

# Minutes of a Meeting of the Board of Trustees Held on Tuesday 29 August 2017 at 6.10pm in the School Board Room

Present: Jamie Galloway (Chair), Janine Irvine (Principal), Sarah Sutcliffe, Nicki Taylor, Michael O'Brien,

Chris Porteous, Gowan Duff, (Trustees), Lee-Ann Lucas and Louese Dennis

**Apologies:** Lee-Ann Lucas and Lou Dennis will be late

In Attendance: Alicia Whata and Dawn Wood (Associate Principals)

Scribe: Alicia Whata

No		Meeting Items	Action and Follow Up
1.	1.1 Administration	Declaration Conflicts of Interest There were no conflicts noted in relation to the set agenda.	
	1.2 Minutes	Minutes of the Previous Meeting Minutes deferred to next meeting.	
2.	Correspondence	Inwards/Outwards correspondence advised prior to the meeting Letter received - to be discussed in-committee No outwards correspondence 6.25pm - Lee-Ann Lucas entered the meeting. 6.29pm - Sarah Sutcliffe entered the meeting.	
3.	Monitoring: Annual Plan	3.1 Principal's Report Community Of Learning (COL) targets - progress made going forward. Next Steps: Data taken to Team Leaders to discuss tracking and next steps for individuals. Board impressed with how we are tracking. RAP - Raising Achievement Plan - request for no acronyms in reports. Plan- Teachers are aware and using this for reference  Student Led Conferences were positive and well attended. Vast majority of students could lead their own conferences.  Te Reo and Tikanga Maori being practiced and delivered in many classrooms by most teachers linking Maori contexts. Staff meeting planned to assist with linking to more Tikanga Maori contexts. Staff appreciate the support given by Paddy Flavell and are very positive about her teaching.  'School Staff Well-Being' document tabled with staff and feedback sought.  Communications - School APP is out and is being used by parents and positive feedback has been received. Drop in sessions to be offered.  Janine requested permission to print some documents from rebranding exercise that were unbudgeted for.  Recommendation that the Principal have permission to use rebranding documents for copying.  Approved by Lee-Ann Lucas  MOTION: Accepted  2018 budget to include signage around the school and remainder of documents.  Cultural performances have been a highlight recently. Many opportunities to celebrate diversity. Particularly timely as a showcase to our visitors from Ningbo.	APP drop in sessions to be offered.



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# Education (Physical Restraint) Rules 2017

Amendments have been made to the Education Act – s139AD. Non-teaching staff require written authorisation from the Board (as employer) to restrain a child (important to note that this authorisation can be revoked at any stage). This safeguards the staff. Furthermore, staff cannot carry out the restraining on their own, must be in pairs. Induction training of new staff and annual refresher training for all staff is provided by the Board. This includes de-escalation training, discussion about procedures. Important to stress that restraint is the last option and we need to ensure that student and staff are safe.

Recommendation that the Board provide authorisation of non-teaching staff to restrain students when required.

Moved by: Lee-Ann Lucas, Seconded by: Lou Dennis MOTION: Accepted

## 3.1.2 Maori Success Plan

The school has made great progress in entrenching Tikanga and Te Reo Maori into the culture of the school. Ongoing investigations into the carving of the Pou from wood sourced from the property. Historical significance to the school. Tikanga evident in our large and enthusiastic Kapa Haka group. Further progress in entrenching Tikanga through the training of our staff in Te Reo.

#### 3.1.3 Pasifika Update

The group is being rejuvenated and an invitation to a Fono was distributed to families of the school.

## 3.1.4 ESOL Verifiers Report

Excellent feedback on ESOL team received, particular reference to Cynthia Peat as an outstanding teacher. Congratulations.

# 3.1.4 Assessment sheet

Science and Technology - 'Progressions of Learning' currently being worked on by staff.

# 3.1.5 Cohort Entry

Recommended by Janine that we go slow and work through the information before we make any decisions as a Board. Our links with our Early Childhood Centres (known and developing) need to be strengthened. We need to build these relationships to provide transparency in the process. This will be a cultural change for New Zealand parents. This will have a huge impact on Junior teachers. Policy introduced to make the transition easier for schools and students. What flexibility can we give our students & families.

COL will be having discussions around this. There will be pros and cons for our school.

Education Act 1989 Amendment – Now all children enrolled must attend regularly. Before schools could only enforce this after a child turned 6. We also need to consider implications of National Standards and reporting and transitions to school.

Action coming out of this – need to develop a timeframe for the transition to the new practice.

Term 1, 2018 - scoping piece for Lead Team (no acronyms) - prepare more information to present back to the BOT.

Term 2, 2018 - Consult within the workplace and with school community Term 3, 2018 - revisit timeframe for decision making If decision is made to change then we would be able to introduce in 2019. Include these actions into the Workplan and the work programme.

Arrange for all teacher aides to sign agreement.

Strengthen links with ECE

Add timeframe to Workplan



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	Te Kura O Maungakiekie	Held of Tuesday 25 August 2017 at 0.10pm in the 3chool Bo	ara Noom
		Uniform As a result of new school logo upgrade to uniforms, discussed increased cost in having logo on front and back of hat and beanie. Recommend that we just put name and logo on front. Also discussed the provision of a spare set of 'performance' polo neck shirts for school performances – to be borrowed and returned and to ensure that a good uniform standard is used by students representing the school.  Janine to approach PTA to provide this standardised performance set.  Recommendation that the new school logo and name be printed only on the front of both the hats and beanies.  Moved: Janine Irvine, Seconded: by Sarah MOTION: Accepted  Recommendation that the Principal's Report for August 2017 be accepted.	Janine to approach PTA for polo shirts
		Moved: Janine Irvine, Seconded: Lee-Ann Lucas MOTION: Accepted	
4	Committee Reports	4.2.1 Property Report Heat pumps installed in Rooms 8 & 10 - \$ 20,012.94 surplus from Building project - Post installation of the heat pumps.	
		Development of Space Under Room 27 Discussed the development of the space under Room 27. This is a multi-purpose break out space for all students. Finance Committee recommended that the Board fund the development to the value of \$125,000 which includes consultancy and contingency costs.	
		Recommendation that the Board fund the development of the space under Room 27 as a multi purpose break out area, to the value of \$125,000.  Moved by Lee-Ann Lucas MOTION: Accepted	
		Other Budget Implications There has been a lot of graffiti in our school lately. BOT Other budget has been exceeded by \$23,477, but this cost was approved by the BOT for communications upgrade and brand development.	
		School Pool Board discussed the public use of the pool during the summer holidays. There is concern about the level of potential risk and subsequent liability if there was an accident. Particular concern where parents are a bit relaxed about letting in guests on their pool pass. Board discussed some actions that could be taken. These included paid supervision during public use of the pool (a lifeguard); a meeting for all pool holders setting out the conditions of use and addressing the culture of the pool; installation of security cameras; and engaging a Health and Safety consultant	
		Recommendation that Janine Irvine to investigate the health and safety implications of maintaining public access to the pool during the summer months. Consult with a Health and Safety consultant. Consult with other schools with pools in our COL (Community of Learning) to determine their issues with managing their pools. Report back to the Board in Term 4. Moved: Lee-Ann Lucas MOTION: Accepted	



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# Financial Report

Recommendation that the Financial Statements for the month ending 31 July 2017 with a surplus of \$93,529 be accepted.

Moved: Sarah Sutcliffe, Seconded: Mike O'Brien

**MOTION: Agreed** 

#### 4.2.2 Health and Safety Report

Pool - discussed in Finance Committee.

Playground - There have been reports about glass being found in the bark. Bark has been dug out and replaced. Near misses - the Board requested that these also be included in the H and S report .

Recommended that the Health and Safety Report be accepted. Moved: Sarah Sutcliffe, Seconded: Lee-Ann Lucas MOTION: Agreed

# 4.2.3 Personnel Committee Report

Deferred to in-committee meeting.

#### 4.2.4 Policy Committee

Although the committee met their documents were not circulated prior to the Board meeting. Consequently the Scholarship Policy and the application form will be deferred to the next meeting. Report to Board – template as amended by the committee was tabled for discussion by Nicki. Board agreed to discuss. Two further amendments sought – an explanation under the title Intentions/Aims and replace the word metrics with measures

Recommendation that subject to amendments sought at the meeting, the Report to Board template be approved and introduced to the staff for future use.

Moved: Janine Irvine; Seconded: Nicki Taylor MOTION: Accepted

## Code of Conduct

Also tabled at the meeting for final discussion and final approval. Minor amendments suggested (consistency of terms, include logo and include signature line). Amendments to be sent to Janet to include and circulate to Trustees to sign.

Recommendation that the Code of Conduct, subject to minor amendments, be approved and circulated to Trustees for signing. Once signed these to be returned to Secretary for filing.

Moved: Lou Dennis; Seconded: Nicki Taylor MOTION: Accepted

# School Docs

Janine discussed suggested amendments to policies currently under review - Students with Special Needs/ Learning; Appointment Procedure; and Child Protection Amendments to reflect the added review points to be added to the policy: Funding for students of special needs.

No parents have given feedback on this policy review to date.

## 4.2.5 Community Committee Report

Focus questions for upcoming school community evening to be sent out to whole school electronically and as a letter via students. Lee-Ann to organise with Belinda. Parents who cannot attend the evening to be given the option of providing their feedback electronically.

BOT to read charter before the Community consultation meeting.

Janet to reformat Code of Conduct and distribute to Trustees for signing

Send final invitation to school community



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		4.2.6 Student Discipline Nothing to report.	
5.	Strategic Discussions	Reporting to the BOT (staff guidelines)  5.1 Board Workplan This document was circulated prior to the meeting. This had been amended in accordance with suggestions by the Policy Committee to include more reporting on various matters/sections of the school - i.e: the sports programme at school, the music and arts programme at school and inquiry. These were included for discussion. The Board suggested further amendments based on timing of various activities and legislative requirements of the school – specifically the Cohort plan as detailed in the Principal's report. Workplan to be updated accordingly and circulated to Trustees for their information.  5.2 Kahui Ako (Community of Learning) and ALLIS (Asian Language Learning in Schools) Lee-Ann presented briefly on these. Need to increase transparency on school involvement in these and how the students benefit from this. Website to be updated to include a section on each. Also, a Language section to be introduced under the Learning tab – a blurb on Te Reo and Mandarin and why our school is committed to these languages.  5.3 Action Register As this was not circulated prior to the meeting it was tabled for discussion at the meeting. Updates and further actions were recorded. Janet to amend Action Register and circulate to Trustees with minutes.  Recommendation the Workplan be updated in accordance with discussion and to be kept live for amendments throughout the year. Moved by Nicki Taylor Seconded by Chris Porteous MOTION: Accepted	Janine to arrange website update on these new areas  Janet and Lee-Ann to update action register for next meeting.
6.	Self Review - against our role	Self Review Board reflected on how the meeting went and how each of them included themselves. All agreed that the pre-circulation of documents and materials prior to the meeting essential for good and efficient decision making. Discussion kept pretty much on topic. Room for improvement.	
7.	General Business	Update BOT hours schedule – this is required every month.	
8.	In-Committee Meeting	The trustees broke from the BOT meeting to enter in-committee business. Time: 8.35pm	

The Board of Trustees Meeting Ended at 9.00pm Next Meeting Date - 24 October 2017