

MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING

HELD ON 10th APRIL 2019

Present: S Seel (Chair), P Wright (Principal), S Nagels (Staff Rep), J Fitzgerald, A Munro, L Nelson, D Robson, S Rasmussen, R Tyler, C Taylor.

Welcome: Meeting opened at 7.00 pm. S Seel welcomed the board, S Rasmussen and R Tyler to the meeting.

Apologies: T Balvert and G Bobsien.

Motion: that the board accepts T Balvert and G Bobsien's and apologies.

MOVED from chair

CARRIED

Motion: that S Rasmussen and R Tyler have speaking rights.

MOVED from chair

CARRIED

ACTION TABLE LIST - March 2019

Survey for Maori Community	G Bobsien
Hautu for the Board	P Wright
Insurance Rebate	P Wright & Accountant
Replace railings and steps for Room 14	P Wright
Strategic Plan. Add to future Agendas	S Seel
Update Policies re D Robson	C Taylor
Framing for Maori Cloaks	P Wright
Investigate storage options	G Bobsien
Check with L McKenzie re curtaining in the new block.	P Wright
Check ceiling tiles in the hall.	P Wright & D Brugh
Enter ceiling tiles into the Health & Safety Doc	P Wright
Letter to sKids Organisation.	S Seel & T Balvert

Board Newsletter – Term 2	S Seel
Appointment letter re Board Elections	S Seel
Check for a donation of \$500 in the school account.	C Taylor

Discussion:

- Survey for our Maori community. G Bobsien. Next meeting.
- Hautu for the Board. P Wright. Leave for the next board to arrange.
- Insurance Rebate. P Wright. No information at this stage. D Robson to follow up at the next finance meeting.
- Replace railings and steps for Room 14. P Wright. In action - remove from list.
- Strategic Plan. S Seel. Has been added to the Agenda.
- Update Policies on google docs. C Taylor. Done.
- Framing the Maori cloaks. P Wright. Plan to display the cloaks in the Art Exhibition. Will follow up on the framing next term. Remove from action list.
- Investigate storage options. S Seel.
 - The board looked at the lack of storage before the last board meeting.
 - The storage area under the office block requires purpose built shelving.
 - Better shelving at the back of the hall is necessary. P Wright - there is shelving at the back of the hall, but it not very good quality.
 - G Bobsien to look into repairs to the garage on Middle Flat. This shed needs rain-proofing, the walls lined and new shelving added.
 - Remove the old shed on the Putikitiki field – P Wright to ask D Brugh to get quotes.
- Check with L McKenzie re curtaining in the new block. P Wright.
 - We require blinds for the withdrawal rooms.
 - Students can shelter behind large pieces of classroom furniture in case of a lockdown.
 - Police will oversee our lockdown practice. We will get their advice.
 - The single doors on the block cannot be locked from the inside - these are kept locked during the day, the classes use the main doors.
- Check ceiling tiles in the hall. P Wright & D Brugh. These have been fixed.
- Enter ceiling tiles into the Health & Safety Doc. P Wright. Done
- Letter to sKids Organisation. S Seel & T Balvert.
 - Have not written as yet. Has spoken with a parent who has had issues.
 - Parents are asked to pay a term in advance if their child is booked in for a whole term, they can contact sKids if this does not suit.
 - Air conditioning is not used in the summer months - due to having the doors open for the children.
 - P Wright - sKids can use the school pool at no cost. Another option is to have the air conditioning on, close the doors, and show the children a movie when it is too hot.
- Board Newsletter. S Seel. Term 2.
- Appointment letter re Board Elections. S Seel. C Taylor has been appointed as the Returning Officer.
- Check for a donation of \$500 in the school account. C Taylor. ANZ Bank is gifting points to schools when their customers take out a mortgage. We have had a number of

people nominate us as their school of preference – anonymously. P Wright - we have bought a drone, a camera and robotic items with the points.

Action:

- Survey for our Maori community. G Bobsien.
- Hautu for the Board. P Wright. Leave for the next board to arrange.
- Insurance Rebate. D Robson to follow up at the next finance meeting
- Storage options. Shelving and repairs to storage shed. Removal of shed. P Wright & G Bobsien.
- Blinds for withdrawal rooms in the new block. P Wright
- Board Newsletter – Term 2. S Seel

Declarations of interest: none

Strategic Planning

Internal Evaluation Tool Discussed by S Seel

- Thanked the Trustees for their input. We have a 37 page report to analyse.
- The result is that the Board is pretty amazing and scored well with most questions.
- There is a lack of understanding of the Principles of the Treaty of Waitangi, and that the Board did not have input on the layout of the Principal's Report.
- Community attendance of the Board meetings. The meeting is included in the school calendar and they are advertised in the school newsletter. To add to the Board Newsletter that parents are welcome to attend the board meetings.
- Will discuss the report further next month if the board requires.
- P Wright - we have had a Financial Audit. The auditor asked if there is conflict of interest.

Action:

- Add to the Board Newsletter that people are welcome to attend Board Meetings. S Seel
- Internal Evaluation Tool – discuss further? S Seel

Media Update – Opinion Piece emailed by A Munro

- S Seel - thought it was quite an interesting article. Would like to know if the new system had been costed. Boards of Trustees are successful in most schools.
- There will be a paid union meeting for teaching staff next term.
- A new Principal has been appointed for Peachgrove Intermediate.

Strategic Plan – Goal 1 – Strengthen Teacher Capability and Engagement Discussed by S Seel and P Wright

- S Seel - P Wright wrote these goals when working with Springboard Trust.

- Goal 1 Maths - ensuring that the B Moody PL has been maintained through the classes.
- Appraisal and Teaching Inquiry is carried out each year.
- Phonological Awareness Programme.
- Community of Learning – there is a new leader for the CoL. There have been some new Across School appointments.
- The 30th April is a Teacher Only Day. Teachers are attending an Across the Schools CoL meeting.
- There is a strong team within the school focusing on Maori Learning.
- Science integration. A new science curriculum for the school is being created.
- Linc-ed - asked if the Trustees had received emails regarding their children's achievement. Trustees are receiving emails.
- Reading Together – continuing with this programme, the Ministry is increasing the funding. The focus is on Maori and Pasifika families.
- Supporting Teacher Learning – some teachers have attended a GAFE course. S Rasmussen, E Speedy and R Tyler will attend a Digital Technology course. This will be held over 2 days during the holidays.

Charter Check ins Discussed by S Seel

Whakataukī and Vision

We will embed our Whakataukī and Vision and ensure clear line of sight between them and everything we do.

- To reinforce our Whakataukī and Vision within our school community and kōrero about what it means.
- Ensure our Whakataukī and Vision are reflected across the school, included in teaching practices (including inclusive practice) and visual symphonies (beautiful effective classrooms and displays), and through review of school policies and processes.
- To ensure a consistent message is communicated to whānau, tamariki and other stakeholders.

Communication

We will facilitate an effective relationship between the school, parents/caregivers and the wider community. We will report in plain language to parents/guardians.

- Report regularly on student achievement to parents/caregivers. Focus on ensuring reports are 'plain language'.
- Value community engagement in the school to identify areas for improvement and maintain community confidence in the school.
- To work in partnership with Te Whānau Hononga to strengthen relationships with our Māori community.
- To positively promote the school through Blogs, website, Facebook and fortnightly newsletters.
- To continue to foster community involvement in sporting and cultural activities.
- To consult with the community on the health section of the curriculum.
- Focus on direct communication with parents/caregivers through Linc-ed
- Hold three Parent Information Evenings per year and continue our new entrant open mornings.

- BOT communicates student achievement to the school community.

Health and Safety

We will maintain a safe environment for students and staff, and comply with relevant legislation.

- Continue to focus on upgrades in property and environment to eliminate/reduce risks.
- Policies and implementation reflect updated health and safety legislation, and training is provided as necessary.

Discussion:

- S Seel - Whakataukī and Vision. Stand Tall. Reach High. Tu Tangata! Tu Maia! This was revised 5 years ago. It is used throughout the school.
- Communication - this is happening with emails through Linc-ed.
- We value community engagement.
- We are trying to build the Te Whānau Hononga group. We have 2 teachers encouraging parent participation.
- We positively promote the school and use Seesaw to communicate.
- The sports teams have grown in numbers for the coming season. Parent support has increased. We have 4 teachers in charge of Sport.
- We consult the community when we run Health Section of the curriculum.
- This term we have held a Parent Information Meeting at the family picnic, and have held 2 literacy meetings for Kowhai parents.
- We communicate student achievement through the Board Newsletters.
- Health and Safety - to discuss with T Balvert.

Policies

Animal Code of Ethics Policy - Discussed by D Robson

- If the school has animals in the classrooms we should re-introduce this policy. We do have hens, frogs, etc in the rooms.
- S Seel – agreed to have this policy reinstated.
- D Robson to rewrite the policy.

Motion: that the Animal Code of Ethics Policy is reinstated. D Robson to draft the policy.

MOVED from chair

CARRIED

Action:

- Draft the Animal Code of Ethics Policy. D Robson

GENERAL BUSINESS/REPORTS

Principal's Report: As tabled. Discussed by P Wright

- Roll stands at 435 students.
- After ERO visited we changed the Principals Report to having Goals as the first item. Achievements should be first in the report.
- We had a Financial Audit on Monday and Tuesday. We complained last year about the audit process. Answered many questions regarding the new builds this time.
- K Dixon has resigned from her teaching position. M Kumar has been relieving in her room and will continue in Term 2. E Fisher will be returning to teaching in Term 3.
- D Feyter has resigned as a Teacher Aide.
- G Cox-Wright has applied to the Science Teaching Leadership Programme.
- PUM - this will be held on Wednesday, week 2. Does the board agree to close the school for the afternoon? Board agreed. S Seel - we support the teachers.
- Programme Maintenance.
 - We pay quite a large amount for this contract. It expires next year.
 - We would have to include the new block in the maintenance programme. This will increase the amount we pay.
 - S Reyneke can get quotes from Property Maintenance.
 - S Flintoft can advise if we would be better off to have private contractors.
- Resourcing for power and gas - S Reyneke has created a report of the power bills for the past 4 years. MOE have given us a rebate for last year, and an increase of \$12,000 funding for future years.
- Have had the alarms in the school inspected. The alarms should have new sounders. Can get Lockdown Hardware installed in the Admin building and all teaching spaces. Will consult with S Flintoft. The new block cannot hear the fire alarm or the daily bells. Board discussed.
- Garage Sale.
 - Approx \$3,500 profit - not many large items this year.
 - We are recording details onto google docs for the next garage sale.
 - Will suggest that we don't have a cake stall, as there is a lot of time and the cost involved.
- Teachers have attended PL courses.
- Will register for the Principal's Conference in Auckland and Principal's Road Trip.
- Police visited re lockdown procedures.
 - They will assist with our lockdown practice next term.
 - They have suggested that we add information in the Board Newsletter regarding a lockdown.
 - Anyone on the school grounds at the time of a lockdown are to be included in the lockdown.
 - D Robson suggested that Civil Defence come to talk to the students.
 - Remind parents to update contacts for students in the next newsletter.
- S Nagels - the school camera system is out of date and is failing. We require cameras for cases of vandalism. Board discussed.

Motion: that the Principal's report is accepted.

MOVED P Wright/S Seel

CARRIED

Action:

- Fire alarm and lockdown systems. P Wright
- Add lockdown information in Board Newsletter. S Seel

Finance Report Discussed by S Seel

- Finance Committee Meeting - none held since the last Board Meeting.
- S Seel – Invoicing System.
 - Peachgrove Intermediate and Boys High have an invoicing system that the parents can access and check their balances.
 - Could we have a similar system in the school?
 - P Wright – we can look into Linc-ed options for invoicing.
 - S Reyneke to investigate.

Motion: that the board authorises the Finance Committee to pay the batch payments for the month of April 2019.

MOVED from chair

CARRIED

Action:

- Investigate invoicing systems. P Wright & S Reyneke.

BOT Newsletter Discussed by S Seel

- Will sent out in week 2 next term.

BOT Elections Discussed by S Seel

- Thanked the board for replying to emails. A Munro, J Fitzgerald and S Seel are stepping down from the board.
- S Nagels is stepping down as the Staff Rep.
- T Balvert, D Robson and L Nelson will stand again.
- We need 5 parent reps.

ADMINISTRATION

Correspondence:

IN

Ed Gazette

D Feyter – Resignation letter. As tabled

Trillian Trust – Accountability for Grant approved. As Tabled

K Dixon – Resignation letter. As tabled

Crowe Horwath – re Financial Statements/Changes to Kiwi Park Model. As tabled.

Discussed. D Robson to follow up at the next finance meeting.

MOE – Official Information Act Request. As tabled

Heart Foundation - Newsletter. As tabled

Out

MOE, C Hilson - Dawson Street Field. S Seel discussed. There is a process and will look into it. We would like the field to be designated as education and the council could not sell it off.

Motion: that the Inwards and Outwards correspondence be accepted.

MOVED from chair

CARRIED

Board Minutes

Motion: that the Minutes dated 20th March 2019, be accepted as a true and correct record.

MOVED from chair

CARRIED

Moved into committee at 8.30 pm

As tabled

Moved out of committee at 8.45pm

Schedule Next Committee Meetings:

Finance – 7th May 2019, 11.00am.

ACTION TABLE LIST - April 2019

Survey for our Maori community.	G Bobsien.
Hautu for the Board.	Next board
Insurance Rebate – finance meeting.	D Robson
Storage options. Shelving and repairs to storage shed. Removal of shed on Putikitiki.	P Wright & G Bobsien
Blinds for withdrawal rooms in the new block.	P Wright
Board Newsletter – Term 2	S Seel
Add to the Board Newsletter that people are welcome to attend Board Meetings	S Seel
Internal Evaluation Tool – discuss further?	S Seel
Draft the Animal Code of Ethics Policy.	D Robson
Fire alarm and lockdown systems	P Wright
Add lockdown information to Board Newsletter	S Seel
Investigate invoicing systems	P Wright & S Reyneke

Next Board Meeting: 8th May 2019, 6.30pm.

To discuss at the May meeting:

Meeting closed at 8.50pm

Signed as a true and correct record

Date