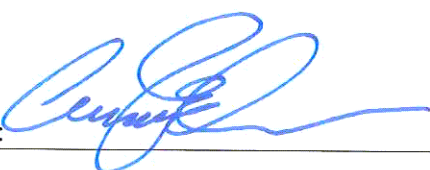


Bayswater School
Board of Trustees
Minutes of meeting held Monday 27th March 2017

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| Present: | Craig Erskine (Chairman), Jeff Reddecliffe, Heather Goodey, Pierre Van Tonder, Marianne Coldham, Michael Kwok (8.30pm arrival) | |
| | Minute secretary: June Morton | |
| Apologies | Lindsay Child (Principal), Marlon Bridge | |
| <p><i>Minutes of the previous meeting dated 27th February are accepted as a true and accurate record.</i> <i>Moved:- Pierre Van Tonder seconded:- Jeff Reddecliffe</i></p> <p>Matters arising</p> <p>a -Auto show- Craig to follow up with Christina</p> <p>b- ECE transition ongoing – Lindsay</p> <p>c- Drains – straps will be fitted over the grids to prevent lifting– Lindsay</p> <p>d-Te Whare Rama information to community – Lindsay</p> <p>e- Jeff wondered if we needed a sign to indicate the school is the highest ground in the area.</p> <p>f- Craig will contact Marlon re the budget being presented and forward to the accounts so that accounts can be completed for the year so far.</p> <p>g- There are guidelines apparently in the MOE with regards to covered areas as square meters per student. Lindsay will ask about this. Pierre feels we are within the MOE guidelines.</p> | | <p>Carried</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>Action</p> <p>ongoing</p> |
| <p>There is no correspondence report</p> <p>Pierre asked if a 3rd quote had yet been received for the covered walkway. Marianne said she was unsure and will find out from Lindsay. Marianne</p> <p>A funding application has been signed today by Marianne. Pierre advised the Board that any structure over 20sq metres needs building consent. Pierre also raised some concern about how the cover will look due to the camber of the roofing. Both quotes he has seen are for curved roofs. He was wondering about how light in the classrooms will be affected.</p> | | Action |
| <p>The Principals report was tabled and spoken to by Marianne in Lindsay's absence. The Board sent their condolences on her loss.</p> <p>Craig asked about circle time, Marianne explained that it is a sharing time with students. Social learning is achieved in them and when needed, impromptu circles are set up so that all students feel listened to, options for dealing with situations can be explored together.</p> <p>The new format for ECE first visits has been used recently. Marianne felt it went well.</p> <p>With regards to 'Engaging' – He Papa Tikanga - in the report: - Marianne said there was 1 parent involved and 2 were working from home for the Te Reo Tuatahi. In general Te Reo Tuatahi – is going very well</p> <p>'Who do you think you are?' Whanau Puna:- had a very good day – lots of sharing from lots of different cultures. Marianne said it was one of the best family involvements ever.</p> <p>Re the Dental Clinic: - there will be no further funding from the MOE for this environment. The ministry has specified that we need to install warm water in the children's bathrooms so the money is to go towards that. Any changes will need to be undertaken with community involvement/ funding. Marianne said that it is hoped groups in the community could use the area. Pierre can supply carpet tiles if needed. Craig said we need a wish list created, maybe paint, remove walls, etc. This will be discussed at the next meeting. Lindsay</p> <p>Re the new buildings. The scaffolding is down its looking very good, and large, Marianne said. The ETA for moving in is not confirmed yet. It's expected to be next term and depends upon consents being granted. The opening is to be shared with the BOT. Craig asked that the BOT is kept informed of what the likely open day will be like. Lindsay did talk about the building being blessed before it is occupied. Lindsay</p> <p>The Board wanted to know how the move will be done all at once or a bit at a time. Marianne explained that the school will be paid by the MOE to move classrooms around. The school felt this was a great fundraising opportunity for the parent group. They will undertake this work. Pierre asked if the school will keep the prefabs. Marianne said no news yet as they have not been advised by the MOE. The BOT would like to keep one maybe two of them if possible.</p> <p>The Board discussed the fact that the school currently has enough space although the hall may be getting too small for future needs. Pierre said the current capacity is based on 216 students and fits the criteria. The Board would like to see a graph that indicates area based on students. Lindsay</p> <p>Re Finance: - Marianne went to a course and after discussions with others found that generally Chromebooks after three years were beginning to require repairs. The current ones are 3 years old and some that have become unusable are being used for spare parts to keep others running. The Board agreed that we have had good services from these.</p> | | <p>Action</p> <p>Action</p> <p>Action</p> |

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| <p>WSNUP – wireless update – The MOE have accepted a tender with whole of school coverage but no decision has been made about going ahead. An alternative quote is being sought from our existing IT company. This would utilise existing wiring and equipment and extend it. If a quote is forthcoming from our IT company Marianne would like someone to check which way to go. Craig suggested Sid could be of assistance. Comparing the life span of the technology. Marianne</p> <p>Marianne said the middle school needs this move.</p> <p>School donations are slowly coming in. Marianne explained that the tax deductible donation was talked about on the schools A-Z website information. She feels that many people don't understand this opportunity.</p> <p>Starting at Bayswater School information revamped and put on the website.</p> <p>The two available positions have been advertised in the Gazette. There are no applications yet but the printed copy is not yet in schools.</p> <p>A student broke their arm in a fall in the playground. There was no height or equipment involved it was just an accidental fall resulting in a bad landing.</p> <p>Jeff asked if we were replacing our onsite H&S rep who had left. Marianne informed the BOT that a new person has been chosen and is booked in already for her training.</p> | <p>Action</p> |
| <p><i>The Principal's report is accepted as tabled.</i></p> <p>Moved: Michael Kwok Seconded: Pierre Van Tonder</p> | <p>Carried</p> |
| <p>Finance</p> <p>There is no budget; no monthly accounts can be completed until this is received. Craig</p> | <p>Action</p> |
| <p>Property</p> <ul style="list-style-type: none"> Pierre advised the Board of delivery of the 10yr property plan, the 5ya proposals will be quoted and undertaken as per the plan schedule. Pierre will forward a copy of the property report to be attached to the minutes. Pierre | <p>Action</p> |
| <ul style="list-style-type: none"> Marianne advised the Board that the completion of the satellites had been held up. This was due to the earth works needed to be stabilise the driveway to the Wilson School classes. These rooms will be on our schools wireless system and phone network. The Board talked about how often the Principals will meet, H & S, etc. The Board wanted to know who is responsible for reporting on site. They feel they need clarity around this. Who is responsible for their students and staff safety etc.? Marianne was unsure of the exact legal obligations. They are Wilson School staff and the students are on Wilson Schools Roll. Our school will have the property funding etc. Clarification is needed around this, Lindsay will discuss further after meetings with The Principal. Lindsay | <p>Action</p> |
| <ul style="list-style-type: none"> A property meeting needs to be scheduled and a charter meeting possibly at some time on a weekend as this is due in 2018. To be arranged. | <p>Action</p> |
| <p><i>The Property report is accepted</i></p> <p>Moved: Pierre Van Tonder Seconded: Michael Kwok</p> | <p>Carried</p> |
| <p>The Board asked how the start of year was going. Marianne said it was a busy start but all was going well.</p> <p>Heather advised the Board that Mary Nixon the principal of TGS is the leader of their COL</p> | |
| <p>10. Meeting closed 8.10pm</p> <p>I will advise the Board when I know what date the next meeting. The last day of term one is the 13th April and School is closed until term two starts on 1st May.</p> | |
| <p>Signed:  Chairman.</p> | <p>Dated: 11/4/17</p> |