

**Meadowbank School
Board of Trustees Meeting Minutes
Wednesday 1 May 2019, 7.00pm**

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

Minute Secretary: Julia Beecroft

In attendance: Matt Aukett (until 7.36pm), Tony Walden, Hannah Ryder, Jessica Wight, Katherine Biggelaar, Alisha Chapman

Apologies: Sarah Valentine

Adoption of Agenda

The Agenda was adopted with five 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 Anna Thorburn the minutes of the meeting of the Board of Trustees on Wednesday 20 March 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. The Board noted Phil's advice that Ken and Jacob are the only staff who may use ladders, as part of the Working at Heights policy and procedure.

FOMS Report

Phil provided an update on FOMS activities. He noted that planning is underway for the FOMS 'Lost in the Meadow' fundraiser. Matt Aukett has reviewed it from the school's grounds perspective and provided his feedback.

The Board asked if a sushi fundraiser was planned again for Term 2 as some children noted the excessive rubbish after the last one. Phil will raise this concern with Karla.

PAT Report

The Board was provided with the 2019 Standardised Test Programme Analysis Report which was taken as read.

Matt noted that PAT tests were done differently this year. The school trialled computer adaptive testing last year. The adaptive testing is tailored to the suit the child and provides better results for teachers to assess the student's next learning needs. Adaptive testing was used across the board this year.

Matt reminded the Board that Meadowbank School's 2018 results were a standout and the results this year were slightly down on last year.

Derek asked if the teachers do analysis of the data that they can provide to parents at parent/teacher interviews. Matt advised that as a cohort, teachers do a team analysis and analysis against national norms, however there was insufficient time between the results

arriving and the interviews for full analysis to be undertaken. Derek suggested that teachers should have this information for Parent/Teacher interviews and consideration should be given to the timing of the interviews if there wasn't sufficient time to do the analysis. Alternatively, it may be preferable to keep the timing of the Parent/Teacher interviews but provide the test results to parents at another time.

Matt noted that teachers have provided feedback that some ESOL and low achieving students struggled with the computer-based testing and as a result were given pen and paper tests. This will be offered as an option for these students next year as well. Derek asked if analysis was undertaken on why this might have happened. Matt advised that it was felt that some students rushed through computer testing thinking it was more like a computer-based game rather than a test.

Matt advised that the recommendations going forward were that adaptive testing continued to be adopted. The school then works with those students identified as needing boosting or extending. Matt noted that the priority learners wall is assisting them as a tool in this regard.

Rachel asked if teachers were getting value out of the effort required to undertake PAT testing. Bronwyn advised that whilst the PAT are just one test, when combined with the other assessments undertaken by teachers it helps provide an overall picture and inform them so yes, it is definitely worthwhile. In addition, it is an externally referenced test.

The Board noted that overall the mean score has increased marginally from previous years and that the current Year 4 cohort is not as strong as previous years. The Board also noted the improvement for Maori and Pacific Island students which is pleasing.

The Board noted the recommendations in the report and AGREED with those recommendations.

Quarterly Strategic Review

Phil noted that the Senior Leadership Team reviewed the Strategic Report and provided a Quarterly Strategic Review for Term One 2019. Phil noted that the Senior Leadership Team found it to be a useful management exercise.

The Board thanked the Senior Leadership Team for their work on this document and noted that it was well presented, thorough and informative.

David asked Phil if he had any concerns or if there were any roadblocks in his way. Phil advised he had no concerns or roadblocks.

Anna noted that she was pleased to see the promotion of school houses in the document as she had seen it was a focus at other schools during visits last year and felt it would be worthwhile pushing this further at Meadowbank.

Matt left the meeting at 7.36pm

Enrolment numbers / 2020 placements

Phil has completed an exercise in analysing current roll numbers/cohorts and comfortable capacity. He presented a short paper to the Board and asked for their thoughts.

David advised that the Board had given careful consideration to out of zone enrolments over the past few years. There were a number of factors to weigh up including the fact that the school gets operations funding for students out of zone but not additional funding for buildings.

Rachel advised that wider community considerations also need to be factored in such as housing intensification, siblings of children accepted out of zone etc.

The Board noted the paper and asked Phil to keep the Board apprised of any changes to the roll numbers later this year. It may be necessary to consider allowing out of zone students in certain year groups but this decision should not be taken lightly.

Principal's Report

The Principal's Report was taken as read.

Tim asked how the change to the language of learning is being communicated to parents. Bronwyn advised that teachers should have been talking about this at teacher interviews and that it was a working goal for the teachers on communicating this. Phil will cover this in the school newsletter.

Anna asked for copies of the Curriculum and Student Achievement Policy and the Emergency Planning and Procedures Policy to be provided in the materials for the next Board Meeting as these will need to be reviewed at that meeting.

The Board noted the Senior Leadership Team's assurances regarding Digital Technology and Cyber Safety, and Student Attendance.

Staff Report

Bronwyn provided a verbal report to the Board.

The staffroom walls have been painted over the holidays and shelving put up for plants. This was identified as important to staff wellness. The glass doors have also been installed in the office providing separation between staff and unwell children.

Two new teachers have joined the school. Both are settling in well and have commented about how welcoming and friendly everyone has been. Whilst the SMT team is down one member with Moira's departure it is business as usual with Jane and Matt covering Moira's role until the new Deputy is appointed and commences.

First Aid training was held on 1 May with 23 staff in attendance. Bronwyn believes that almost all staff are trained which is an extremely high ratio. Tim advised that all of Club Meadowbank staff are trained also.

Finance Report

The Finance Report was taken as read.

The Board noted that donations received have increased and are now ahead of where the school was at this time last year.

The Auditors were at school last week. There were a few property related questions and some paperwork to chase but everything is looking good with final feedback due during the week of 6 May. The financial statements for the year ended 31 December 2018 will be signed off by the Board at the next meeting.

Property

MOE Project

A PCG meeting was held today. David advised that cooling has been added into two internal rooms, the sick bay and a meeting room at the Ministry's cost. This is despite previous indications from the Ministry that they would not provide cooling for the new build.

Building consent is expected at the end of the month with procurement commencing thereafter.

Mandarin Room

One tender has been received to move the Mandarin room however the price was too high. Charles proposed that it may be more cost effective to separate the project in to parts – moving the building and then have a separate project for the building work around the building. Charles will email the Board a proposal to progress this before the next meeting.

Theo Lynds / John Boyens Building

Scoping is underway on the modernization of these buildings. The Theo Lynds block has been designed into a three classroom block and the John Boyens block is now being designed. Charles advised that the programme is being planned for the works to take place straight after the new building is completed.

Health & Safety Report

The Board received the Health and Safety Report.

A broken railing by the astro turf field and staff carpark was identified as being in disrepair for some time. Phil was asked have this investigated and repaired.

Charles asked if the school had any defibrillators. Bronwyn advised that there is one located in the school hall but that at First Aid training staff had asked if a second one could be located on the junior side of the school. If so, should this be externally available? The Board agreed that given there was one available at Waimarie hospital on Waitarua Road and available 24/7 an external one isn't needed. There were also concerns about vandalism. The Board noted that the first defibrillator was purchased as a result of a staff request and agreed that if staff felt it was necessary then a second defibrillator should be purchased. Tim suggested that a sponsor may be able to fund this. Tim will investigate and report back at the next meeting.

Charles spoke to the report entitled 'Review of the processes for the management of anaphylaxis at Meadowbank School' that was included in the Board Materials. During the discussion, the Board was asked to consider if additional Epi Pens should be purchased by the school to cover children who had not previously had an allergic reaction. These Epi Pens would also be included in first aid kits being sent on school trips. As a second question, the Board was also asked to consider the current policy that requires parents of students on the Junior Side who need Epi Pens to provide two Epi Pens, one for the junior campus and one for the senior campus. This was based on the financial implications for families having to buy two Epi Pens and renew them annually due to expiration.

The Board discussed school trips and the contents of first aid kits. Epi Pens are not provided as a standard first aid kit item and are not a Ministry of Education requirement for such. The Board noted that, on some days, there are many different school trips happening (for example, when the Y5/6 sports exchanges happen there are many groups going to different sports venues around Auckland) and it could place the Senior Leadership Team in a difficult position if they were required to decide which trips should be provided with Epi Pens. The Board noted that students who already provide Epi Pens to the school take their Epi Pens on trips with them.

The Board also noted that if the Board agreed to provide Epi Pens for students who had an allergic reaction for the first time, this may create a precedent (for example, the Board may be requested to provide insulin, asthma inhalers or other medication in the future). Following a vote by Board members it was AGREED that the school would not purchase Epi Pens for the school.

The Board did AGREE that the current policy requiring junior parents to supply two Epi Pens should be reviewed. The revised policy will request one Epi Pen but parents may choose to provide a second. Charles will bring the proposed revised policy back to the next meeting for agreement.

Club Meadowbank Report

The report was taken as read by the Board.

Tim noted that Sheetal is looking at the current recreation programmes, a customer satisfaction survey and developing staff for succession planning.

The Board asked that Tim review the customer satisfaction survey before it was issued.

Correspondence

Nil.

In-Committee Items

Five items.

Meeting closed at 9.31pm

Next meeting: Wednesday 29 May at 7.00pm

From previous meetings	
Club Meadowbank 10-year anniversary in January – consider how this should be recognised.	Tim
Work with Simon Weil on the establishment of a Trust for the school's fundraising efforts.	Phil
SLT to work on the Resource Contribution side of sponsorship in detail and report back to the Board on their recommendations.	Phil
Arrange a facilitated session for the outgoing Board to meet with the incoming Board on next steps for the school. Anna to Email dates.	Anna
Consider the design for the hard landscaping adjacent to the new building and provide to David.	Phil
Email feedback on soft seating requirements for Club Meadowbank to Tim.	Bronwyn
From this meeting	
Discuss sushi rubbish concerns with Karla	Phil
Provide copies of the Curriculum and Student Achievement Policy and the Emergency Planning and Procedures Policy for review prior to the next meeting	Phil
Circulate email proposal regarding relocation of the Mandarin Room	Charles
Investigate the broken rail by the junior astro turf and staff park and have it repaired	Phil
Investigate sponsorship for a defibrillator for the Junior school.	Tim
Provide a revised policy for the supply of one Epi Pen only for junior students.	Charles
Review the Club Meadowbank Customer Satisfaction Survey before it is issued by Sheetal.	Tim

Ongoing	
BOT PLD – ongoing	All
Include a question on the use of booster learning services in the next BOT Survey	Sarah

Signed: _____ Dated: _____