

**MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING**

**HELD ON 17th SEPTEMBER 2019**

**Present:** T Balvert (Chair), P Wright (Principal), L McKenzie (Staff Rep), D Robson, T Dobson, L Taitoko, R Pene, C Taylor.

**Karakia**

**Welcome:** Meeting opened at 7.00 pm. T Balvert welcomed the board and R Pene to the meeting.

Apologies: G Bobsien and C Pennell.

**Motion:** that the board accepts G Bobsien and C Pennell's apologies.

**MOVED** from chair

**CARRIED**

**Motion:** that R Pene has speaking rights.

**MOVED** from chair

**CARRIED**

**Introductions:** T Balvert introduced R Pene, teacher in Room 17, to the Board.

**Declarations of interest:** none

**ACTION TABLE LIST - August 2019**

Review of the Code of Conduct.	D Robson
Add amendment to The Role of the BOT policy.	C Taylor
Quotes for the painting of the buildings and other options.	P Wright/S Reyneke
Copy of the current painting contract for the September meeting.	P Wright/ S Reyneke
Email S Flintoft re legal requirements for painting the buildings.	P Wright.

Letter to M Frost regarding further leave.	T Balvert
Power point presentation of Kahui Ako for the Board.	G Bobsien
Trees on the school boundary.	P Wright & T Balvert
Email D Eriepa, HCC, re voting papers.	C Taylor

#### Discussion:

- Review of the Code of Conduct. D Robson. To discuss under Policies.
- Add amendment to The Role of the BOT policy. C Taylor. Done
- Quotes for the painting of the buildings and other options. P Wright - have one quote from Carus - quite expensive. Have asked them to separate out the Roof Pricing Schedule. Will have another quote for the next meeting.
- Copy of the current painting contract for the September meeting. P Wright/S Reyneke. Done.
- Email S Flintoft re legal requirements for painting the buildings. P Wright. No reply from S Flintoft - presume there is no legal requirement.
- Letter to M Frost regarding further leave. T Balvert. Done.
- Power point presentation of Kahui Ako for the Board. G Bobsien. Discuss next meeting. Has forwarded her report to the board. Done
- Trees on the school boundary. P Wright & T Balvert. Waiting to involve the new caretaker. Many of the trees are in the neighbours properties. Will get the caretaker to look into this. P Wright/W Gounder.
- Email D Eriepa, HCC, re voting papers. C Taylor. Done - no response.

#### Action:

- An extra quote for the painting of the school buildings. P Wright/s Reyneke
- Check the trees on the school boundary. P Wright/W Gounder.

#### Charter Workplan Discussed by T Balvert

- The Workplan is included in the Charter, this lists what we should be focusing on each meeting.
- The theme of today's meeting is - Checking in with our Maori Community.
- We will follow the Workplan for future meetings.

#### Strategic Planning Discussed by T Balvert

##### 2020 - 2023 Strategic Plan planning

- The new reporting framework has been pushed out to 2023.
- We need to complete another 3 year plan review.
- M Webber, Springboard and the existing plan information can be incorporated in the Charter. Have to submit the new plan by March 31<sup>st</sup>, 2020,.

- Need to know when we will receive Dr Webber's report.
- Will organise a workshop when her report comes through. Options are to begin the board meeting an hour earlier than usual, or hold the workshop one weekend.
- Will consult with the community Term 1, 2020. P Wright – we could do this at the family picnic, separately for each Team.
- Will draft a proposal and take this to the school community.

Donations Scheme (Government offer of support instead of school's charging for school donations) Discussed by P Wright

- A summary of student donations received is on the Board folder. This shows the amounts we have received over the past few years.
- If we opt into the scheme we will get approx \$70,000 each year. Presently we receive approximately \$10,000 in donations from our school community, however there are some things we currently charge for that if we opt into the Donations scheme we won't be able to charge for.
- L Nelson - we can continue to charge for non-compulsory items, this does not include chrome books. Curriculum items cannot be charged for.
- T Balvert – If the Board was unsure which way to go, we could choose to consult with the parents whether we accept the offer.
- D Robson - could be an issue if we opt in and continue to charge for items. Not able to charge for Art and Paper Levies.
- P Wright - There are no guidelines from the Government on how the money is spent.
- L Nelson. School newsletter - add that the board has decided to opt in and add the link showing how the money is to be used. This will show the community what they will and will not be required to pay for.
- L Nelson - we can charge for visiting shows and music groups that are not part curriculum. This includes the Kaboom Show.
- T Balvert - what would we do with the additional funding received under the Donation scheme? P Wright - teaching resources, Learning Assistants, Chrome books. L McKenzie - arts materials, reading books.
- P Wright - we have completed a draft budget for next year, will incorporate these funds into the budget.
- T Balvert - does the board want to decide tonight or to invite the community to the next meeting. D Robson - we are elected by parents as representatives to make these sorts of decisions on their behalf. Board agreed.
- L Nelson - we have to opt in each year to the scheme, it does not roll over.
- D Taitoko - the higher decile schools receive more in donations, they may not opt into the scheme.

**Motion:** the board agrees to opt-in to the Government Donation Scheme. T Balvert will complete the declaration form.

**MOVED**

P Wright/ D Robson

**CARRIED**

**Action:**

- Government Donation scheme opt-in form. T Balvert.

L Nelson – we need to separate what the FUNdraising team does for the school, compared to the donation scheme.

T Balvert - the FUNdraising money could be an option to pay for expenditure that the Donation Scheme does not cover.

**Charter Check ins** - Discussed by T BalvertMāori community

*We will work in partnership with our Māori community and Te Whānau Hononga in the areas of te reo Māori, tikanga Māori and mātauranga Māori to benefit all tamariki in our school. We recognise the unique position of Māori within our community and our Treaty obligations.*

- Continue to investigate and consider options for improving achievement of Māori students.
- Annual whole school Marae visit.
- School to take all reasonable steps to incorporate tikanga Māori into the curriculum.
- The Board will take all reasonable steps to provide instruction in tikanga Māori and te reo Māori for all students.
- To ensure Kapa haka is operating throughout the school including a Kauri performance group.
- To develop our programmes to meet the needs of our Māori community.
- Te Whānau Hononga and the Board have a productive, reflective partnership that benefits all tamariki in our school. All parties feel valued and that communications are heard.
- Maintain relationship with kaumātua.

## Discussion:

- Board viewed the report compiled by G Bobsien
- P Wright – we work above the level that is stated in the Charter, we will update the new Charter.
- T Balvert - the Hautu Tool links to how the board manages Maori achievement.
- D Robson –the Kapa Haka group performances are improving all the time.
- T Balvert – how is the Te Whanau Hononga group progressing?
- R Pene - we have established a core group. The members are encouraging others to come along. Many of these parents want to go through a revival; learn Te Reo and the culture. I work with 2 colleagues who are very enthusiastic about encouraging the parents. We would like the Trustees to attend some of the meetings. L Taitoko attends the meetings.
- P Wright – Te Whanau Hononga will have a presence at the Food Festival. R Pene - we have a chef in the group who is keen to be part of the Festival.
- T Balvert asked P Wright to thank G Bobsien for her report.
- P Wright - we have Te Reo programmes throughout the school, we have two teachers presently attending a Te Reo course. E Fisher incorporates Maori into the science

programme. If we go up to Level Four Te Reo we will get funding through the MOE. This is 3 hours of Te Reo per week in the classroom. We are close to doing this across the school.

- T Balvert - we do need to do the Hautu Tool? The Trustees can do this as an on-line course. We can also hold a workshop on the Treaty. P Wright - if we have any difficulties we can get someone into assist. Noted that many of the Trustees have reviewed the Treaty through their work-places.

### **Policies/Board Self Review Discussed by T Balvert**

#### Te Hononga/ BOT Partnership (Self Review)

- Discussed above.
- T Balvert – offered the Board’s assistance.
- R Pene – thanked T Balvert. Te Whanau Hononga meet once a term at present.

#### Code of Conduct - Discussed by D Robson

- D Robson - wrote the conduct based on the information in the previous version. Broke down the areas of responsibilities for the Trustees and gives guidance for these areas.
- P Wright - the Board Staff Rep represents themselves, not the school staff.
- T Balvert - will check the Policy Framework before accepting the Code of Conduct.
- T Balvert - the board is comfortable with accepting the first page and will review the rest of the document.

**Motion;** the Board accepts the first page of the Code of Conduct, pages 2 and 3 are to be revisited.

**MOVED** T Balvert/P Wright

**CARRIED**

#### **Action :**

- Produce an Insurance Guidelines Document linking policies that have a likelihood to result in a claim, and/or professional advice as part of the cover. D Robson

### **GENERAL BUSINESS/REPORTS**

#### **Principal's Report:** As tabled.

- Roll stands at 472. Eight year old twins will be starting next Term.
- A Dent is working part-time while recovering from her accident.
- M Frost has resigned.
- We have a new bus driver, A Matthews, and new caretaker, M Gounder. They were welcomed today by the school as a whole.

- Teaching positions close next Wednesday. T Balvert asked the Trustees to inform P Wright if interested in being on the interview panel. Many schools have to reduce their staffing for 2020.
- There is a leak in the office foyer area, waiting to hear back from T Smythe - builder.
- Will look into the staffroom upgrade after the leak and roofing issues are resolved.
- Have received an email regarding extensions to the school hall. Asked if a Trustee would be interested in following this up . T Dobson and T Balvert offered to follow-up on the extension. We don't get Ministry funding for the hall.
- The Grandparents Open Morning was very successful with a large number of visitors to the school.
- The Art Exhibition attracted a large number of parents, caregivers, and extended family. We received a lot of positive feedback. Letter of thanks to be sent to the Art Team – Chris Pennell, Shelley Howse and Olive Jones. L Nelson.
- The work the caretaker is doing will be on the H & S Doc.

**Motion:** that the Principal's report is accepted.

**MOVED**

P Wright/T Balvert

**CARRIED**

**Action:**

- Hall extensions. T Dobson & T Balvert
- Letter of thanks to the Art Team. L Nelson

**Term Dates for 2020** Discussed by T Balvert/P Wright

- P Wright – due to the recent negotiations with the Government, there are 6 less in-class ½ days required for 2020.
- We are allowed 8 Teacher Only Days over 3 years which we don't have to pay back. There will be 3 next year.
- Suggest that Term 1 , 2020, will start on February 4th and the last day will be 17th December. Discussed by the board. Board agreed accept the proposal.
- Easter and Anzac are included in the April holidays.
- T Balvert - why do we talk in ½ days. P Wright - this is due to how the roll is taken and the recording of absences during the day.
- P Wright – we have trialled having parent conferences with appointments and without appointments. Have settled on holding the interviews in the afternoon/evening, then the school is classed as open all day.
- Waiting to decide on when to hold the Teacher Only Days due to Kahui Ako deciding on their programme.

**Motion:** that the board accepts the proposed 2020 term dates.

**MOVED**

P Wright/T Balvert

## **CARRIED**

### **Insurance** Discussed by D Robson

- S Reyneke and I have meet with the insurance person.
- The pool repairs are not covered by Insurance.
- Have checked that we are not over insured due to depreciation.
- We are charged the Fire Service Levy. We looked into reducing the amount, but are not able to.
- We have agreed on the same cover for the same cost as last year. The insurance cover is appropriate. Have taken into account that we would not lose the whole school in the event of a disaster.
- The Accountant has approved the insurance cover.
- Would like to get a valuation of the school through the Ministry next year.
- The insurance cover renews in October.
- T Balvert reviewed the insurance cover this morning. Agreed with the plan.
- T Balvert – noted for future reference that we are entitled to some free hours of legal advice through our Insurance Company.

**Motion;** the board agreed to accept the Insurance Policy.

**MOVED** D Robson/T Balvert

**CARRIED**

### **Finance Report**

Meeting held: Tuesday 17th September, 1.30pm.

Present: P Wright, D Robson, L Taitoko, L Nelson, J Lye , P Wright, S Reyneke, G Bobsien, L McKenzie.

- L Nelson - need to review the budget for Learning Assistants as there is a cost over-run.
- D Robson – also need to look at the Art budget.
- P Wright - the budget amounts are closed at this time of year, there should not be any further expenses for most of the budget items.
- L Nelson - we have received 80% of our budget income, there will be further funding due to the increase in the roll.
- T Balvert - the Government Donation money could go to Learning Assistant costs.
- P Wright - we used part of the Banked Staffing 2018 funds for the new playground.
- L Nelson - G Bobsien suggested that we write to the FUNdraising team regarding their funding for the school. Email E Basher of the FUNdraising Team. P Wright will communicate through S Reyneke.
- The FUNdraising team has committed to gifting the school \$10,000.

- The Fact-a-thon funds will go towards Mathletics. P Wright - we have to sign-up to Mathletics for 3 years .

**Motion:** that the board accepts the Finance Report for the month of August 2019.

**MOVED** from chair

**CARRIED**

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

**MOVED** from chair

**CARRIED**

**Action;**

- P Wright/ S Reyneke – ask the FUNdraising Team for funds.

**Banked Staffing Funds** Discussed by P Wright

- The Learning Assistant budget has blown-out this year. The concern is that there is always a need for more Learning Assistants, but the budget is not available. We also pay a higher hourly rate than the Ministry allows.
- We require a lectern for the hall for prizegiving, and other events through the year. The lectern would have a microphone attached. The quote for the lectern with a gooseneck microphone came to approx. \$3000. Board agreed to the purchase of the lectern.
- P Wright – other items the school requires are: a new pool cover, possibility of a digital school sign, and pool requires re-painting as the paint is lifting. Furniture for the staffroom would be covered by a furniture grant. Would like funds for more plantings, we have ordered a multi-cultural notice board.
- We have received \$105,000 approx from Banked Staffing. There will be approx. \$75,000 left, subject to the ceiling leak and roof repairs.
- T Balvert – asked P Wright to arrange a meeting with S Flintoft to review the plans for the staff room upgrade. Also have the plans costed.
- We need quotes for blinds for the 2 sub-rooms in the new block.
- P Wright - will organise quotes for a pool cover.
- T Balvert – the digital sign could be too expensive for us to purchase at present.

**Action:**

- Purchase of Lectern. P Wright
- Meeting with S Flintoft and T Balvert re staffroom upgrade. P Wright
- Quotes for blinds in the new block and a quote for the pool cover. P Wright/S Reyneke.



## Training Debriefs

Verbal reports by T Balvert and L Nelson - Managing School Finance Course

- Interesting course, aimed at governance. Also covered operational matters.
- Went over Finance Reports and easier ways they can be presented with graphs, charts, etc.
- T Balvert – would we need the Accountant to include more information in the school's Finance Report.

## ADMINISTRATION

### Correspondence:

#### IN

MOE – Primary Principal's Partial Strike 8 July to 16 August 2019. As Tabled

MOE – South City Christian School, Maximum Roll Increase. As Tabled

NZSTA – Membership Matters. As Tabled

NZSTA – Call for Nominations for Regional Executive. As Tabled.

MOE – Donations Requirements for Schools. As Tabled

MOE – Property 101 Seminar, October 24<sup>th</sup> As Tabled.

NZSTA – Term 3 Newsletter. As Tabled

Ed Gazette

C Pennell – Request for Discretionary Leave 2020. As Tabled. T Balvert - was approved for this year, she returned to school when M Frost took leave. Board approved leave for 2020.

Motion

From chair

Late Mail - email from Helen Attwood regarding extensions to the school hall. As Tabled

#### Out

T Balvert – BOT Newsletter Term 3. As Tabled

HCC D Eriepa – Local Body Elections. As Tabled

**Motion:** that the Board approves C Pennell's request for Discretionary Leave 2020.

**MOVED** from chair

**CARRIED**

**Motion:** that the Inwards and Outwards correspondence be accepted.

**MOVED** from chair

**CARRIED**

D Robson - has been nominated for the NZSTA Regional Executive.

**Action:**

- Letter to C Pennell regarding Discretionary Leave. C Taylor

**Board Minutes**

**Motion:** that the Minutes dated 21st August 2019, be accepted as a true and correct record.

**MOVED** from chair

**CARRIED**

**In Committee**

Moved into Committee at 8.51pm

As tabled

Moved out of Committee at 9.16pm

**Schedule Next Committee Meetings:**

Finance:

October 22nd, 1.30pm

November 19th, 1.30pm

Produce an Insurance Guidelines Document linking policies that have a likelihood to result in a claim, and/or professional advice as part of the cover. D Robson

**ACTION TABLE LIST - September 2019**

An extra quote for the painting of the school buildings.	P Wright/S Reyneke
Check the trees on the school boundary.	P Wright/W Gounder.
Government Donation scheme opt-in form.	T Balvert.
Produce an Insurance Guidelines Document linking policies that have a likelihood to result in a claim, and/or professional advice as part of the cover.	D Robson
Hall extensions.	T Dobson & T Balvert

Letter of thanks to the Art Team.	L Nelson
Ask FUNdraising Team for funds.	P Wright/S Reyneke
Purchase of Lectern.	P Wright
Meeting with S Flintoft and T Balvert re staffroom upgrade.	P Wright
Quotes for blinds in the new block and a quote for the pool cover.	P Wright/S Reyneke
Letter to C Pennell regarding Discretionary Leave.	C Taylor

**Next Board Meeting:** 23rd October 2019

**To discuss at the October meeting:**

\_\_\_\_\_  
Signed as a true and correct record

\_\_\_\_\_  
Date

Meeting closed at 9.20pm