

Bayswater School  
Board of Trustees  
Minutes of meeting held Monday: 25.06.18 at 6:30pm

Present	Lindsay Child (Principal), Craig Erskine (Chairman), Jeff Reddecliffe, Christian Wehrle, Heather Goodey, Marianne Coldham, Pierre Van Tonder  Minute secretary: Linda McPhail
Apologies	-
Visitors	-
<p><i>Minutes of the previous meeting dated 28th May 2018 are accepted as a true and accurate record.</i></p> <p><i>Moved:- Lindsay                      Seconded: Christian</i></p> <p>Matters arising:-</p> <p><b>a - Drains – Lindsay</b> will continue to keep the Board informed on progress re securing lids. Pierre suggested using silicone. <b>Lindsay</b> to check how effective this is with Bill. The drain work will be completed as soon as the weather allows. Mesh underneath to catch debris. <b>Lindsay</b> to follow up.</p> <p><b>b - Re the Wahi Atawhai (place of nurturing) The Devonport-Takapuna local board</b> expressed interest in assisting us with this project. <b>Craig</b> will follow this up.</p> <p><b>c - Sandpit built.</b> 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. <b>Lindsay and Bill</b> to have a look.</p> <p><b>d - Craig</b> has suggested he talk to the parent group with regards to funds currently available for playground and tangible items for this year. <b>Lindsay</b> to co-ordinate a meeting for Lindsay and Craig to attend</p> <p><b>e - Michael's farewell Craig</b></p> <p><b>f - Ngati Whatua - houses disappeared and metal fences put in place. Nov/Dec before work starts on the site. Craig</b> to forward the email. Traffic and road crossings? They will come in August. <b>Craig</b> to provide a meeting time.</p> <p><b>g - NZEI - PUM meeting.</b> What happens if there is a strike? Need to examine the legislation. Discussion about process. Proposed strike date 15th August.</p> <p><b>h - Health &amp; Safety - dog control.</b> Historically there is dog safety training in school. There is a charity that can be contacted to train children around dogs. Lindsay brings her dog in to help with ongoing training and exposure. An annual dog training programme to be explored through Safety Assist. <b>Lindsay</b> will put it in the H&amp;S procedures and note it on the calendar.</p> <p><b>i - Grant applications.</b> Playground has ground to a halt - <b>Lindsay</b> to chase up</p> <p><b>j - School donation letter to the parents.</b> Letter read and printed. <b>Lindsay</b> to distribute. Fiona gives/emails a printed sheet as a receipt. PDF could also be sent from IRD site so families can claim directly. Lindsay to check with Fiona.</p> <p><b>k - Policy on who is authorised to dispose of goods.</b> 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)</p>	
	<p><b>Carried</b></p> <p><b>Ongoing</b></p> <p><b>Ongoing</b></p> <p><b>Action</b></p> <p><b>Action</b></p> <p><b>Ongoing</b></p> <p><b>Action</b></p> <p><b>Ongoing</b></p> <p><b>Closed</b></p> <p><b>Ongoing</b></p> <p><b>Action</b></p>

<p>Craig suggested anything \$500 and below but still with explanation to the board.  <b>Lindsay</b> to write the policy.</p>	<p><b>Action</b></p>
<p><b>Correspondence the report to be kept with the minutes</b>  <i>Inwards correspondence is received, no outwards</i>  Moved: Marianne    Seconded: Jeff</p>	<p><b>Carried</b></p>
<p><b>The Principal's report</b> as tabled was presented by Lindsay.  Matters arising out of the report:-</p> <p>Current Report:  <b>Impact coaching for Culture Counts</b> - Research based. Based around relationship based learning profiles - family like context for learning. Discursive strategies to promote learning. Monitoring student progress and the impact teachers are having. Observation of teachers for 20 minutes recording/videoing and student voice with a conversation (coaching based) with the teacher. Teacher looks at data to come up with next steps. Marianne and Lindsay still training - actual start up for programme is 2019. Culture Counts is based on the work of Russell Bishop - Kotahitanga project. This project has shown that it makes a difference for predominantly Maori but for all as well. This is part of the Kahui Ako. Culture Counts is the programme. Only Bayswater and TGS are doing Culture Counts. Only Lindsay and Marianne are working through the Culture Counts programme. Linda and Claire are working through Growth Coaching (a separate programme but with an overlay).  Deprivatization of teaching - teachers sharing practice and exposing themselves to be videoed and other teachers critiquing. Planning the time to process the coaching is a challenge. Lorraine has already run a staff meeting so staff know about the process and understand it.  Creating a family like context for teaching in the classroom - eg rejecting deficit explanations (blaming family circumstances, caring for a nurturing students, voicing high expectations, all learners can learn in a well-managed environment). The programme hones in on very specific areas in teaching practice.</p> <p><b>Reporting to parents</b> - Waiting for MOE to determine what/how of reporting. They will likely put out some templates. Parent feedback - some asked lots of questions, others were not specifically interested.</p> <p><b>Whanau Consultation</b> - feedback has been sorted into tables. This has not been analysed to date. Similar positive language to previous consultation. Maori was a big area for development in the last consultation (approx 6 years ago). Definitely a shift. Lots of comments about diversity.  No surprises on the 'what could we do better?'. STEAM / STEM (science, technology, engineering, art, maths). Parent teacher meetings - Lindsay feels that if there are concerns about the child, teachers and whanau should be meeting regularly. Working parents may not get as much opportunity. All correspondence that goes out from classrooms has teachers emails and newsletters state that parents can contact teachers at anytime. Maths skills has come up quite a bit (Primary to Intermediate).  Health and P.E. - a number of cooking comments. No real facilities for cooking.</p> <p>Thanks from the Board to Megan and Marianne for their efforts with the boil up. Bill has been instrumental in helping with setting up sporting events.</p> <p><b>Design Partners</b> - 3 design proposals looked at. (No quantity surveyor budget at this stage - figures are ball-park)  Most costly option: Glass visual through from classroom across the corridor to the room across to smaller rooms. Decked areas. POD redesigned into two spaces that become a corridor with bleacher seats for kids to sit on and eat their lunch. Well above budget.</p>	<p><b>Ongoing</b></p> <p><b>Ongoing</b></p>

Design closer to budget: Marianne's office disappeared into a breakout space. Shows 3 lots of 2 combined classes. All spaces need to be flexible enough to open and close and reconfigure the classrooms.

The most recent drawing: The blue sections between the classrooms show the sinks refurbished and is a solid part of the wall. The door openings are on the south side of the rooms which is different to original discussions. (It is unknown if this meets budget). Pierre has suggested that Design Partners need to get more accurate costings within budget. Focus should be on the classrooms with the concept of opening out to the south of the school through to the POD as a secondary option as affordable. Suggestion that Pierre to meet with Design Partners in the next meeting?

**Lindsay** to itemise the most important considerations and share these to the Board.

**Action**

**Leaky building** - MOE employed assessors looking at the school in the last two weeks - hall assessed as NOT a leaky building. Prendos report is been discounted. They have looked at the hall, library and foyer. Library and foyer are still considered leaky but are easy fixed in the assessor's opinion.

Pierre's notes:

Hall

Roof looks okay - permanently close investigation work - needs silconing to fix.

Lower cladding - breakages to be repaired

Under cover of hall - plywood sheet for protection

Library

One elevation containing asbestos - they will look to replace the facade.

They could also do the whole block for testing asbestos

Dog leash hooks screwed into wall as issue?

Investigate a permanent solution - no overflow

Not consented work

Repainting the exterior

Repair penetrated areas

Foyer

Leak connected to the parapet - internal gutter directly over Lindsay's office

Hall - 45% is owned by the Board. Old rules would dictate that the Board pays half of the costs. If MOE are just repairing minor issues - they should be paying for those repairs.

Schol owns a small part of the library and possibly a small percentage of the foyer.

**Second quote for new sign** - between \$40,000 and \$60,000 (Same company that produced BIS sign). To get electricity to existing space is \$10,000. Second option is to get power from the road to the boundary by Vector (quote to come). Then hook it up from there. Booster would be needed for the wireless.

To the right of the driveway (looking directly at the school) is the second option.

Other quote is around \$20,000 powered from the dental clinic.

Need to make a definite decision - have a look in situ at the end of the meeting.

**Ongoing**

**Harrison Tew** - Issue with procedures in the office for lockdown - need to ensure the processes can be done by multiple staff members. ETAP is used to give notifications to whanau. Initial communication states that school will not communication again and refers whanau to School Website.

Two signs on the door (practice and actual lockdown)

A parent with a child trying to get in will not be allowed entry (the adult may cause difficulties for staff or could be the perpetrator).

*The Principal's report as tabled is accepted*

Moved: Pierre                      Seconded:- Jeff

**Financial Report**

*The .....I financial report was tabled the accounts were discussed and accepted  
Moved: Jeff      Seconded: Heather (is-this-supposed-to-be-moved/seconded-each  
month??)*

Lindsay went through the financial report.

Lindsay handed out a copy of the creditor run - an easier way to look at the financials.

The painting - contract finishing soon - maybe cancelling it. On a 14 year contract with ... who check the school and do touch ups and every 7 years repaint the school. This is an expensive way of painting the school. A few years ago Marlon looked at breaking the contract but it was not cost effective. Now that the school has money, a schedule can be created for touch ups and painting block by block. The 7 yearly paint has happened.

**Lindsay** to talk to Mahendra about putting money aside.

Query - What is Spike? - it is the school website

Working capital in a healthy position.

In working capital, the lines on the graph of actual and budget are quite close - concerning??

School donations - 31% year to date

Taken nothing from parent group

Kelly club is quite low due to other care centre opening.

Facility hire (location fee from advertisement boosted percentage but facility hire is actually down) Cannot rent out hall during Kelly Club time.

International students - inaccurate - since current set of accounts another \$6500 taken in. \$13,000 went into 2017 that should have been in 2018. Altogether taken in \$40,000 so far this year plus the \$13,000 in 2017 so total of \$53,000. Still below the budget of \$69,000 as we lost a couple of long termers.

Budgeted \$38,000 to spend on ESOL and various programmes but only spent \$8,000 to date because the teacher employed is coming from teacher salary rather than Board money.

Staff expenses - increased staff but also feeding students. **Lindsay** to ask Mahendra for a code to track these costs - also guestimate what it would have been back to beginning of the year. School purchases fruit, and ingredients to make sandwiches. School gets donated muesli bars and milk in schools milk is utilised. Lindsay is aware of families that need food and teachers sometimes pick up other children. Two students daily on supply for lunches and the rest is an occasional need.

~~July-ops-grant-will-still-have-the-\$????-(sorry-Lindsay\_I\_missed\_the\_rest\_of\_this)-~~

Cleaning contract is really high - new classrooms are really expensive to clean - a lot of glass to clean (done in the holidays).

Water - mains leak - **Lindsay** to get hold of Watercare to get a rebate. Craig suggested talking to Marlon to possibly speed up the process.

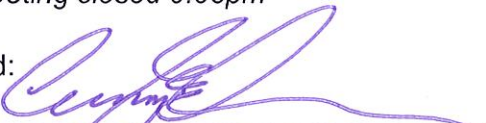
Christian queried: Working capital is in the balance sheet - this is not usually shared but can be. Christian invited to finance meetings.

**Carried**

**Action**

**Action**

**Action**

<p><b>Craig</b> to do an induction session with Christian.</p> <p><b>Finance Report for June</b>  Moved: Christian      Seconded: Pierre</p>	<p><b>Action</b></p>
<p><b>Health &amp; Safety report tabled.</b></p> <p>Items already covered by Principal's report</p> <p>Query - assessment of the drums. <b>Lindsay</b> and <b>Jeff</b> to have a closer look on their next walkabout.</p>	<p><b>Action</b></p>
<p><b>Property report</b>  <b>As tabled</b></p> <p><i>Property report as tabled was accepted</i>  Moved: Christian      Seconded: Heather</p>	<p><b>Carried</b></p>
<p><b>Staff report</b></p> <p>General discussion:  Quite a lot of teachers sick.  Children and teachers have had bugs.  Mumps - notifiable issue  Heat in classrooms is fine in the front block.</p> <p><b>Staff Report</b> - nothing to report  Moved:      Seconded:</p> <p><b>General Business</b>  Next Meeting: Self-review meeting - mid year data, policy. 30th July 2018 (week 2)</p> <p>Kids with Oranga Tamariki ongoing contact. Three children have been referred for in-class funding - one declined and other two on waiting list. Some other funding coming through but not long term. Funding is freed up when children leave the area. It is unknown where our students are on the list.</p>	
<p>The board moved to exclude the public to protect the privacy of individuals involved.  Out of committee the issue is ongoing.</p>	
<p><b>10. Meeting closed 9:05pm</b></p> <p>Signed:  Chairman.      Dated: 25th June 2018</p>	