

MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING

HELD ON 26th JUNE 2019

Present: S Seel (Retiring Chair), P Wright (Principal), S Nagels (Retiring Staff Rep), J Fitzgerald, A Munro, L Nelson, D Robson, T Balvert, G Bobsien, T Dobson, L McKenzie (Staff Rep), K Richmond, E Speedy, L Taitoko, C Taylor.

Welcome: Meeting opened at 7.00 pm. S Seel welcomed the Trustees, G Bobsien, K Richmond and E Speedy to the first meeting for the new Board of Trustees..

Motion: that G Bobsien, K Richmond and E Speedy have speaking rights.

MOVED from chair

CARRIED

Introductions: Discussed by S Seel

The Trustees introduced themselves:

S Seel - has been the chair for 4 years. Her son is in Year 6 and also has a son at Boys High School. Works at Hamilton City Council.

A Munro - has been on the board for 10 years. Has four children with one son at school in Year 5. Works at the Waikato Regional Council. Has been on the school's Property Committee and has enjoyed his time on the Board – great school and staff.

S Nagels – Deputy Principal. Has enjoyed her time on the board. Learnt how the school runs and what goes on behind the scenes.

J Fitzgerald - both children have finished at Hamilton East. Has enjoyed being on the board and working through the policies.

L Taitoko – this is the first time she has been on a board. Has a son in Year 1 and a pre-schooler.

L Nelson - been on the board for 1 year. Has 2 children at the school.

D Robson. – has also spent 1 year on the board. Has 2 sons at the school.

E Speedy - is the Teacher in Room 12, Kauri Team.

K Richmond – is the Teacher in Room 8, Kauri Team, takes Kapa Haka and is Kahui Ako Within School.

G Bobsien – Deputy Principal. Is not a board member, attends most meetings. We have an amazing board. Such expertise and support of the school and staff

C Taylor - Board Secretary. Has been the secretary for 9 years.

T Balvert – has 2 children. Her son attends Hillcrest High and her daughter is at Hamilton East. Has been on the board for 20 months. Works for Waikato Regional Council.

T Dobson – has a daughter at Hamilton East. Works at Waikato Regional Council.

L McKenzie – has been on the staff for 20 years. Team Leader of the Totara Team and Staff Representative on the Board.

P Wright – is the Principal and has worked at Hamilton East School for 25 years.

ACTION TABLE LIST - May 2019

Survey for our Maori Community - D Webber	G Bobsien.
Insurance Rebate. Discuss at the Finance Meeting	D Robson
Storage options. Shelving and repairs to storage shed. Removal of shed on Putikitiki.	P Wright & G Bobsien
Quotes for the blinds in the new block	P Wright
Letter to Boys High - re support of new Cricket Nets	P Wright/C Taylor

Discussion:

- Survey for our Maori Community. G Bobsien. This is booked for August. It is a whole school survey. Dr Webber will collate the results, analysis in depth the replies from our Maori Community and hold meetings with them. The survey will include every child Year 4 and up, the teaching staff and parents.
- Insurance Rebate. D Robson. Can claim back the GST amount. Cannot claim back the rebate.
- Storage options. Shelving and repairs to storage shed. Removal of shed on Putikitiki. G Bobsien to action. Remove from Action Plan.
- Quotes for the blinds the new block. P Wright. Being actioned. Police also suggested these in the lockdown. Remove from Action plan.
- Letter to Boys High - re support of new Cricket Nets. Sent

Declarations of interest: none

Strategic Planning Discussed by S Seel

Chairperson Selection

T Balvert is interested in being the Board Chair. Does the Board agree?

Motion: the board accepts T Balvert as Chair of the Hamilton East School Board of Trustees.

MOVED S Seel/L McKenzie

CARRIED (Unanimous)

S Seel – very happy to be handing the reins over to such a competent board.

Portfolio's for the new Board Discussed by S Seel

- We didn't have official portfolios previously. A Munro took care of property matters, J Fitzgerald, D Robson and L Nelson reviewed policies. T Balvert, S Seel and L Nelson applied for grants. L Nelson also worked on the school zone.

- P Wright – Regarding Personnel, we co-opt Trustees who are interested in being involved with employment, interviews, shortlisting.
- Trustees are welcome to attend the monthly Finance meetings.
- Possible portfolios are; Property, Health and Safety, Community – includes the Board Newsletter and working with Te Hononga Te Whanau and Policies.
- Asked the new Trustees to consider which area they would like to work in.
- A Munro - we have a cool property manager – S Flintoft. She specialises in schools and is accustomed to working with Ministry. This is an interesting portfolio - liaise with the caretaker. The trees are well managed now. Have overseen the new cricket pitches, painting of the courts, new classroom build, the fires in the Senior block and the Hall and 3 new playgrounds. Was also on the FUNdraising team before joining the board.

Farewells Discussed by P Wright

- A Munro – Thanked Adam for serving on the Board. His 4 children have attended the school. First met Adam and Jenny when Emily was turning 5 at Miropiko Kindy. So grateful to have had Adam and Jenny’s contribution over many years. Thanked Adam and presented him with a gift from the school.
- Jenni Fitzgerald - has always supported the board and as a mother of Maori students has helped the board with Maori matters. She shaped our Vision and advised with the school’s policies. Thanked Jenni for her support and contributions over the years and presented her with a gift from the school.
- S Seel - thanked Sarah for leading the board so well and humbly. Strong consideration for the teacher’s and the school’s wellbeing. Shows appreciation of our teachers. Thanked Sarah and presented her with a gift from the school.
- S Nagels - appreciated Sheryl’s voice of reason and thinking outside the square. Sheryl has always been grounded and given the point of view of the staff. Supportive of the Principal and staff. Our tech guru. Thanked Sheryl and presented her with a gift from the school.
- Board sang a Waiata.
- S Seel - invited the board to make contact if they required any assistance.

P Wright thanked L McKenzie for standing as the Staff Representative.

The retiring Trustees left the meeting.

Charter Check ins - none

T Balvert - usually we cover one section of the Charter each meeting.

Policies Discussed by T Balvert

- P Wright - the policies are in google docs and there is also a hard copy kept in the office.
- T Balvert - over the past few years the number of policies has been rationalised and Central Government Regulations cover many areas.

GENERAL BUSINESS/REPORTS Discussed by T Balvert

- NZSTA AGM Remits - last year there was one remit at the AGM , this year there are 21. They concern changes to the NZSTA constitution.
- D Robson – regarding replacing the school boards with a National Structure, nothing more has been said about this. T Balvert - this is a Government directive and we need to keep in mind that this may happen.
- T Balvert - we pay a fee to belong to the School Trustees Association. P Wright - we can phone them at any time for advice. T Balvert – this year the Conference is in Dunedin and would be quite costly to attend. I attended the conference last year in Rotorua, STA were going to send through recommendations from last year’s conference, but I haven’t received any.
- Remits - we can delegate someone to vote on our behalf. Melville Intermediate has offered to be our delegate.

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

- Roll stands at 453.
- Explained how the Principal Report is made up.
- Asked if the board would support for Sabbatical Leave for 1 Term in 2020. Has applied to look further into Forest Schools. The board agreed.

Motion; the board agrees that P Wright can apply for Sabbatical Leave for 1 Term in 2020.

MOVED T Balvert/D Robson

CARRIED

- HC Kahui Ako Challenge is to raise the standard of literacy in years 4-6.
- Multi-sensory Structured Programme and Reading Recovery. Repeated Reading Prog. L McKenzie - we have a Smart Programme which only suited those children who were up to Orange Level (6 Years) in reading. We now have another programme which applies to the children at a lower level.
- G Bobsien - we can report back to the board when we finish the mid-year assessments. Maori boys are the group that we need to concentrate most on.
- Writing target is to raise the writing level across the school.
- D Robson - how do we compare with other schools. G Bobsien we don't have a system to be able to compare with other schools. We are trying to make a change for our Maori students.
- We held Writing PL for the Year 4-6 teachers at the start of the year. Also funded Phoenix PL.
- Maths - we had PL over 2 years. This has been highly monitored in the classrooms to make sure we are teaching as directed. Athletics.
- Personnel;
 - M Seeley is starting a NE class in Room 6 for terms 3 and 4..
 - Extreme reliever shortage, would rather not split classes.
 - J Hawkins has resigned as a Learning Assistant.

- A Dent is on sick leave for the rest of the term. Thanks to L McKenzie for teaching in Room 18 in for 3 days a week.
- M Frost is on sick leave, has 7 weeks of sick leave left.
- We have appointed a relief bus driver - H Taylor. She was the Secretary at Whitiara School.
- He Piko He Taniwha Kahui Ako, this is continuing for a while. We have 3 schools in our group – Ham East, Boys High and Girls High. G Bobsien is our Lead teacher. S Howse and K Richmond are our appointments within school.
- Property – Whenua Totara surfaces. The bark area is not fit for purpose.
 - T Balvert – would like to look at the contract with Playground Creations.
 - L McKenzie - the weed mat area is to do with the new build.
 - P Wright - could get D Brugh to concrete an area during the holidays.
 - G Bobsien – there is a problem with one of the new poles.
 - P Wright – we could set up a shed where the children can access items for Loose Parts Play. The children love to play on and around the rocks.
 - L McKenzie - the children enjoy the rock area, could have matting around the rocks instead of bark.
- D Robson - the pool cover needs to be replaced. P Wright – we have pencilled one in for the new season. We did have a quality cover one which was stolen.
- Suggestion of a new Maori name for the school.
 - A book is being written about the school and we would like to name it ‘Nga Korero o Te Kura o Kirikiriroa ki te Rawhiti’.
 - Asked the board if they approve of the name, could use this elsewhere in the school after consultation.
 - The book will include the children’s artwork, the school haka, etc.
 - The board agreed to the name of the book.
 - There will be a copy of the book in each class and they will also be available for purchase.
- Cancelled WPA Road Trip, Wellington.
- Will attend a conference in Auckland next week.
- Lockdown Drill Friday 14th June. K Richmond - Room 8 and 9 children can be seen due to the large windows. Need curtaining to create a safe area.
- T Balvert - midyear test results?. G Bobsien – we have the figures available and can report back to the board on the results. PAT testing results.

Motion: that the Principal's report is accepted.

MOVED P Wright/T Balvert

CARRIED

Action:

- Contract with Playground Creations. T Balvert/T Dobson
- New pool cover. P Wright/ D Brugh.

Finance Report Discussed by T Balvert

Present: D Robson, T Balvert, T Dobson, P Granville, P Wright, S Reyneke, S Nagels, G Bobsien.

Apologies: A Munro

- We held a short Finance Meeting – the Accountant is happy with the schools finances.
- P Wright – we have asked MOE for the funds for the new building.
- L Nelson - looking good for the year, we have Gross Funds amount of \$350,000. There is a \$60,000 rainy day reserve. This is included in the Provisional Uncommitted Funds, balance is \$153,000.
- P Wright - we are in deficit with Banked Staffing.
- D Robson - congratulations to the teachers on settling their pay agreement.
- P Wright - if we had more classrooms the board could fund another teacher.
- G Bobsien - we are currently funding more Teacher Aide time than we have funding for.

Motion: that the board accepts the Finance Report for the months of April and May 2019.

MOVED from chair

CARRIED

Motion: that the board authorises the Finance Committee to pay the batch payments for the months of June and July 2019.

MOVED from chair

CARRIED

Training (<https://www.eventbrite.co.nz/d/new-zealand--waikato-region/NZSTA/>)

- T Dobson and L Taitoko are attending training next week - Governance Essentials.
- P Wright - the school will pay for baby sitters for Trustees to attend training and Board meetings.
- T Balvert - asked the Trustees which night of the week would suit them to have the board meeting. Trustees agreed to stay with the Wednesday night meeting.
- T Balvert - NZSTA offers training throughout the term and there are e-learning modules available.
- New Trustees to complete Appendix 2 for NZSTA.

Property - Staff Room update Discussed by T Balvert

- P Wright - still waiting for the pay-out for the new build and 5ya. Need to upgrade the alarm systems. Then we can work on the staffroom upgrade.
- T Balvert - we have had preliminary plans drawn up for the modifications of the staffroom.
- P Wright - lockdown hardware to quote. Have accepted a quote for the upgrade in the Junior Block - not heard from the firm. There is no fire alarm working in the Junior Block at the moment. This may be due to rat damage. We pay a business to control the rat population in the school.

Board Newsletter - Start of Term 3 Discussed by T Balvert

- Will introduce the new board. Asked the Trustees what they would like included.
- P Wright - could write about learning in the school.
- K Richmond - include photos of the new board. Board agreed.

Action:

- Board Newsletter. T Balvert

ADMINISTRATION

Correspondence:

IN

L McKenzie – Totara Playground. As tabled. T Balvert or T Dobson will look at the contract with Playground Creations.

HBHS – Support for Cricket Nets. As tabled

Ed Gazette (x4)

NZSTA – AGM and Remits. As tabled. T Dobson

Election Pamphlets – sent out to parents

P Wright – School Planning and Reporting. As tabled. To discuss at the next meeting.

NZEI – Notice of Strike 29/5/19. As tabled

HCC – 2019 Single Year Community Grant Application. As tabled

NZSTA – Annual Report. As tabled

STA News - Trustees

NZSTA – Trusteeship Handbook - Trustees

Employment Relations – Initiation of Bargaining for Support Staff. As tabled

S Flintoft – Lockdown Hardware Request to Quote. As tabled. P Wright - has signed the paperwork.

NZSTA AGM – Proxy Appointment of Delegate Process. As tabled

Crowe Horwath – Auditor’s Report to the Board of Trustees. T Balvert. Next meeting.

NZEI – Paid Union Meetings for Support Staff. As tabled

Base Civil – Grey St/Te Aroha St Safety Improvements. As tabled

NZSTA – Workshops for BOT. As tabled

TTS – Reports May 2019. As tabled. P Wright. We have a new Support Service from TTS. We email them any problems and they make repairs remotely.

J Hawkins – Resignation. As tabled.

NZSTA – Trustee Workshop Reminder. As tabled

Out

S Howse – H C Kahui Ako Within School Appointment. As tabled

K Richmond - H C Kahui Ako Within School Appointment. As tabled

HBHS - Support of Cricket Nets. As tabled

Motion: that the Inwards and Outwards correspondence be accepted.

MOVED from chair

CARRIED

Board Minutes

Motion: that the Minutes dated 8th May 2019, be accepted as a true and correct record.

MOVED from chair

CARRIED

Moved into Committee 8.33 pm

As tabled

Moved out of Committee 8.50 pm

T Balvert - usually no meeting held in July, do the Trustees want to meet in July. Board agreed to have a meeting if required.

P Wright - asked if the board would like to hold a Karakia at the start and end of each board meeting. Board agreed.

Schedule Next Committee Meetings:

Finance –

July 23rd, 11.00am

August 20th 1.30pm

September 17th 1.30pm

October 22nd 1.30pm

November 19th 1.30pm

ACTION TABLE LIST - June 2019

Contract with Playground Creations.	T Balvert/T Dobson
New pool cover	P Wright/D Brugh
Board Newsletter.	T Balvert

Next Board Meeting: 21st August 2019

To discuss at the August meeting:

Hautu for the Board.

School Planning and Reporting P Wright

Auditor's Report to the Board of Trustees

Meeting closed at 8.53pm

Board Chair

Signed as a true and correct record

Date