

**Meadowbank School  
Board of Trustees Meeting Minutes  
Wednesday 23 June 2021, 7.00pm**

Present: Phil Toomer, Alisha Chapman, Jessica Wight, Duncan Elley, Charles Stokes, Johannah Dods, Wendy Templer, Vicki Eriksen

Minute Secretary: Julia Beecroft

Guests: Nil

Apologies: Nil

**Adoption of Agenda**

The Agenda was adopted. Seconded by Duncan Elley.

**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. Ahead of the monthly meetings *each member is to review the Register and make any amendments required.*

**Minutes of Previous Meeting**

Moved by Charles Stokes that the minutes of the meeting of the Board of Trustees on Wednesday 26 May 2021 be accepted as a true and correct record. Seconded Duncan Elley. Passed.

**Matters arising from previous Meetings**

The matters arising from previous meetings were discussed and are noted in the attached Board Action Register as completed or carried forward by the Board. Matters carried forward will be discussed at the next Board meeting.

**FOMS update**

Karla's report was taken as read.

FOMS sought approval from the Board for the 1960's Party Fundraiser. FOMS also required the school hall be available on Sunday morning for pack down which would require the cancellation of the standing Church booking. Phil noted that the Church were flexible and could be cancelled or postponed to later in the day with sufficient notice. Phil will discuss with the Church. The Board APPROVED the proposal.

**2022 Term Dates**

Phil circulated term dates to the Board ahead of the meeting. The Board discussed aligning with Remuera Intermediate dates again. They agreed that two teachers only days would be held at the start of the school year and one adjacent to each of Queens Birthday and Labour weekend. The Board APPROVED the following dates:

Commence Thursday 3<sup>rd</sup> February and finish Friday 16<sup>th</sup> December 2022.

**Tax Gift**

The Board discussed the concept of Tax Gift which enables families to gift back their tax rebate on school donations to the school. Auckland Grammar have signed up for this and have reported an uptake of approximately 25%. The process was considered straight forward and easy to do. Due diligence has been carried out on the Tax Gift organisation and

it was noted that they worked with Inland Revenue when setting up the concept. The organisation that administers it takes 10% of proceeds. Board supported the concept and agreed that Phil will collect further information on the detail and present this to the Board later in the year when the donation request review for 2022 is undertaken.

### **School Docs Active Reviews**

The Board were updated on the status of all School Doc reviews.

#### **Active reviews**

- Protected Disclosure – Consultation is ongoing.
- Reporting to Parents on Student Progress and Achievement – Consultation is ongoing.
- Visitors – consultation is ongoing.
- Recognition of Cultural Diversity - see action register

Phil noted that consultation remains open for the term.

#### **Internal Reviews to approve**

- Education and Training Act – Vicki has reviewed the various proposed changes to policies, to align with the Education and Training Act, as part of finalising the Diversity Framework. Vicki obtained a mark-up of the changes from School Docs to facilitate this. Alisha and Vicki to circle back and confirm agreement on the proposed changes.
- Home Learning – Wendy reviewed the proposed changes to this policy on behalf of the Board. She discussed some changes with Phil and the SLT which were of a minor nature and maintained the generic nature of the policy. The Board APPROVED the changes to the policy.

The Board had a broader discussion on homework and parents' expectations versus research findings. The Board agreed that a consistent message with regards to the school's expectation could be communicated to the school community. The Board asked Phil to discuss the topic further with the SLT and report back to them on the priority they placed on delving into this topic in more detail.

- Finance and Property Management – Duncan is reviewing and will send his recommendation to the Board via email.

### **Principals Report**

The Principals Report was taken as read.

Phil noted that the school had engaged with the Orakei Local Board and had discussed the gully project with them. The Orakei Local Board is very engaged and supportive of our gully project. They would be more likely to support our 'Friends of the Gully' financially if there is a strong local community link and Phil noted a possible partnership with the Residents Association would be worth exploring. Phil advised that as part of the application process he may involve children in the presentation to the Orakei Local Board which the Board endorsed.

Phil noted that the school will be seeking new Auditors for 2022 as we have been disappointed with the performance of our current Auditors, for example their late delivery of the audit report both this year and last year.

## **Finance Report**

Duncan provided a written report for the Board. He noted that there was no substantial capital expenditure for the month and the YTD surplus is slightly above where it was at last year and is tracking well.

The Board asked what the \$200k reduction in investment funds was for. Duncan advised that this was to cover capital expenditure and is to be expected.

The Board APPROVED the Balance Sheet / Cashflow Budget provided by CES and endorsed Alisha signing this on behalf of Board.

## **Health and Safety Report**

The Board were provided with a written report which was taken as read.

Phil noted that two quotes had been sought for the felling of the large tree in the northern part of the gully. The first quote was to cut and stack the wood and leave it in the gully. This had come in at around \$10k. The second quote would allow for the log to be helicoptered to the field. Both solutions would require Resource Consent but the helicopter approach is expected to be considerably more expensive. The work will hopefully be lined up to be completed in the next school holiday break. However Phil noted given the tree's remote location in the gully it could be completed in term time with a management plan in place but he would rather it was done over the holidays. Charles asked that insurance be checked for these works. Phil to follow up with the insurance and seek approval from the Board to proceed via email once the second quote had been received.

## **Property Report**

Charles provided a written report to the Board.

Charles noted that:

- There were still unresolved issues regarding the Fire Cabinet for the new admin building. This is continued to be worked through.
- John Boyens is progressing and a Project Manager is being sought along with pricing, although it was not an ideal time for pricing with supply chain issues relating to Covid.
- The relocatable classrooms on the field are likely to be removed in September.
- Pricing is being sought for the works on the gully pedestrian bridge.
- The main electrical feed upgrade via Vector was continuing to progress.

Charles noted that he had, at a high level, investigated the opportunity to address the condition of the school field given it was regularly closed at this time of the year due to drainage issues. Works would involve replacing subsoil with sand and resowing the grass. This would be circa \$180k and take approximately 6-8 weeks. It could be a job for summer 22/23. Wendy noted from a teacher's perspective this would be supported as the field provides a great outlet for children's energy which is keenly felt when it is closed for periods over winter. The Board asked Charles to gather further detail on the programme and costings.

## **Club Meadowbank**

A written report was provided to the Board.

Club Meadowbank is tracking well but it was noted staffing the programme remained an ongoing challenge given it was on a casual basis due to the fluctuating rolls.

The Board noted that there appeared to be some anomalies in the report as the revenue was expected to be closer to budget, based on increased numbers, but this wasn't reflected

