

**PARAPARAUMU BEACH SCHOOL BOARD OF TRUSTEES MEETING
HELD ON TUESDAY, 4 JULY 2017
AT 7PM IN THE STAFFROOM**

PRESENT: Julian Morrin (Board Chair), Pembroke Chambers, Kate Bowater, Jess Ward, Cath Franks and Marie Barfoote

PC lead a karakia to open the meeting.

APOLOGIES: Mike Thomas, Mark Nash, Matt Burden

MINUTES OF PREVIOUS MEETING OF 6 JUNE 2017:

Moved JW/Seconded JM That the Minutes of the previous meeting of 6 June 2017 be accepted.

CARRIED

MATTERS ARISING:

Action Item Updates

- Appointments Procedure – *standing item*
- NZSTA Vulnerable Children's Act – *standing item*
- Health & Safety – *standing item*
- Ensure Board approves profit and loss and balance sheet financials each meeting – *standing item*

CORRESPONDENCE:

- NZSTA and MOE fliers as sent out by JM
- Courses arrived yesterday which will be discussed later in the meeting by JM

REPORTS:

Principal

- JW reported that the roll has decreased slightly so it will be unlikely we will need a T4 NE class
- The August Board meeting is scheduled for when ERO visits, so it was agreed to hold the next meeting on Tuesday, 1 August
- Meeting dates for the remainder of the year are set as follows: 1 August, 5 Sept, 17 October, 14 November, 11 December

NAG 2 – School Review/Documentation

- JW spoke about the Ministry’s website “Education Counts” and encouraged Board members to take a look at this online tool which provides access to data on student population, student engagement and student achievement in NZ schools.

NAG 3 – Personnel/Employment Responsibilities

- Mark Sweeney recently completed JW’s appraisal. During this day he surveyed and interviewed approximately 7-8 staff members and then spent the afternoon focusing on her appraisal goals and associated progress. He will report back to JM before compiling documentation for the Board to view. All staff were given a survey to fill in and return anonymously which has now been forwarded on to Mark
- JW advised that the Ministry has approved her re-submitted application for Professional Development, awarding 70 hours worth of facilitation from an approved provider to be used by the end of 2018. The focus is on ‘Digital Literacy’
- Sheryl McKnight has been appointed as the new teacher of Rm 17 from next term. She is spending the last week of Term 2 with us to start preparing her classroom
- Jeanine Wilson has left and gone to Tawhai School. Teresa Robertson is relieving in Room 28 until the end of term. New teacher Abby Lovett has arrived back from Doha and has been in and met her class

NAG 6 – Administration/Legislation – Recent Stand Downs

- Stand Down 1 – A Year 2 student was stood down for 2 days. This student has other agencies working with him. He was stood down for continual disobedience and harm to others. The student will be transitioning to another school in Term 3
- Stand down 2 – The student previously excluded from another school was stood down for 2 days recently. JW reported that he had been settled for 2 terms, but was stood down due to defiance and verbal abuse of a teacher

Digital Curriculum - KB enquired about the new digital curriculum from the Ministry. JW reported that this is future focussed learning and developing digital learning skills.

Behavioural Management Procedures - MT, Vicki Wilson and JW have had 3 sessions so far on the review of the Behavioural Management Procedures. They have taken the old Behaviour Management Procedures and renamed it Positive Behaviour Plan. JW explained that the aim of this review was to develop our procedures to match the restorative practices we are now using. This document will now be shared with teachers, so the rules section can be re-worded by teachers and students.

Deputy Principal

- JW spoke on the Nationally Normed Assessment Data 2017 report prepared by MT in his absence. The report relates to results from nationally normed PAT and STAR tests
- As an outcome of a review of assessment practices, senior management decided that we needed to consolidate our assessment techniques, undertaking less assessments, but concentrating on getting more valuable information from them. In 2017 students completed maths, reading comprehension, STAR (reading) and listening comprehension tests. The reading vocabulary test was not undertaken this year
- These results help us decide where to put money, TAs, resources etc. This data also helps us target groups of students, particularly students who are priority learners
- Overall, the Year 3-8 cohort of students at PBS continue to perform well across the spectrum of tests
- Generally speaking, Maori students are not performing as strongly in the tests in comparison with NZ European students nor national norms
- JW spoke on the Nationally Normed Achievement Data for Maori and NZ European/Pakeha Students table in MT's report and elaborated on the results
- In Term 4 we aim to re-test a couple of students that were tested in Term 1, to see if any interventions put in place have made a difference
- In regards to the Nationally Normed Achievement Data for Boys and Girls in Table 3, JW reported there aren't huge discrepancies, apart from reading comp for boys. Traditionally, boys have shown strengths in maths and girls have shown strengths in the literacy side; these trends are still evident.

Finance

JW spoke for MN in his absence and reported she is tracking a few areas of the income and expenditure:

- tracking at under 1/3 parent donations received
- athletics
- telephone bills (Xacta)
- photocopying expenses (up due to reports)
- repairs and maintenance
- new toilets going in the junior block
- drainage work that needs doing
- heat pump covers
- alarms
- security – changed to ADT from Main Security

Moved KB/Seconded JM That the amount of \$62,769.57 for the month of May be accepted.

CARRIED

Moved JW/Seconded JM That the Profit and Loss Report and Balance Sheet for May be accepted.

CARRIED

PC asked for clarification on interpreting the balance sheet. JW explained how to do this.

Syndicate Reports

JW reported that she thinks all the syndicate reports are excellent, providing a good picture of teaching and learning at PBS. JM thanked Syndicate Leaders for their work.

Marae Visit

KB enquired how the recent Marae visit went? JW advised it was very successful and the Yr 2s will be going next term.

Cross Country

JM asked how our students got on at the recent cross country? CF advised that one student was known to have got into the nationals. There may be others we don't know about yet.

Chair

JM said it had been a quiet month other than the presentation on wellbeing to staff.

SCHOOL PROJECTS:

Classrooms

- JW and JT met recently with Gary Alridge and Lee Ashby to go through the tenders received
- Gary and Lee advised cutting out the lowest tender because a couple of their projects had been left badly unfinished and was hard to get them back to complete jobs. They are also concerned about the amount of sub-contractors they use
- The other company they advised cutting out was the highest tender due to their unrealistic price. They are also new to the Wellington region
- This leaves four tenders to progress with
- Some tenders had “tags” (where the company tendering cannot give a price due to not enough info given)
- Lee and Gary will go back to these companies and answer any questions they have and let them re-submit based on that info.
- We have confirmed our decision to undertake Rooms 5-8 in one stage (rather than 2 classes at a time). We have asked for them to undertake this first stage over the December/January term break and into the start of Term 1, 2018
- Doing this should save us money and also minimise disruptions to learning and teaching
- The Board then need to decide how to proceed with Rms 1-4. Would this take place 2 classes at a time? Or as another 4 class refurbishment?
- The 5YA money will enable us to complete Rms 5-8 (Block 2) and Rooms 3 & 4
- Rooms 1 & 2 and the boiler room end will cost an additional \$447,000 over the 5YA funding. The Board can decide to put their own funds towards this or wait until the next lot of 5YA money comes in in 2019/20
- Ideally we would be willing to put some of our own money in to complete all at once
- JW will get back to Lee Ashby tomorrow and say we are leaning towards that. Stage 3 (with boiler room) is an additional \$447,000 from our money on term deposit

Playgrounds

The “student voice” has been collected via a voting system run by the Student Council. The Student Council went around and spoke to all the classes about options and then presented a spreadsheet on their findings. JW showed the spreadsheet and highlighted the most popular items. She will now talk to teachers about their findings and next design steps.

WSNUP:

The WSNUP upgrade was completed over a three day period. This went successfully.

BOT OUTSTANDING ACHIEVEMENT AWARD:

- PC will ask Vicki Wilson to put together the timetable
- Nominations will go out in Term 3
- PC and MB are keen to help out and will touch base with Vicki
- Discussed having an honours board created. PC will investigate this further
- Pricing had been received from Express Awards to create an honours board four years ago and ranged in cost from \$500 to \$1000

UPCOMING TRAINING:

JM read out a list of upcoming NZSTA training courses that he had sent out via email. JW is interested in attending the “Succession Planning & Charter Review” training in Wellington.

ONGOING ACTIONS:

Kindo Progress

- JW reported that Eva has given senior staff a presentation on how Kindo will work
- Two communications have gone out to the school community via newsletter
- The front page of our school ultranet page has been reworked to include a Kindo “shop” tab

Parent Survey

- KB will send a draft survey to all Board members to view and give feedback
- Cultural questions still need to be added in
- This survey will be issued to parents in Term 3

Staff Wellbeing

The votes from the “dot voting system” were counted out:

- CRT days - 76
- Teaching assistance release - 71
- Wellbeing - 30
- Curriculum expenditure - 138
- Additional learning support – 76

JM will put results in an e-mail to Board members to sort out wording before going back to staff VIA a Google survey form to get more clarification before further decisions are made.

HEALTH & SAFETY:

- Exposed metal pole and fence wire on right hand side of fence on field – shown to JT to take action
- Drain cover loose outside Rm 7 – JT made aware
- Tripping hazard with concrete “step” outside Rms 13-16 – JT has highlighted edge with fluro paint

GENERAL BUSINESS:

Next Meeting

1 August 2017

JW advised she will be here all holidays if needed.

The meeting concluded at 8.56pm

To Do List	
Action	Who
• Appointments Procedure – standing item	Board Chair
• NZSTA Vulnerable Children’s Act – standing item	Board Chair
• Health & Safety – standing item	Board Chair
• Ensure Board approves profit and loss and balance sheet financials each meeting – standing item	Board Chair

FTE Board Hours	
No of Attendees	4
Length of Meeting	2 hrs
Prep Time for Attendee (hours to be confirmed at next meeting)	Board Chair – 3 hrs Board Members – 3 x 1 each

Issues to Monitor

- Look at putting some extra funding aside for potential CRT release