

Bayswater School
Board of Trustees
Minutes of meeting held Monday:27.8.18 at 6:30pm

Present	Lindsay Child (Principal), Craig Erskine (Chairman), Heather Goodey, Marianne Coldham, Minute secretary: Linda McPhail
Apologies	Jeff Reddecliffe and Christian Wehrle
Visitors	- Dave Schwartzfeger - Ngati Whatua - Anne Dunn (Representative from the Parent Group)
<p><i>Minutes of the previous meeting dated 30th July 2018 are accepted as a true and accurate record.</i> <i>Moved:- Craig Seconded: Heather</i></p> <p><u>Progress Update from Ngati Whatua</u></p> <p><u>The Kahui Ako (CoL)</u> - Keen to encourage the schools and wider school community to be involved on how to be able to spend \$40million in the local community. How do we use this money to foster things in the local community and to get it onto the agenda and into the short/long term plans for Council? Has offered/will fund PR to help Has offered/will fund support for writing submissions (hockey fields, soccer fields, swimming etc) Draft up possible options then get ideas onto the Long Term Plan then onto the 'to-do' plan (runs 1-5 year cycle).</p> <p><u>Roberts Avenue Development</u> - Sites cleared (approx 75% recycling of the houses) Awarding a Civils contract today - some truck movement back and forth - security fences put up. This will happen during the week. Contractor on site early next year. Not a complicated build - mostly concrete. Resource consent varied to reduce the height of the building. Buildings staggered to fit into landscape better. Substantive plans remain unchanged. 33 homes - mix of apartment buildings, 1,2,3 bedroom with car parking allocated. Will take approx a year to build. Will come back to discuss impacts with regard to children in the area as machinery is utilized, as and when needed. Storm water (working with Council) discussions in place. Looking at treatment possibilities.</p> <p><i>How many movements up and down the road on a typical day?</i> The pre-cast structures come in on flatbed trucks and craned onto the site from the road. The big shifts will be notified to the school. Trucks will possibly come down Bayswater and out through Roberts Ave.</p> <p><i>Will traffic be cleared on Roberts Ave?</i> There will be a traffic management plan put in place to look at this. Once a draft traffic plan is written up, Dave will liaise with the school.</p> <p><i>So timing?</i> Early next year - some site work and digging foundations possibly by end of this year. Some power lines to drop to make way for underground electricity. Properties will be built before (homes will be sold, not leased)</p> <p>Plymouth Cres (96 houses going - approx 400 terrace-styled homes). Defence properties have notifications to vacate from Feb onwards (houses hopefully to be recycled - some asbestos issues). Possibly town houses to be built in these areas. Potentially a diverse range of homeowners to occupy these properties. Looking at this development starting in the next 5 years. Down the track school can be notified of families coming into the community. Ngati Whatua owns land parcels in Hillary, Plymouth, Birchfield, Beresford and Marsden</p> <p>Ngati Whatua will have one point of contact on Roberts Ave site and one on Hillary site (over by Little'n'Friday).</p>	
	Carried

<p>Other questions: Kawa for powhiri at school - Would Ngati Whatua be interested in developing this with us? Lindsay to email Dave who can utilize his contacts</p> <p>Dave to come back and share at beginning of the year with an update.</p> <p>Discussion: unattended children walking to and from school with big trucks around. Children to be diverted from Plymouth Cres directly across the Bayswater Ave to avoid Roberts Avenue. This will need to be discussed in relation to the transport plan - Lindsay to discuss when transport plan is put in place. What does Kohanga Reo know? - Lindsay to check. Long Term Plan - ensure school has space to accommodate growth.</p>	<p>Action</p> <p>Action</p>
<p><u>Anne Dunn (Parent Group Secretary)</u> Anne will continue to attend Board meetings as a representative to keep communication open Playground funding available - minuted Struggling to engage parents (trying emails and face to face communication) Big fundraiser - Duathlon not running this year due to the load on volunteer parents and group being unable to find someone to project manage this event. Until there are more people who can better support big events - PG will agree on the plan for 2019. Disco in May, Quiz night was very successful (easy to organise), movie night and another event in November. Lindsay commented that it is useful for everyone to take on responsibilities in a shared way (a Chairperson is not required). PG want to attract more Dads. Camp fundraising versus parent group fundraising has been discussed and a 10% value goes to camp from each event to reduce demand on fundraising. PG meets every first Monday - they would love school/board representation at these meetings.</p>	
<p>Matters arising:-</p> <p>a - Drains – Lindsay will continue to keep the Board informed on progress re securing lids. Pierre suggested using silicone. Lindsay to check how effective this is with Bill. The drain work will be completed as soon as the weather allows. Mesh is done. Silicone still to be done. Lindsay to ask Bill what he thinks of the idea</p> <p>b - Re the Wahi Atawhai (place of nurturing) The Devonport-Takapuna local board expressed interest in assisting us with this project. Craig has emailed them.</p> <p>c - Sandpit built. Can the existing structure be reused to cover the sand pit? Pipes did not go in deep enough. Children are playing with them and enjoying them. Pipes will affect drainage. Sandpit is not fenced/gated. It hasn't filled with water despite the enormous amounts of rain we have had so it isn't going to be a problem. We are investigating a covering to avoid cat toileting. Solution not decided yet. Cover with chains like at Narrowneck Playcentre. Cover made from a heavy netting with chains to hold it over the side. Bill has looked at Playcentre cover and thinks it can be locked. Playcentre don't know where it was made.</p> <p>d - Craig has suggested he talk to the parent group with regards to funds currently available for playground and tangible items for this year. Lindsay and Craig attended meeting and discussed various items.</p> <p>e - Michael's and Pierre's farewell Craig</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Carried</p> <p>Ongoing</p>

<p>f - Ngati Whatua - houses disappeared and metal fences put in place. Nov/Dec before work starts on the site. See above outline from Dave. Lindsay to check zoning for Roberts Ave.</p> <p>g - NZEI - Strike. Managed well.</p> <p>h - Grant applications to be done after quotes received. Playground has ground to a halt - Lindsay to chase up.</p> <p>i - Quote is the main item for playground. Lindsay to follow up.</p> <p>j - School donation letter to the parents. Use the language of donation for one child, donation for two children (who are at the same school at the same time). Check the website - Marianne (all checked)</p> <p>k - The painting of the buildings - 3 schools all have companies to come in and paint (school funds this). Lindsay will contact and start comparing prices.</p> <p>l - Feeding students. School gets donated muesli bars and milk in schools milk is utilised. Local guy offered to provide extra food - fruit, cheese. Lindsay to draft a letter for Craig to sign for the local supplier.</p>	<p>Action</p> <p>Ongoing</p> <p>Action</p> <p>Carried</p> <p>Ongoing</p> <p>Action</p>
<p>m - Water - mains leak - Lindsay has applied for rebate from Watercare.</p> <p>n - Craig to do an induction session with Christian. Leisa is welcome to join as well</p> <p>o - <u>New sign</u> \$11,000 is a lot of money for the new sign's power from across the road. Concerns about placing it near the crossing. Is there any guidelines or rules about it being near the crossings? Not feasible for solar powered sign. Lindsay to follow up with Auckland Transport about what can be positioned near the crossing.</p> <p>p -The boiler - MoE requires school to obtain a stationary tank certification - Bill is looking into this. Extra lighting would be helpful in the boiler room. The school's boiler is inspected. Lindsay to ask Bill if he is using an inhibitor. Boiler does not require certification due to its size.</p>	<p>Ongoing</p> <p>Action</p> <p>Action</p> <p>Action</p>
<p>q - Revised plans shown - need to check the 'firewall' near the double doors half way down the corridor. Quantity Surveyor has not been to the school at this stage. Lindsay to book a follow-up meeting to clarify costings.</p> <p>r - Policy on who is authorised to dispose of goods. Determining the extent of life of the item. What level can Lindsay dispose of items without referral? Lindsay to report to the board (copy the kiwipark asset part of maintenance of assets - Asset Management Policy) Craig suggested anything \$500 and below but still with explanation to the board. Lindsay has highlighted parts of the fixed asset policy - board to look at this document in the Drive in the folder 'finance' and feedback to Lindsay - all members</p>	<p>Action</p> <p>Action</p>
<p>s - Playbased learning - For new parents, there needs to be a one page info sheet and information on the website. Claire will be released for a day to do a page for the website, an enrolment pack info sheet and for local Early Childhood Centres.</p>	<p>Carried</p>
<p>Correspondence the report to be kept with the minutes <i>Inwards correspondence is received, no outwards</i></p> <p>RSA Hayes audit - <i>Moved: Craig Secoded: Lindsay</i> AT - Speed Zone Signs noted The Great Big Kiwi School Lunch - Want a low and high decile school to participate on World Food Day (16th October 2018) as a way to publicize that it is possible to do something of this nature. Lindsay to email Jeff and Christian.</p>	<p>Carried</p> <p>Action</p>

<p><i>Moved: Marianne Seconded: Heather</i></p>	<p>Carried</p>
<p>The Principal's report as tabled was presented by Lindsay. Matters arising out of the report:-</p> <p>Discussed: Play-based Learning - positive feedback to date. Lock-down - refresher for Leadership team (virtual)</p> <p>Leadership report - How do we specifically address the data? Culture Counts will support teachers to analyse their own pedagogy to try and further support our Maori students. What does the school have the capacity to deliver? Concern to not keep adding new things and lose those elements that have already proved to be successful.</p> <p><i>The Principal's report as tabled is accepted</i> <i>Moved: Heather Seconded- Craig</i></p>	<p>Action</p>
<p>Financial Report</p> <p>Current report: Working capital below budget Basketball hoops (were to be put in curriculum but they are actually assets as was the shed door)</p> <p>Income: Opps grant just under 58% - slightly low Ops grant - Lindsay to check</p> <p>School donation - slightly below budget and donations other is ahead of budget. Foreign Fee Payers - \$17,000 in income in advance plus nearly \$3000 for a student who came as short-term staying on till end of year. Will finish year \$22,500 short of budget (\$13,000 short because it was placed in last year's accounts which then affected how much would be taken this year).</p> <p>Staffing Total relievers budget - nearly \$2000 over ESOL budget and Foreign Fee Payers - budget YTD \$21,500 (only spent \$7,500) Teacher aides - \$35,000 overspent (five ORS funded students, one more applying for ORS funding, plus a group of children who need other support) Coding - Child A, funded this much...actual spending...</p> <p>Lindsay to create a specific schedule to look at options such as Parent Group funding</p> <p>Could move to biennial testing and tagging of electrical equipment - Craig to check requirements</p> <p>Finance Report for August <i>Moved: Marianne Seconded: Heather</i></p>	<p>Action</p> <p>Action</p> <p>Action</p> <p>Carried</p>
<p>Health & Safety report tabled.</p> <p>Items already covered by Principal's report</p>	

<p>Property report As tabled</p> <p>Discussed in Matters arising</p> <p><i>Property report as tabled was accepted</i> Moved: Seconded:</p>	<p>Carried</p>
<p>Staff report</p> <p>Thank you for the basketball hoops - they are being well utilized in school and in the wider community. Thanks from the teachers for the teacher aides support in classrooms</p> <p>Moved: Seconded:</p> <p>General Business</p>	
<p>The board moved to exclude the public to protect the privacy of individuals involved.</p>	
<p>10. Meeting closed 9:55pm. Next meeting Monday 24th September 2018</p> <p>Signed:  Chairman. Dated: 27th August 2018</p>	