pass this to Sheetal.

Correspondence

Nil.

In-Committee Items

One item.

Meeting closed at 8.44pm

Next meeting: Wednesday 1 May at 7.00pm

From previous meetings	
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
Continue discussions with Jessica Wight regarding the illness/pandemic policy.	Sarah / Phil
Review Meadowbank School's gender statistics from the Analysis of Variance 2018 with national trends and report back.	Phil
Phil to complete a visual check for Asbestos with Matt Adams and update the H&S folder	Phil
From this meeting	
Continue working with Simon Weil on establishing a Trust for the school's fundraising efforts. Phil to correspond with the Board via email to progress this.	Phil
SMT to work on the Resource Contribution side of sponsorship in detail and report back to the Board on their recommendations.	Phil
Engage CES as Returning Officer for the 2019 BOT elections and brief them on the role then hand over to the office staff.	Phil / Anna
The school charter review for Term 1 is to be added to the agenda for the next meeting	Anna
Arrange a facilitated session for the outgoing Board to meet with the incoming Board on next steps for the school.	Phil / Anna
Advise Office staff that a solution to their workplace wellbeing issue is imminent.	Bronwyn
Ask Carlene to assist with arranging the staff morning tea on 10 April at 10.30am. Board members to attend if available.	Rachel / All
Consider the design for the hard landscaping adjacent to the new building and provide to David	Phil
Assist Phil in developing a Working at Heights policy and procedure.	Charles / Phil
Request that Sheetal checks with Aimy Plus that they comply with PCI DSS.	Tim
Email feedback on soft seating requirements for Club Meadowbank to Tim.	Bronwyn
Ongoing	
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah

Signed: _____ Dated: _____