

MINUTES OF THE HAMILTON EAST SCHOOL BOARD OF TRUSTEES MEETING

HELD ON 11th DECEMBER 2019

Present: T Balvert (Chair), P Wright (Principal), L McKenzie (Staff Rep), T Dobson, L Taitoko, L Nelson, D Robson, G Bobsien, C Taylor.

Karakia

Welcome: Meeting opened at 7.00 pm. T Balvert welcomed the Trustees and G Bobsien to the last meeting of the year.

Motion: that G Bobsien has speaking rights.

MOVED from chair

CARRIED

Declarations of interest: none

ACTION TABLE LIST - November 2019

S Flintoft to draft a Schedule of Work for the building maintenance.	P Wright
Hall extension/Livingston Builders	T Balvert & T Dobson
Pool cover.	P Wright/W Gounder
Meet with S Seel re policies.	T Balvert
Policies/Delegations document	D Robson & T Balvert
Consent form for parents regarding students medical information.	T Dobson
Continue with the lease for Dawson Field?	Board
Letter to G Bobsien regarding the Kahui Ako Across School position.	T Balvert/C Taylor
Letter to J Clout regarding LWOP.	T Balvert/C Taylor

Discussion:

- S Flintoft to draft a Schedule of Work for the building maintenance. P Wright – S Flintoft will compile in consultation with BOT 2020.
- Hall extension/Livingston Builders. T Balvert & T Dobson - to action in the New Year.

- Pool cover. P Wright & W Gounder - have received one quote and waiting for another.
- Meet with S Seel regarding the school's policies. T Balvert - have communicated with S Seel and will meet in the New Year.
- Policies/Delegations document. T Balvert - to be actioned
- Consent Form for parents regarding students medical information. T Dobson - will finalise the form and send through to the school office. We will ask all parents with children with medical conditions to complete the form.
- Continue with the lease for Dawson Field? Board - later in the meeting
- Letter to G Bobsien regarding the Kahui Ako Across School position. T Balvert/ C Taylor. Actioned
- Letter to J Clout regarding LWOP. T Balvert/ C Taylor. Actioned

Action:

- Schedule of Work plan from S Flintoft, 2020. P Wright
- Hall extension/Livingston Builders. T Balvert & T Dobson
- Pool cover. P Wright & W Gounder
- Meet with S Seel regarding the school's policies. T Balvert
- Policies/Delegations document. T Balvert
- MAP Consent Form. T Dobson/Office Staff

Strategic Planning

2020 – 2023 Strategic Plan - next steps

- P Wright – staff have discussed the points and made suggestions.
- T Balvert - will collate the suggestions, then bring them to a board meeting next year.
- P Wright – will use the themes of the notes to create school targets.
- G Bobsien - a survey will be sent to parents and a meeting organised, this is the final consultation regarding Dr Webber's Report.
- T Balvert – the Strategic Plan is due to the Ministry by 1st March. Will finalise it at the February meeting.
- P Wright - ERO are interested in seeing the new Strategic Plan, plus the previous one.

Action:

- Collate the suggestions for the Strategic Plan. T Balvert
- Final Whanau consultation regarding Dr Webber's Survey. G Bobsien
- Strategic Plan. Board

GENERAL BUSINESS/REPORTS

2020 Budget sign off - Discussed by T Balvert

- Has met with S Reyneke and worked through the questions from last month's meeting.
 - The Trading Budget been changed from \$1500 to negative \$6000. This is because the school has signed up for the Government School Donation Scheme. We will not be getting income from the students for trips, Art and Paper Levies, etc.
 - Staff Development increase? This is a decision for the board to make regarding increasing the Professional Learning Budget. P Wright – I am comfortable with the Budgeted figure.
 - School Bus - the ticket price has increased to \$12 per week for 2020, we are shortening the route which will mean lower fuel and maintenance costs.
 - The budget is based on a conservative number of 452 students, we expect to have around 500 students which will increase our funding.
 - The cost of the Chrome Books will be covered by the Donation Scheme money.
 - Learning Assistant costs - the recent Collective Agreement has increased the hourly rate to \$21.15. This will increase the pay rate for some of our Learning Assistants. The board presently contributes \$20,000 from school funds to Learning Assistants wages.
 - G Bobsien - the SEG Grant and ESOL funding go towards LA wages. The Ministry provides funds for children who qualify for - we top-up if we think the children require more.
 - We overspent on the Learning Assistant Budget this year, possible option is to not replace the LA who has resigned.
 - G Bobsien - we have 2 extra Orr's children starting in 2020, a high health needs student, we will get more funding. LA contracts are signed term by term.
 - S Reyneke recommended that we limit ourselves to the 8 LA's we have at present. It is a concern that we have overspent on this part of the Budget.
 - P Wright - if we can prove that we are making a difference, we prefer to keep the support for the children.
 - L Nelson - we want to support the school with the Learning Assistants.
 - T Balvert - spoke on S Reyneke's breakdown of funds expected with the Donation Scheme compared with present income amounts.
 - P Wright - the school will be better off with the Donation Scheme. Can we charge for use of the bus for school outings? Board discussed and agreed that we couldn't . P Wright - we could transfer funds from the school account to the bus account, so the bus doesn't run at a loss.
 - P Wright - we won't have small amounts of money coming into the office for school trips, etc. There will be less cash handling, banking, receipting, etc, that the office staff process.

Motion: that the board accepts the Budget for 2020.

MOVED from chair

CARRIED

Dawson's Field decision Discussed by T Balvert

- L Taitoko - is Dawson Field essential to the school? We will have use of the field if we do not continue with the lease.
- P Wright - we like having the use of the field for school activities.
- L McKenzie - children can be taken over to the field for supervised learning, this takes pressure off the classroom. Concerned about the lack of parking areas if the field is not available.
- Board discussed the options.
- P Wright – we have not been given a reason for the increase in rent. Don't mind maintaining the field if the rent is reasonable. Boy's High and Marian schools use the field for free.
- L Nelson - is there something better we could spend the money on, or will it go into the slush fund?
- T Dobson - if we continue with the lease, can we get a copy of the lease agreement?
- T Balvert - the lease continues until 2025. We may regret giving up the lease.
- T Balvert called for a vote. Result - 4 in favour, 3 against. The Board agreed to keep the lease.
- T Balvert - will ask S Reyneke to pay the invoice, and will contact the Council to confirm the lease.

Motion: that the board agree to continue with the lease of Dawson Field.

MOVED from chair

CARRIED

Action:

- Pay Dawson Field Lease invoice. S Reyneke
- Contact Council regarding Dawson Field. T Balvert

ERO visit - planning Discussed by P Wright

- T Balvert and P Wright attended a presentation on the Board Assurance Statement. ERO will visit in Week 5, Term1.
- T Dobson and Leadership meet with Michelle regarding ERO.
- T Dobson – ERO are interested in how we accelerate our below curriculum level students. They want to see data that includes Maori and Pasifika statistics for the last 3 years. ERO will interview members of the community, students, teachers and the board.
- Parents of children with special needs will be interviewed.
- They will view the results of Dr Webber's survey.

- Bd assurance programme to complete. 97 pages.

T Balvert – would like to congratulate D Robson on being elected to the NZSTA Waikato Regional Executive. He has now been asked to put his name forward for the National Executive.

Motion: that the board supports D Robson in his nomination for the NZSTA National Executive

MOVED P Wright/ T Balvert

CARRIED

Assessment results update/discussion Discussed by G Bobsien

- Reading results are showing well, writing and maths are not at present.
- D Robson – my children bring home reading, not maths or writing practice.
- P Wright - there are links on the class blogs to Mathletics and writing that the children can do at home. The links are mentioned at the literacy meetings and at the parent picnic.
- G Bobsien - one of the questions in the survey will be if parents want more homework for their children. Could send more information to parents about the blogs and what they contain.
- All students have met the National mean level except for Maori and Pasifika.
- We are making changes to the Linc-ed reporting area which gives us the achievement results - not satisfied that the system is correct.
- In 2020 the writing programme will be based around science. Hope this will make a difference to the boys achievement levels.
- Maths levels are disappointing. PAT data supports the drop in levels. Yr 4 students have made gains, while the yr 5 students have dropped in levels, the Yr 6 students have made gains. We are wondering what is going on with the levels the students are showing. Will go over the data with L McKenzie to see if we can sort out the data.
- L McKenzie - we identify the trends and see what we can do about them.
- ERO want to see the intervention processes we go through for students who are not achieving. There are breakthrough's with some students.
- L Nelson - as a parent, we do not see our children's writing examples as the work that is brought home is typed in their home book.
- Repeated Reading. L McKenzie - we have had 26 students in the programme, the aim is to get the children up to the Orange level. If they need further intervention they will move to the Smart Programme. G Bobsien - we will track these children as they move through the school.
- T Balvert thanked G Bobsien and L McKenzie for the report.

Principal's Report: Discussed by P Wright

- Roll stands at 486

- Thank you to T Balvert for her leadership and the board for the professional manner in which they have carried out their work this year.
- We have appointed 2 hub leaders for 2020 S Howse and R Follows.
- Thank you to G Bobsien for a highly successful International Food Festival.
- Kitchen - have received the plan and quote for the new staff kitchen. S Flintoft suggests that the board approves payment for the kitchen. She has plans to change the seating area in the foyer to a small meeting room, and reconfigure the sickbay area.
- S Flintoft has suggested a covered sports drome for use when the hall is too small and for children to play sports under.
- We are planning on upgrading Rooms 5 and 6.
- The Ministry has approved 4 new classrooms, we don't know where they will be situated.
- T Balvert - we have 2 years to spend the \$320,000 top up that the Government is allowing us. This is to be spent on upgrading the buildings. S Flintoft will work with the board on how to make the best use of the top up.
- The kitchen design and quote has to be presented to the Ministry, as long as the board approves we don't need more than one quote.

Motion: the board accepts the kitchen design, and agrees that the designer can proceed with the plans and the build.

MOVED from chair

CARRIED

Motion: that the Principal's report is accepted.

MOVED P Wright/T Balvert

CARRIED

Finance Report Discussed by T Balvert

No Finance meeting this month - accounts are being processed for 20th payments

- No large accounts due for payment in December and January.

Motion: that the board authorises the Finance Committee to pay the batch payments for the months of December 2019 and January 2020.

MOVED from chair

CARRIED

ADMINISTRATION

Correspondence:

IN

Associate Minister of Education – Child and Youth Wellbeing Strategy. As tabled. T Balvert.

S Howse – Equal Employment Opportunities Meeting. Meeting was held. As tabled

Waikato Police – Attempted break-in weekend 23-24 November. As tabled. T Balvert – they have closed the file, suggested that we get CCTV.

Government Announcement – One-off cash injection to schools. As tabled. T Balvert - waiting for more information.

NZSTA – Waikato Regional Executive Election Results. As tabled

ERO – External Review March 2020. As tabled

STA News

E Hendry-Follows – Office Position. As tabled. P Wright – suggests that we employ E Hendry-Follows until University starts, then decide what line to follow.

Late mail:

Waste Management - Increase in charges 2020. As tabled

Ed Gazette

Out

Cleantastic – Terminate Contract. As tabled. P Wright - Cleantastic will carry out the Summer clean before they finish.

J Clout – LWOP. As tabled

G Bobsien – Kahui Ako Across School Position. As tabled

Motion: that the Inwards and Outwards correspondence be accepted.

MOVED from chair

CARRIED

Board Minutes

Motion: that the Minutes dated 27th November 2019, be accepted as a true and correct record.

MOVED from chair

CARRIED

T Balvert thanked G Bobsien for her time.

In Committee

Moved into Committee at 9.00 pm

As tabled

Moved out of Committee at 9.05pm

Schedule Next Committee Meetings:

ACTION TABLE LIST - December 2019

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Pool cover.	P Wright & W Gounder
Meet with S Seel regarding the school's policies.	T Balvert
Policies/Delegations document.	T Balvert
MAP Consent Form.	T Dobson/Office Staff
Collate the suggestions for the Strategic Plan.	T Balvert
Final Whanau consultation regarding Dr Webber's Survey.	G Bobsien
Strategic Plan.	Board
Pay Dawson Field Lease invoice.	S Reyneke
Contact Council regarding Dawson Field.	T Balvert

Next Board Meeting: February 2020

T Balvert thanked the Board for their work this year.

To discuss at the February meeting:

Signed as a true and correct record

Date

Meeting closed at 9.07pm