

**OREWA NORTH PRIMARY SCHOOL
BOARD OF TRUSTEES
MINUTES OF MEETING HELD 13 February 2018**

Present: Bruce Tilby, Jessica Ashley, Angela Cooke, Murray Barclay, Steve Drury, Lisa Sandilands and Karen Sturley.

Apologies: Jake Morgan (parent), has indicated he will attend the next meeting.

Conflict of Interest: None.

Election of Chairperson: Bruce called for nominations for Chairperson for 2018. Murray Barclay nominated Jessica (Jess) Ashley, no further nominations were made. Jess accepted the nomination and Board were unanimous in their vote for Jess to stay on as Chairperson.

01/18

Barclay/Sandilands/Board Unanimous

That Jessica Ashley will carry on as the Chairperson for the Board of Trustees for 2018.

CARRIED

Jess took over the meeting as the Chairperson.

Matters arising from previous minutes:

Co-option of New Board Member(s). This was discussed at the last board meeting and we have not had any replies from the newsletter or newspaper ad therefore the board wish to co-opt Andrea Fitness (who has made a formal request). It has been decided that at this point only one person is to be co-opted. The board will advise Andrea of her co-option and confirm she wishes to join at this time.

02/18

Ashley/Sandilands

The the Board of Trustees wish to co-opt Andrea Fitness as a new member pending her acceptance.

CARRIED

Minutes of the previous meeting:

03/18

Sandilands/Ashley

That the Minutes of the Meeting held on 5 December 2017 are accepted as a true and correct record.

CARRIED

CORRESPONDENCE:

Inwards:

1. Enrolment Scheme – Out of Zone applications for Term 1, 2018: We received 4 applications which was the allocation limit for Term 1. We had three who accepted the placement but one who was unable to accept due to a change in family arrangements.
2. NZSTA: Various and invitation to AGM.
3. NZEI: notification of paid union meetings for staff – we hope to cover this internally for staff wishing to attend.

We moved in-committee at 7:45pm.

08/18

Tilby/Cooke

That the Inward and Outward correspondence be accepted.

CARRIED

We moved out of in-committee at 8:20pm.

PRINCIPALS REPORT

DOMAIN 1 - Stewardship

(BOT Goals 1 to 6/ NAG 2,3,4,5 and 6)

Annual Report

Bruce discussed the final document of the Annual Report with the board. This is a summary of the previous year and Bruce went over the National Standards data, there was not a lot of difference with the year before. We will no longer have to report on National Standards with the change of government scrapping this. Bruce explained to the board that this has to be in by 1st March and also makes up a part of the financial plans which are to be sent in by the 31st of May.

09/18

Ashley/Sandilands

That the Board of Trustees approves the 2017 Annual Report and determines that it be sent to the Ministry of Education by 1st March 2018 and then again by 31st May 2018 (as part of the Annual Financial Report).

CARRIED

2018 Charter (including Strategic Plan)

Bruce outlined the strategic plan for the next four years. There have been changes in the charter with National guidelines this is due to National Standards being dropped. Pasifika have also now been included.

10/18

Tilby/Ashley

That the Board of Trustees approves the 2018 School Charter (including Strategic Plan) and determines that it be sent to the Ministry of Education by 1st March 2018

CARRIED

Principal Appraisal.

The Principal appraisal was completed at the end of 2017 and Bruce made this available for the board to read, this has to be ratified. It was decided that we would put on hold appointing Jill Lunn until we have a new Principal on board.

11/18

Tilby/Ashley

That the Principal's Appraisal Report for 2017 be ratified.

CARRIED

STATUTORY REQUIREMENTS

Finance

The budget and cashflow were presented. These were discussed. The interim audit has been completed and the accountant will prepare the accounts for the final audit.

Bruce noted that the depreciation figure has increased, this is likely due to the purchase of the IT equipment. Bruce has used the same lower figure used at the beginning of 2017 budget but if the accountant comes back with a significantly different figure Bruce will let the board know.

12/18

Tilby/Cooke

That the 2018 draft budget be accepted.

CARRIED

13/18

Tilby/Sandilands

That the Board of Trustees approves the amount set (approximately \$33,000 including G.S.T.) for depreciation in 2018.

CARRIED

Property

The wall to separate Area 1 and 2 into different classrooms has been completed.

We are still waiting on the Demand Analysis (which is holding up our analysis conclusions). Once we get this we will be able to start the planning stages for our new builds.

Health and Safety

A new air conditioning unit was installed in the server room as the heat in there over the summer was too hot and could have caused extreme damage to the new server.

The road outside the school has been worked on over the school holidays and we are still waiting on this to be sealed. They have temporarily put in a pedestrian crossing for us.

DOMAIN 2 – Leadership for equity and excellence

(BOT Goals 1 to 6 / NAG 2 and 3)

The Kahui Ako at Orewa College went well, with a number of staff presenting at this.

Roll Growth and Staffing:

We have had a few unexpected students leave over the last couple of weeks. Most of these have moved out of Auckland. Our roll growth at this stage has not increased as much as anticipated.

Bruce gave the board a rundown on class and staff structure over 2018.

DOMAIN 3 – Educationally powerful connections and relationships

(BOT Goal 5 / NAG 2 and 5)

Mix and Mingle

We will be having a meet the teacher night on 22 February. The PTA have decided against having a bbq at this one.

DOMAIN 4 – Responsive curriculum, effective teaching and opportunities to learn

(BOT Goals 1 to 4/NAG 5)

Student Achievement

With National Standards being scrapped we will have to wait and see what guidance Chris Hipkins will bring. Whether the PaCT tool will be used. Bruce had discussed this with the Board last year.

We will have to look at our targets and what we wish to use as assessment tools in the meantime.

DOMAIN 5 – Professional capability and collective capacity

(BOT Goal 4 / NAG 1 and 2).

As per Principals report.

DOMAIN 6 – Evaluation, inquiry and knowledge building for improvement

(BOT Goal 4 / NAG 1 and 2)

Attestations

Bruce outlined the attestation process and the changes that have occurred and the reasons as to why this has occurred, ie. The change of Professional Standards by the Education Council.

14/18

Tilby/Ashley

That the Principal's report be accepted.

CARRIED

School Report

Murray presented his report, the main points were:

- Kate Friewald will be coming in as part of our 100 hour PLD contract, she will be working with the students on how best to use the chrome books.
- Sophie Tweedle will be working with Weka on the conservation of white bait. We will be taking teams to Nukumea Stream to look at the conservation of white bait.
- No one is allowed to take wrapped food out on to the back field, this has reduced the rubbish level significantly. Ngairi is doing a great job with pushing the waste wise lunch boxes.

PTA meeting

- Concentrated on planning events for the rest of the year.
- There was a review on what worked well and what didn't at the end of year family bbq.
- New purchases for the school discussed.

General Business

Steve brought up that a few parents have noticed an excessive amount of rubbish being left in the Senior Quad. Bruce will take a look at this and remind students to pick up after themselves at the end of lunch eating.

**The meeting was declared closed at 9:10 pm.
The next meeting will be held at 7:30pm, 27th March 2018.**