

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD IN
THE SCHOOL STAFF-ROOM ON MONDAY 14th MAY 2018**

Present:	Aaron Moores	Finance	Chair
	Fiona Hawes	Principal	
	Brenda Poutawera	Personnel/FOTS	Deputy Chair
	Tristan Hewett	Finance	
	Todd Retter	Property	
	Pam Wilkins	Staff Representative	
	Chris Hills	Property	
Attendees:	Jamie De La Haye	Deputy Principal	
	Robyn Caley	Assistant Principal	
	Susan O'Neill	Minute Secretary	
Apologies:	None		

ACTION

ITEM 1 – ADMINISTRATION

1. Welcome. The Chair welcomed everyone to the meeting.
2. Declarations of Interest. The Chair asked for any declarations of interest and Todd's declared interest in the current 5YA was noted.
3. Presentation – 2018 SEA (School Entry Assessment)/Six Year Net. Robyn presented her comprehensive report. It was noted that there is a general decline in results for Concepts About Print and Letter ID in the School Entry Assessment data. This has prompted an increase in play based learning at this level. Levels in Mathematics have not declined to a similar extent. Six Year Net data reveals achievement consisted with previous years part from letter identification and dictation (hearing and recording sounds) which are significantly lower than previous years.. There is a higher proportion of transient learners than previous years and they are well represented in the lower results. The leadership group is working hard to formulate appropriate and effective programmes to try to overcome barriers to learning for these learners. Staff are looking at other schools and their programmes and considering research in this increasingly challenging area.

ITEM 2 – DECISIONS

4. Principal Report. Fiona presented her report, a copy of which is attached.
 - a. Kāhui Ako. Governance meeting 11th May. An interesting initiative is working with local iwi to look at effective engagement opportunities. Local curriculum is to be developed concentrating on areas of particular interest and importance highlighted by iwi.
 - b. Increased Teacher Aide Support. Programmes have been put in place to promote positive and peaceful behaviours at lunchtime. These new initiatives utilise some of the increased 2018 teacher aide budget and some are supported by RTLB funding.

- c. 10YPP. Property Sub Committee (Fiona, Todd and Susan) interviewed three possible firms and a decision was made to appoint Opus Consulting. Further information under Property Item.
- d. Car Parking. Council plan for changes around the school may impact negatively of staff parking.
- e. International Travel. Fiona presented “Appendix C: Funding Overseas Travel Using Crown Funding Checklist” providing information about the proposed July trip to Melbourne for the Principals’ Conference and this was approved by the Board.
- f. Engagement Survey. This was conducted again this year with our year 3-6 learners (this time year 2 learners were not included). Overall the data was positive and the responses indicated a high level of engagement across the three dimensions.
- g. School Terms 2019. The following 2019 terms dates were presented (inclusive of one Teacher Only Day in term time):
Term 1 – 4th February to 12th April
Term 2 – 29 April to 5th July
Term 3 – 22nd July to 27th September
Term 4 – 14th October to 19th December.
Motion: That the 2019 term dates be accepted as tabled.
Moved: Pam Wilkins **Seconded:** Brenda Poutawera
- h. Study Leave. A long-standing permanent teacher has requested Board support in her application for study leave involving 32 weeks’ paid leave as per PTCA.
Motion: The Board will support Ann-Marie Morris in her application for Primary Teachers Study Award 2019. Fiona (A1)
Moved: Fiona Hawes **Seconded:** Chris Hills
- i. Sabbatical. Fiona indicated her interest in applying for sabbatical leave in 2019. This will involve a research component and an opportunity to recharge. At this stage, this is an indication only.
- j. Student Behaviour Management Policy. Jamie presented this comprehensive document focusing on preventative actions and outlining staff guidance for contact and restraint.
Motion: The Board approves the updated Behaviour Management Policy as tabled.
Moved: Fiona Hawes **Seconded:** Aaron Moores
- k. Accident register. Several items of interest were discussed.
- l. **Motion:** That the Principal’s report be accepted.
Moved: Aaron Moores **Seconded:** Pam Wilkins

ITEM 4 – REVIEW

5. Property – 10YPP. Todd reported on the progress with the new 10YPP. The Board was happy to confirm the recommendation to accept the proposal from Opus Consulting. The next 5YA project on the current agreement is the upgrade of the remainder of A Block. Challenges have been identified regardings:

- a. “A” block roof replacement (and the availability of MOE resources to assist),
- b. the future of the Reading Recovery building and location for service provision (and the costs of planning around this) and
- c. technology building and the timing of this service being moved.

Discussions are underway with the MOE with all of these issues.

6. Property – 5YA. Discussions were held around the challenges of the next project. The current 5YA has residual funds and this will be directed towards the next agreed project (Block A – project 1991-04). Following the recent presentations and submissions of prices, the Board confirmed its intention to contract Opus as Project Managers for this 5YA project.

Motion: The Board appoints Opus Consulting as project managers for the 1991-04 5YA project.

Fiona (A2)

Moved: Todd Retter

Seconded: Fiona Hawes

7. Property – 5YA. Due to the low level of MOE 5YA property funding, the experience gained during our recent project and the reserves held by the Board, it was felt appropriate for the Board to contribute \$250,000 towards the next 5YA project to ensure a desirable outcome.

Motion: The Board will contribute \$250,000 towards project 1991-04, with the resulting building to be 100% Ministry owned.

Fiona (A3)

Moved: Aaron Moores

Seconded: Fiona Hawes

8. FOTS. This group held their meeting last week. Playground upgrade in the July school holidays. Current balance \$21,662. Lego show and new parents’ morning tea to look forward to. Donut sales to start again next Friday.

9. Finance. Aaron presented the finance minutes and reports including the review of the 2018 draft budget (revised to a deficit of \$35,174). This anticipated deficit will be funded from Board reserves.

Motion: The Board approves the revised 2018 budget for a deficit of \$35,174.

Moved: Aaron Moores

Seconded: Tristan Hewett

The Board have been informed that there is a delay with the production of the 2017 accounts due to a lack of agreement between MOE and OAG in regards to the recording of property donated to the MOE. This may mean that the accounts will not be signed by the expected date. There is no further input required from the Board that would assist speed up this process.

10. Policy 19. This was reviewed and the Board found no changes were required.

11. Succession Planning. The next election is now a year away and members were asked to consider their future plans. Fiona to advertise in the school newsletter and the Board is to consider secondment to ensure an effective transition.

ITEM 5 – AGENDA ITEMS

12. Agenda Items for Next Meeting. Items to be included are:
- Curriculum level reports
 - International students

ITEM 6 – ADMINISTRATION

13. Confirmation of Minutes. The minutes of the last meeting held on 19 March 2018 were accepted as a true record with all actions considered off agenda.

Moved: Aaron Moores **Seconded:** Fiona Hawes

14. Correspondence

Inwards

- a. Study leave application
- b. Notice of Motion NZSTA Annual General Meeting. The Board supports Remit 1 from Whanganui Intermediate School. Fiona will seek an attending delegate to vote on our school's behalf. Fiona (A4)
- c. MOE – 2017 bank staffing was in balance

15. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions. The meeting closed at 9.20pm.

16. Next Meeting. Next meeting 7.00pm, Monday 18 June 2018.

Susan O'Neill
Minute Secretary

Aaron Moores
Chairman

May 2018

Attachments:

1. Principal's Report.

Distribution:

All Trustees
Deputy Principal
Executive Officer
Board Secretary
Website
File