

MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING

HELD ON 20th MARCH 2019

Present: S Seel (Chair), P Wright (Principal), S Nagels (Staff Rep), J Fitzgerald, A Munro, L Balvert, L Nelson, D Robson, G Bobsien, S Flintoft, G Cox-Wright, R Follows, C Taylor.

6.30 pm - Trustees walked around the school grounds; visited the classrooms and storage areas.

Welcome: Meeting opened at 7.12 pm. S Seel welcomed the board, G Bobsien, G Cox-Wright, R Follows And S Flintoft to the meeting.

Motion: that G Bobsien, S Flintoft, G Cox-Wright and R Follows have speaking rights.

MOVED from chair

CARRIED

Property – Discussed by S Flintoft

- Has submitted figures to the Ministry regarding the upgrade to the school. The Ministry may take funds to cover the cost of the heat pumps in the hall.
- There is a \$51,000 contingency amount which we can use now. Also an amount of \$60,000 which was allowed for carpets in B block which can be put towards the staffroom. \$18,000 was allowed for sundry items and this is available.
- The school is 27 sq. metres short on administrative space due to the roll increase. A suggestion is to move S Reyneke's office to the present sickbay and turn her office area into a new sickbay.
- The outside staircase is dangerous even though it is a fire escape. Would like it removed or replaced.
- Staffroom upgrade.
 - The staffroom has asbestos which will be expensive to remove, if we don't touch the ceilings it will not be an issue.
 - Could move the entrance door and move the cubby's to another wall – this would allow more seating areas.
 - The interview room could be incorporated into the kitchen. P Wright - there may be a problem with this layout regarding access to the sink, etc.
 - There may be room for a board table.
 - Could have 2 zips in the kitchen.
 - S Seel - will wait until there is more funding available for the upgrade.
- 10 year Property Plan. We cover all the key infrastructure elements and what improvements are required in the next 10 years e.g. boiler, roofing, decking, etc.
- 5 Year Plan. This covers maintenance over the next 5 years. The funding is based on the school roll. The next round of funding is in 2022. Should get \$650,000 at that time.

- P Wright, Rooms 14 -16. Are we able to make changes to the deck of this block? S Flintoft – there is no funding available at present, it will be included in the next round of 5ya. Could look at extending the deck and putting in stacker-slider doors on the rooms. If there is an emergency the Ministry will step in to cover the costs e.g. drainage.
- We expect that the Ministry will take over the job of property consultant in the future.
- S Nagels the deck area for Rooms 14 – 16 is too hot for the children to eat their lunch there. S Flintoft - the Ministry will not cover the cost of any alterations.
- The new toilet room.
 - It is not practical as the student has no cover from rain to get to the room.
 - The door is not lockable from the outside.
 - We could re-arrange the office/sickbay areas. S Reyneke’s office could be made into the sickbay and the present sickbay up graded to be her office, with proper shelving and filing areas.
- The waiting space at the entrance of the office could have a door and blinds added. This would give teachers an area for conversations with parents. This gives the area a dual purpose.
- P Wright - how do we change downstairs. S Flintoft – we want to see what the Ministry do, if they allow us the \$220,000 in Recoverable Expenditure we are claiming. We are not able to increase the footprint of the school. Could do a reshuffle of the downstairs office area. Will put through the procurement for the remodel of the staffroom and see if the Ministry will assist financially.
- P Wright – representatives of the Ministry are visiting tomorrow with the Architect to view the new build. We were expecting office storage areas to be built. S Flintoft - let the Ministry finish the job and then discuss any problems.
- Boiler report A Munro - was the wrong report.
- Asbestos Management Plan - don’t have to prepare a report, only necessary if work is taking place in an area where asbestos is present.
- P Wright – Lockdown. The new classrooms have large areas of glass- nowhere for students to shelter. S Flintoft - the glassware is of lockdown standard and will shatter if hit. Blinds would be expensive to install.
- P Wright – the lights in the new block are on a time-out system and are turning on and off at the wrong times. S Flintoft - will contact the builders as we are under the warranty period.

S Seel thanked S Flintoft for reporting to the meeting.

ACTION TABLE LIST - February 2019

Grassroots Trust – waiting for answer to application	
Survey for Maori community – A Morgan	G Bobsien
Totara Team – markings for games and sail shade.	S Nagels & P Wright

Hautu for the Board.	P Wright & G Bobsien
Review Staff Handbook.	D Robson
Insurance Costs.	D Robson
Asbestos Plan.	P Wright, A Munro
Replace railings outside Room 14.	P Wright
Reminder in the newsletter regarding Linc-ed.	P Wright
Linc-ed help desk/ email to parents when Linc-ed is updated.	S Nagels
List of sports teams and cultural groups to be added to the enrolment pack. Invitation to parents to be coaches/managers.	P Wright & R Owens
Update the Charter and send out to the Board.	S Seel
Complete Strategic Plan	P Wright
Review the list of changes to the polices.	S Seel
Contact the Syrian community regarding using the hall for lessons.	P Wright
Discuss staff kitchen with S Flintoft.	S Seel
Investigate lease/purchase of Chrome books.	S Nagels & J O'Neil
Write to B Dungey re appraisals.	P Wright
Copy of a St Joseph's school report.	T Balvert.
Continue with improvements to Linc-ed reporting.	S Nagels & staff
Check the trees on the property.	A Munro & P Wright
Confirm the Kahui Ako meeting.	P Wright
Confirm with S Seel if able to attend Kahui Ako Meeting	Trustees
Report to Trillian Trust.	L Nelson & T Balvert
Contact S Flintoft re boiler report.	A Munro
Investigate costs of employing a part-time gardener.	P Wright

Obtain quotes for framing the Maori cloaks.	P Wright
Investigate storage options.	G Bobsien
Contact the Council regarding the increasing cost of leasing Dawson Field.	S Seel
Claim costs of power and gas back from the Ministry.	P Wright

Discussion:

- Grassroots Trust Application re playground. A Munro - no reply as yet.
- A Morgan to draft a survey for our Maori community. G Bobsien. Have spoken with a Morgan, will continue with this.
- Totara Team – markings for games. S Nagels.
 - The cost for a shade umbrella to cover the area is \$10,000.
 - Have received a cheaper quote for playground markings. Board viewed the quote and companies markings on their website. Will look at a sunshade at the end of winter. Suggested going ahead with the Totara area and at some stage markings for the Kauri area. Will let the Totara students decide on the designs.
 - Board agreed to go ahead with the markings. S Seel - suggested that we spend \$500 and see how they last.
- Hautu for the Board. P Wright - have asked if A Morgan could cover this in one meeting. He will get back to us.
- Review Staff Handbook. D Robson. The Handbook is aligned to Government Legislation.
- Insurance Costs. D Robson. The Government Levies have increased. The Accountant will see if we can get a rebate - not heard to date.
- Asbestos Plan. P Wright, A Munro & S Reyneke. As Property Report.
- Replace railings outside Room 14. P Wright to action. Will need to replace the steps and the railings.
- Reminder in the newsletter regarding Linc-ed. P Wright.
 - S Seel has sent details to the board regarding the changes made to Linc-ed reporting.
 - Parent conference notes are included with the reports.
 - G Cox-Wright has worked on making the document printer-friendly.
 - Parent Conferences ran well in the hall. There was a large turnout of parents.
 - S Seel - St Joseph's school report looks similar to ours.
- Email to be sent to parents when Linc-ed data is updated. S Nagels. Cannot do a bulk email to parents at once. When we alter singular student information an alert is automatically sent via email. When reports go live we can sent parents an email.
- List of Sports Teams and Cultural Groups to be added to the Enrolment Pack. P Wright & R Owens. Board viewed a draft copy and approved. This Term an email was sent out to parents regarding the winter sports teams and how to register their children.

- Update Charter and forward to the Board. S Seel. Has updated the Charter. Was not necessary to send out to the board as there are only a few minor changes. The document is on google docs for the Board to view.
- Complete Strategic Plan. S Seel - will add to the Agenda for future meetings.
- Review the list of changes to the policies. D Robson - mostly superficial changes which included linking some of the policies. Alter all Policies to a 5 year review timeline. Board agreed. C Taylor to update.
- Contact the Syrian Community regarding using the hall for lessons. P Wright. Done.
- Discuss staff kitchen with S Flintoft. S Seel. Done.
- Investigate lease/purchase of Chrome books. S Nagels. Decided to lease 30 chrome books as a trial. Have purchased i pads.
- Write to B Dungey re appraisals. P Wright. Meet with B Dungey today. She agreed to charge for one appraisal only. Both appraisals will be completed by June.
- Copy of a St Joseph's school report. T Balvert. Discussed
- Continue with improvements to Linc-ed reporting. S Nagels & Staff. Done
- Check the trees on the property. A Munro & P Wright. Have checked the trees and they seem okay. The arborist will report when he reviews the property.
- Confirm the Kahui Ako meeting. P Wright and J Fitzgerald attended. S Seel thanked J Fitzgerald for attending as the Board representative. One issue is what is the value of the meetings with just 3 schools. Can we combine with the Stewardship meetings where there are more schools involved. The Lead Principal is from Girls High. Board discussed.
- Confirm with S Seel if able to attend Kahui Ako Meeting. Trustees. J Fitzgerald attended.
- Report to Trillian Trust. L Nelson & T Balvert. Done. S Seel wrote to Trust Waikato.
- Contact S Flintoft re boiler report. A Munro. Report was sent to the wrong school.
- Investigate costs of employing a part-time gardener. P Wright. Our gardener has had surgery and is recovering at present. Have done the costing and could employ him for 1 or 2 days a week. Board agreed.
- Obtain quotes for framing the Maori cloaks. P Wright. No quotes as yet, the business is too busy presently.
- Investigate storage options. G Bobsien. Ongoing
- Contact the Council regarding the increase cost of leasing Dawson Field. S Seel. has spoken to Council staff, best not to complain as we may have access to the field denied.
- Claim costs of power and gas back from the Ministry. P Wright. Done.

Action:

- Survey for Maori Community. G Bobsien
- Hautu for the Board. P Wright
- Insurance rebate. 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.

Declarations of interest: none

Strategic Planning

Internal Evaluation Tool Discussed by S Seel

- Will discuss next meeting

Media Update – Tomorrows Schools Discussed by P Wright

- Meeting attended by P Wright – the meeting did explain the new system better.
- Could be worse off if we are grouped into hubs with other schools.
- Should work within the current system to get the best we can.

Charter Check ins Discussed by S Seel – to discuss later in the meeting

Policy/ Kaupapa

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.

Priority Learners

Priority learners are well supported with adequate and consistent support and funding.

- Work with external agencies effectively to ensure resourcing is appropriate.
- SENCO role held within Leadership Team and adequately resourced/supported.
- To manage our Teacher Aide/Learning Assistant resource effectively.
- To have teachers monitor children who are at risk of not achieving and put planned interventions in place.
- Build effective relationships with migrant communities.
- To continue programmes that have been effective within our Pacifica/Maori/ELL community – Reading Together, Haka Hiva, sports fixtures, open mornings.
- To ensure an effective ELL programme is in place.
- Pacifica achievement is lifted.
- Tamariki Māori achievement is lifted.

Community

We will facilitate an effective relationship between the school, parents and the wider community

- Maintain our partnership with WISE Group.
- Continue to support the Migrant Mothers Group.

Investigate and consider other partnership opportunities within the community.

Lockdown Discussed by P Wright

- A text message was sent to the teachers to see that they had their phones on, and to remind them to review the Emergency Management Plan.
- The Emergency Management Plan has been emailed to teaching staff and a hard-copy is available in each hub.
- A lockdown practice - what does the board think, we could make the children anxious. B Robson - think it would be better for the teachers to review Lockdown Procedures without the children being involved.
- G Cox-Wright - the children are used to moving classes if necessary.
- T Balvert - S Flintoft did not answer the lack of curtaining in her property discussion.
- S Seel - can we ask L McKenzie if there are areas we can place blinds to provide safe areas.

Action:

- Check with L McKenzie if there are preferable areas to screen off. P Wright

GENERAL BUSINESS/REPORTS

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

- Roll stands at 434 students.
- Targets.
- Property - shade sails, gully report.
- A Morgan has worked with Support Staff.
- All staff have had EpiPen training.

Motion: that the Principal's report is accepted.

MOVED

P Wright/S Seel

CARRIED

Finance Report Discussed by L Nelson

March Meeting attended by P Wright, S Nagels, L Nelson, S Reyneke, and P Granville.

Apologies - A Munro, T Balvert, D Robson

- Negative balance is due to the playground costs, the banked staffing amount has not been applied to this.
- The grants have been put towards the playground cost.
- The FUNdraising team has given \$5,000. They will provide another \$5,000 after the Garage Sale.
- The auditors will visit next month.
- Banked staffing is released in July.
- S Reyneke has put in a claim to the Ministry of \$220,000 for Recoverable Expenditure.

Motion: that the board accepts the Finance Report for the month February 2019

MOVED P Wright/ S Nagels

CARRIED

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

MOVED from chair

CARRIED

Health and Safety Discussed by T Balvert

- Room 14 steps and railings to be replaced.
- G Bobsien – there are loose tiles in the hall ceiling. Need to be checked.
- Now have aircon and heating across the school.
- P Wright - S Reyneke attended a Health and Safety Course. They suggested that schools pay for counselling if required by teaching staff - we do this.

Action:

- Check ceiling tiles in the hall. P Wright & D Brugh
- Enter into Health & Safety Doc. P Wright

After School Care Discussed by S Seel

- We have a parent who has a problem with the service.
- S Seel - my son walked home one day and I was not contacted by the organiser.
- The new staff are not as good as the previous at following through with missing children.
- Parents have received a notice regarding an increase in charges for Term 2, this is due to cost increases for staffing and food.

- P Wright - suggested a letter from the board to the sKids Organisation. S Seel and T Balvert offered.
- P Wright - suggested a board member could check the programme.
- G Bobsien has noticed a change in the playground with the children's behaviour.
- Have asked for a staff member to come up to the junior rooms to collect students R follows.
- They have surveyed parents recently

Action:

- Letter to sKids Organisation. S Seel & T Balvert.

BOT Newsletter Discussed by S Seel

- Will send a newsletter out in Term 2.
- To include information regarding the new playground, Achievement Data and the Board Election.

Action:

- Board Newsletter. S Seel

BOT Elections Discussed by S Seel

- The Election Date will be 7th June 2019, as recommended by NZSTA.
- Appointment letter for C Taylor. S Seel

Motion: that the board accepts C Taylor as the Returning Officer for the Board of Trustees Elections.

MOVED from chair

CARRIED

Action:

- Appointment letter for C Taylor. S Seel

Out of Zone Enrolments

- L Nelson - what is happening regarding out-of-zone enrolments.
- P Wright - the school roll has increased and we do not have any space at present. We have had students leave the school because siblings cannot be accepted.

Cloak Framing Discussed by P Wright

- Will ask Lovegrove Lane Framers to action when they are not so busy.

ADMINISTRATION

Correspondence:

IN

NZSTA – 2019 Triennial Elections/Returning Officers Handbook. S Seel & C Taylor
Mail and Print – Election Printing requirements. As tabled
Education Gazette (x2)
Occupancy Use Certificate – signed by S Seel and returned to S Flintoft
Core Education – Ten Trends 2019. As tabled
City Clean – Expression of Interest for Cleaning Contract. As tabled
NZSTA – Operations Update. As tabled
C N Property – Property Seminars for Thames and Hamilton. As tabled
Science Teaching Leadership Programme – signed by S Seel

Out

S Dyke – Thank you/Receipt. As tabled
L Gardner, Foster Construction – Thank you for their donation. As tabled

Motion: that the Inwards and Outwards correspondence be accepted.

MOVED from chair

CARRIED

Discussion:

- D Robson - should have a donation of \$500 donation from his sister in the school account. C Taylor to check
- S Nagels - a woman has offered to support a child in the school. She will cover the cost of sports fees, equipment, etc.
- S Nagels - Core Education. They are a group with a futuristic outlook, they give us direction in education.

Action:

- Check the school account for a donation of \$500. C Taylor

Board Minutes

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

MOVED from chair

CARRIED

Priority Learners

Priority learners are well supported with adequate and consistent support and funding.

- Work with external agencies effectively to ensure resourcing is appropriate.
- SENCO role held within Leadership Team and adequately resourced/supported.
- To manage our Teacher Aide/Learning Assistant resource effectively.
- To have teachers monitor children who are at risk of not achieving and put planned interventions in place.
- Build effective relationships with migrant communities.
- To continue programmes that have been effective within our Pacifica/Maori/ELL community – Reading Together, Haka Hiva, sports fixtures, open mornings.
- To ensure an effective ELL programme is in place.
- Pacifica achievement is lifted.
- Tamariki Māori achievement is lifted.

Discussion:

- G Bobsien - we have a Leadership Team that runs the Special Education in the school and reports back to me.
- SENCO - G Bobsien.
- We manage the Teacher Aides effectively.
- Children at risk are monitored and we put in planned interventions.
- P Wright – we support the Migrant Mothers Group and I visited them on Monday regarding the incident in Christchurch. The school has had feedback on the Facebook entry.
- Have programmes in place for Pasifika Students.
- G Bobsien – we have Teacher Aides working in classrooms and Professional Learning for staff.
- G Bobsien - we have individual success with many students.
- P Wright - we maintain our partnership with WISE Group - they have offered a counsellor in regard of the Christchurch incident.
- G Cox-Wright - we are starting to look at a Science Community. This will work on how to bring Scientists into schools.
- P Wright - Kindergarten teachers from Peachgrove Kindy have visited. They are investigating play-based learning.
- P Wright – E Fisher is working through a Science Teaching Leadership Programme.
- P Wright – we have a working group for the Nature Trail.
- G Bobsien - looking at getting the Indian and Pakistani parents together. May wait as there is conflict on the border between Indian and Pakistan presently.
- J Fitzgerald - asked if the Muslim Association had written offering to support the school. P Wright - not as yet.
- Many of the staff have visited the Mosque and many of our students have visited the Mosque.
- Te Hononga – R Pene and K Richmond are working to grow this group. G Bobsien - they held a sleepover in the hall last year.

S Seel thanked G Cox-Wright, R Follows and G Bobsien for attending the meeting.

Moved into committee at 8.46 pm

As tabled

Moved out of committee at 9.06 pm

Schedule Next Committee Meetings:

Finance – 30th April, 11.00am

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 into 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

Next Board Meeting: 10th April 2019

To discuss at the April meeting:

Internal Evaluation Tool

Meeting closed at 9.07 pm

Signed as a true and correct record

Date