

MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING

HELD ON 22nd OCTOBER 2019

Present: T Balvert (Chair), P Wright (Principal), L McKenzie (Staff Rep), T Dobson, L Taitoko, L Nelson, B McNaughton, A Dent, G Bobsien, C Taylor.

Karakia

Welcome: Meeting opened at 6.58 pm. T Balvert welcomed the board, A Dent, G Bobsien and B McNaughton to the meeting.

Apologies: D Robson

Motion: that the board accepts D Robson's apology.

MOVED from chair

CARRIED

Motion: that A Dent, G Bobsien and B McNaughton have speaking rights.

MOVED from chair

CARRIED

T Balvert introduced A Dent and B McNaughton to the Board.

Declarations of interest: none

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

Discussion:

- An extra quote for the painting of the school buildings. P Wright. Have received another quote and an estimate from Programme Maintenance. The quotes and estimate are expensive.
 - T Balvert - our Cyclical Maintenance Contract ends at the end 2020.
 - S Flintoft has recommended that we get the caretaker to soft-wash the buildings and carry out/organise general painting maintenance as and when required after the Cyclical Maintenance Contract finishes.
 - We will ask S Flintoft to draft a Schedule of Work for the building maintenance.
 - The Auditor will be keen that we have a plan in place for maintenance, as buildings are our biggest asset.
- Check the trees on the school boundary. P Wright/W Gounder. P Wright has looked at the trees, will also check them with W Gounder. Most of the trees are within the neighbour's properties.
- Government Donation Scheme opt-in form. T Balvert. This has been completed and we have signed-up for 1 year. Will inform the school community in the next Newsletter.
- 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. T Balvert - have renewed our Insurance policy which allows us some free legal advice. To discuss later.
- Hall extensions. T Dobson & T Balvert.
 - A Grandparent suggested that the school needs a larger hall and offered to help with accessing funding.
 - We thought the Hall was a community building and therefore eligible for community grants. The hall is a Ministry building, even though it was built using fundraising from the community.
 - T Dobson and T Balvert will arrange to meet with the Grandparent and continue to explore options to access funds.
- Letter of thanks to the Art Team. L Nelson. Done. T Balvert thanked L Nelson.
- Ask FUNdraising Team for funds. P Wright/ S Reyneke. Done
- Purchase of Lectern. P Wright. Done
- Meeting with S Flintoft and T Balvert re staffroom upgrade. P Wright.
 - Will meet with a kitchen designer before meeting with S Flintoft.
 - Source a number of quotes for the new kitchen.
 - Will visit Woodstock School as they have recently renewed their kitchen.

- Need a commercial dishwasher and a kitchen that can cope with the number of staff we have.
- Quotes for blinds in the new block and a quote for the pool cover. P Wright/S Reyneke.
 - Have received quotes for the blinds and one quote for the pool cover.
 - Will accept the less expensive quote for the blinds.
 - Waiting for another quote for the pool cover. W Gounder.

Action:

- S Flintoft to draft a Schedule of Work for the building maintenance. P Wright
- Check the boundary trees with W Gounder. P Wright
- Meet with Grandparent re hall extensions. T Dobson & T Balvert.
- Arrange to meet with a kitchen designer and arrange quotes for the kitchen. Visit Woodstock School. P Wright
- Arrange blinds for the new block. P Wright
- Source another quote for a pool cover. W Gounder.

Strategic Planning Discussed by T Balvert

2020 – 2023 Strategic Plan (standing item)

- We have received the results of Dr Webber's survey.
- G Bobsien - we have to decide on the goals we take from the survey.
- T Balvert asked G Bobsien to present a summary of the survey to the board at the November meeting.
- Dr Webber's results will be added to google docs for the Board to view.
- G Bobsien to email her summary of Dr Webber's Survey results to the Board.
- P Wright – the Leadership Team will attend a Strategic Planning day.
- T Balvert – suggest that the November Board meeting is mostly a Strategic Planning Session.
- L Taitoko & L Nelson – interested in attending a training course for Trustees on the 20th November, the same night as the next board meeting.
- Board agreed to change the meeting date to the 27th November.
- T Balvert - suggested that we start the meeting earlier, include a meal, and work on the Strategic Plan.
- Board agreed to an earlier start - 6.00pm and working through until 9.30pm.
- Teachers are not required to attend the next meeting
- Will create a board recommended Strategic Plan which will cover curriculum, personnel, etc.

Charter Check ins - Discussed by T Balvert

Human resource management

We will foster a professional, quality, motivated staff and be a good employer

- Staff receive professional learning in line with school priorities and their own learning goals.

- Staff feel valued and supported in their positions.
- Staff survey results are taken into account.
- Obligations as an employer are met.

Cultural diversity

We will provide an inclusive education to all students, valuing their culture and traditions.

- Focus on diversity and celebrate cultural differences through a cultural festival held in Term 4 every year.
- ESOL 5 Audits achieve compliance.
- Positive feedback on inclusivity in community survey.
- Ongoing review of opportunities to expand cultural/language opportunities.
- Ensure the principles of the Treaty of Waitangi are a priority in decision making.

Environment

We will continue our journey as an Enviro- school and are committed to a philosophy of learning in, for and about the environment

- Maintain and improve our school grounds and gardens, including the kitchen garden.
- Environmental education is integrated in teaching and other programmes.
- Maintain our Green/Gold Enviro-school status.

Discussion:

Human Resource Management

- P Wright - we have highly professional staff.
- A Dent – I had 4 weeks off teaching due to an accident, the school support has been amazing, very impressed that there has been no pressure to return to work too soon.
- G Bobsien - the board supports the staff and the staff appreciate this.
- L McKenzie - feels that the board is always there to support our Principal, P Wright.
- P Wright – will conduct a Staff Survey; the board is welcome to make suggestions on the content of the survey.
- G Bobsien - doing the survey shows the staff that we are interested in their wellbeing.
- A Dent - would be good to let staff know why they are being asked to do the survey.
- P Wright - the Employment Policy states that a board member is on all interview panels. L McKenzie was on the last interview panel. The Trustees are invited to be part of all processes
- T Balvert - there is a lot of PL for the staff.
- P Wright - Team meetings also have PL. Next year staff will attend a Reading Course. This is being held by the same person who ran the Writing Course this year.
- PRT teachers attend courses run by the University.

Cultural diversity

- The Annual Food Festival will be held on 5th December.
- ESOL Audits have always achieved compliance.
- G Bobsien –
 - We celebrate the different cultural groups. Diwali, Chinese Language Week, etc.

- We use ESOL funding with the Learning Assistants who make Dual Cultural Charts with their students. These compare things that happen in New Zealand with what happens in the students home country.
- We learn prior knowledge from the children when studying topics in the classrooms
- We have received positive feedback with how we celebrate cultural differences.
- P Wright –
 - With all our decisions we self-check regarding the Treaty of Waitangi.
 - We are always looking to improve and normalise Te Reo throughout the school.
 - There is ongoing PLD in Te Reo. We can always get better, work harder, there is a lot to learn.
 - Teachers have been on an intensive Te Reo course, two last Term and two are going this Term.

Environment

- P Wright –
 - We continue to ensure that Enviro concerns go right through planning and with all projects throughout the year.
 - We have pest control, composting, planting on Arbour day, etc in the school.
 - The recycling of waste has been reviewed and we are doing more in this area.
- T Balvert -We have the native plant trail. Volunteers from Deloitte's came and worked on the trail recently.
- P Wright - we have Gold Status from the Enviro group. They will review the school to check that we are keeping up with the standards.
- This year we are planting sunflowers and vegetables. The vegetables are often ready during the summer break.
- P Wright - waiting to hear from the Ministry regarding the four new classrooms we have had approved.

Policies/Board Self Review Discussed by T Balvert

Appointments Policy (Policy Framework)

- T Balvert - will contact S Seel regarding which policy we should follow. There are two spreadsheets, will check on which one we use.
- Section C – not necessary, Board agreed to delete.
- Amendments to part 1 as discussed and number part 2.

Motion: that the board accepts the Appointment Policy with amendments as discussed.

MOVED from chair

CARRIED

Policy for Appointment of Staff Discussed by the Board

- Amendment to No 13 as agreed.
- T Balvert - will meet with S Seel to discuss further.

Details of Delegations of Board Members Discussed by T Balvert/Drafted by D Robson

- T Balvert - will meet with D Robson to discuss changes to this document

Personnel Policy Discussed by the Board

- P Wright – we have a separate policy on Staff Leave.
- Amend 5a to – Board approval is sought for any requests for discretionary leave with pay over 2 days.

Motion: that the Board accepts the personnel policy with amendments.

MOVED from chair

CARRIED

Action:

- Meet with S Seel regarding the school's policies. T Balvert
- Meet with D Robson regarding the Details of Delegations document. T Balvert

GENERAL BUSINESS/REPORTS

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

- Roll stands at 484 - there are many classes with over 30 students.
- S Rasmussen has returned to teaching this week.
- Have held interviews for teaching vacancies. Permanent positions – A Dent, E Speedy, and I Uy. Fixed Term, 1 Year - S Stevenson, A-T Toa, H Halliday. Fixed Term, 2 Terms NE - M Seeley.
- All the classes are full for 2020.
- Property - Health and Safety document. W Gounder has been doing many repairs across the school. The Manager of our cleaners visited to review the cleaning standards in the school.
- Tree Assessment - would like to have the trees assessed again. This will let us know if there is pruning required or if there are rotten trees. The last assessment was in 2017. Will ask for a quote.
- T Dobson –
 - there has been a complaint to the Privacy Commissioner regarding the Health Maps for the students being on display where other students can view them.

- Suggest that we get consent from the parents that their child's information will be on display.
- Our Health Maps are on display in the office, by the teacher's desk in the classroom and in the staffroom.
- Board agreed to ask the parents to sign a Consent Form.
- T Dobson offered to draft a Consent Form for parents to sign, stating that we can display students medical information.
- T Balvert – asked when is the next lot of assessment information will be ready. G Bobsien - this will be in December.

Motion: that the Principal's report is accepted.

MOVED P Wright/T Balvert

CARRIED

Action:

- Quote for Tree Assessment. P Wright
- Draft a Consent Form for parents to sign stating that we can display students medical information. T Dobson

Finance Report Discussed by P Wright
Meeting held Tuesday 22nd October, 1.30pm.

Present: P Wright, D Robson, M She, P Wright, S Reyneke, G Bobsien, L McKenzie.

- Mark She presented the Finance Report to the meeting.
- P Wright – the BOT budget has blown out, this is due to the board election and the other special meetings that have been held this year.
- In future we will include the FUNdraising Groups accounts with the Finance Report.

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

MOVED from chair

CARRIED

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

MOVED from chair

CARRIED

Insurance Claims Discussed by T Balvert

- We have free legal advice through our insurance policy. D Robson has suggested that we draw up a document that states this and lists the policies involved
- T Balvert - suggests that we add this information to the policies that may be affected.

Motion: that the board accepts the Insurance Claims Advisory Note.

MOVED from chair

CARRIED

Action :

- Add to the specified policies - refer to Insurance Claims Advisory Note. C Taylor

Cyclical Maintenance Discussed by T Balvert/Discussed earlier in the meeting

- Have received a quote from Carus and an estimate from Programme Maintenance for the Cyclical Maintenance – for when the current contract runs out at the end of 2020.
- These figures were larger than expected.
- Will look further at the maintenance programme next year.

ADMINISTRATION

Correspondence:

IN

Carus -Pricing Schedule re Building Maintenance. As tabled

Ed Gazette (x2)

P Granville – Business Update. As tabled

STA News

S Flintoft – Proposed Staffroom Alterations. As tabled.

NZSTA – Membership Matters. As tabled

NZEI – Support Staff Paid Union Meetings. As tabled

NZSTA – Invitation to Meeting with Associate Minister of Education. As tabled

NZSTA – Changes to Subscription Process. As tabled

NZSTA – Additional Teacher Only Days. As tabled

NZSTA – Official Information Act Requests. As tabled. P Wright completed the survey.

NZSTA – Regional Newsletter. As tabled

NZSTA – Inclusive Schools Workshop. As tabled. 29th October.

T Hanly – Professional Development package on NZ Histories. As tabled. P Wright - we are committed to the Science programmed, could do this package in the future.

Late Mail

Programmed Property Service's - Estimates for painting the buildings. As tabled
NZSTA - Invoice. As tabled
MOE - Donations Scheme. As tabled.

Out

C Pennell – Approval of Discretionary Leave. As tabled
O Jones, C Pennell, S Howse – Thank you regarding the Art Exhibition. As tabled

Motion: that the Inwards and Outwards correspondence be accepted.

MOVED from chair

CARRIED

Board Minutes

Motion: that the Minutes dated 17th September 2019, be accepted as a true and correct record.

MOVED from chair

CARRIED

In Committee

Moved into Committee at 8.32. pm

As tabled

Moved out of Committee at 8.40 pm

Schedule Next Committee Meetings:

Finance:
November 19th, 1.30pm

Action:

- Print out the Karakia for the Board. E Hendry-Follows

ACTION TABLE LIST - October 2019

S Flintoft to draft a Schedule of Work for the building maintenance.	P Wright
Check the boundary trees with W Gounder	P Wright
Meet with Grandparent re hall extensions.	T Dobson & T Balvert.
Arrange to meet with a kitchen designer and arrange quotes for the kitchen. Visit Woodstock School.	P Wright
Arrange blinds for the new block.	P Wright
Source another quote for a pool cover.	W Gounder.
Meet with S Seel regarding the school's policies.	T Balvert
Meet with D Robson regarding the Details of Delegations document.	T Balvert
Draft a Consent Form for parents to sign stating that we can display students medical information.	T Dobson
Add note to the specified policies - refer to Insurance Claims Advisory Note	C Taylor
Print out the Karakia for the Board.	E Hendry-Follows

Next Board Meeting: 27th November 2019

To discuss at the November meeting:

Signed as a true and correct record

Date

Meeting closed at 8.42 pm