


Bayswater School
Board of Trustees
Minutes of meeting held Monday 28.05.18 6:30pm

Present	Lindsay Child (Principal), Craig Erskine (Chairman), Michael Kwok, Jeff Reddecliffe, Christian Wehrle, Heather Goodey, Marianne Coldham, Minute secretary: Linda McPhail
Apologies	Pierre Van Tonder
Visitors	Dianne Cluett
<i>Minutes of the previous meeting dated 30th April are accepted as a true and accurate record.</i>	
<i>Moved:- Lindsay Seconded: Heather</i>	
<i>Marianne to put minutes onto website</i>	
Matters arising:-	
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	Ongoing
u - Re the Wahi Atawhai (place of nurturing) The Devonport-Takapuna local board expressed interest in assisting us with this project. Craig will follow this up.	Ongoing
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.	Ongoing
d - The drain work will be completed as soon as the weather allows. Mesh underneath to catch debri. Lindsay to follow up.	Action
e - Craig has suggested he talk to the parent group with regards to funds currently available for playground and tangible items for this year. Lindsay to co-ordinate a meeting	Action
- Michael's farewell Craig	Action
h - Ngati Whatua - houses disappeared and metal fences put in place. Nov/Dec before work starts on the site. Craig to forward the email. Traffic and road crossings?	Action
i - NZEI - only one PUM meeting. A few volunteers will stay behind to supervise children. The intermediate will be closing (as advertised). Lindsay proposes to continue as planned and will discuss with other schools as to their process. A number of teachers and teacher aides will stay behind. Parents/caregivers will be advised of meeting but have the choice to send their children to school. Depending on numbers, more teachers can be released to go to the meeting.	Action
i - Health & Safety - dog control. 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. Lindsay will put it in the H&S procedures and note it on the calendar.	Action
j - Teacher registration - completed.	Closed
k - Tree Removal - completed in the holidays.	Closed
l - Grant applications. Playground has ground to a halt - Lindsay to chase up	Ongoing

<p>Correspondence the report to be kept with the minutes <i>Inwards correspondence is received, no outwards</i> Moved: Jeff Seconded: Marianne</p>	Carried
<p>The Principal's report as tabled was presented by Lindsay. Matters arising out of the report:-</p> <p>Craig queried language in Equipping section - remove National Standards language and put in - in relation to expectations in the NZ Curriculum.</p> <p>Query on Play-based learning presentation for Kahui Ako conference. Vauxhall School will be presenting on this.</p> <p>Marianne commented on the importance of teachers across all levels getting together and learning/sharing.</p> <p>Cluster groups are all ongoing covering a range of curriculum areas such as digital literacy, maths, writing, wellbeing.</p> <p>Query regarding the structure of the Kahui Ako - Mary is the lead principal assisted by 4 across school leaders. They manage the cluster groups and have established the conference. The principals all meet approx every 3 weeks. The across-school leaders attend part of these meetings.</p> <p>Across school leaders tend to keep the cohesive process but there are issues with who is involved, how many meetings. Lindsay sacrifices staff meetings where there is a double up of Kahui Ako meetings (eg wellbeing).</p> <p>Craig: it is good that there is stuff starting to happen now.</p> <p>Positives: All teachers are getting exposure to internal PLD, Kahui Ako conference PD and connected to other schools.</p> <p>Learner-Led conferences will include community consultation (top tips for sticky notes - sideways not top) - large sheets around the school.</p> <p>New format for reporting to parents - learner led conferences - graphs have shifted from NS to curriculum levels. We will be reporting on end of year 1,2,3,4,5,6. A year 0 level will be required before end of year 1 - this needs some work - Lindsay/Marianne. Decisions will be made about children who are not ready to move into year 2.</p> <p>Camp was amazing particularly for two children with physical challenges who were able to do so many activities. One mother was so excited about what he was exposed to. MERC were so well equipped to handle the needs. Thank you to everyone involved particularly the teachers.</p> <p>Modernisation of Block 1 - asbestos possibly under the vinyl and in ceiling (5YA to cover costs) Much can be encapsulated and left safe.</p> <p>Leaky building issue - MoE visiting the school this Wednesday.</p> <p>Lawnmower purchase - Machine is costing a lot less than budgeted for. Doors to be put in on the existing mower shed Lindsay to go ahead with purchase</p> <p>Bike cage discussion - this would be a great addition and would mean that children do not need to lock up their bikes or scooters</p>	<p style="text-align: center;">Actioned</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">ongoing</p> <p style="text-align: center;">ongoing</p> <p style="text-align: center;">Action</p> <p style="text-align: center;">ongoing</p>

<p>H&S reporting Harrison & Tew - are rebooked - 14th June</p> <p>Ambulance phoned for B (student with suspected broken arm) - they said they were busy and would not be there for an extensive period of time - recommended the school took B in. School was in regular contact with the parent. Continue to phone for an ambulance as required.</p> <p><i>The Principal's report as tabled is accepted</i> Moved: Jeff Seconded:- Heather</p>	<p>ongoing</p> <p>Closed?</p>
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<p>Financial Report <i>The April financial report was tabled the accounts were discussed and accepted</i> Moved: Jeff Seconded: Heather</p> <p>Lindsay went through the financial report.</p> <p>Another after school care opened so some chn lost to Rose centre Skids - so figures down.</p> <p>MoE - child has left ACC we are paid in arrears RTLB - referred several children (funding now available for some)</p> <p>Craig - would like to see the funding associated with specific kids (not named).</p> <p>One issue with the accounts - Lindsay wanted to try and track how much was being spent. She has refined it but it is difficult due to coding for teacher aides and the coding changes frequently. Lindsay wants to put back into bigger groups of what the money is and where it is spent. Lindsay to continue working on this.</p> <p>School donation - this is low. A letter to the parents. Craig will pull out last years' letter for editing.</p> <p>PD - high at 63% due to big expense at start of year.</p> <p>Lindsay to look at cleaning contract.</p> <p>Grounds - start of year expenses.</p> <p>Craig - main income is foreign fees. When is this banked? Fiona, Mahendra and Lindsay met - query because the figure does not seem correct. Short termers incorrectly coded to 2017. \$9700 and \$3100 coded to 2017 - these should have been held income in advance. Accounts have been audited so this cannot be changed. Refund two children (long termers) Father with a heart condition had to return to China and another family were granted residency so shifted to domestic. Phasing problem - when long term student pays fees, Mahendra phases it over the year.</p> <p>Banked staffing refund will come in the next opps grant.</p> <p>Auditors reports - Only issue was that school had set a deficit budget Reports to be sent to the MoE. Craig to sign.</p>	<p>Carried</p> <p>Action</p> <p>Action</p> <p>ongoing</p>
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<p>Finance Report Moved: Craig Seconded: Jeff</p>	<p>Action</p>
<p>Health & Safety report tabled.</p> <p>Items already covered by Principal's report</p>	<p>Carried</p>
<p>Property report As tabled 1mx2m - Board - Sign multi coloured text/graphics \$20,000 plus GST installed Flyers could be put on - disco, sponsorship? Mono colour - just does text 1.5m by 0.5m - installed \$15,000 plus GST (under budget) Position - best place is to the right of the drive and the new path. Cannot be by the zebra crossing. Craig thinks the colour looks more modern BIS is very visual and is only text, whereas TGS is difficult to read Is the location right? Perhaps further down where the existing sign is - data cable and electricity needed for further away. Could be run solar with a data repeater.</p> <p>Location to query? Getting power/data. How long do these signs last? Lindsay to investigate. Lindsay to contact other users of these signs to discuss</p> <p><i>Property report as tabled was accepted</i> <i>Moved: Christian Seconded: Heather</i></p>	<p>Ongoing</p> <p>Action</p>
<p>Staff report PLD learning group meeting hosting a number of schools hosted by Claire - Play based learning focus. Removing and selling excess data equipment - permission sought. Lindsay/Craig to look at policy on who is authorised to dispose of goods - in the finance policy. In principle, happy to get rid of them.</p> <p>Flu shots - really low uptake. Staff can go up the road for these. Doctor to bill the school.</p> <p>Staff Report <i>Moved: Heather Seconded: Lindsay</i></p>	<p>Action</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>10. Meeting closed 8:55pm</p> <p>Signed:  Chairman. Dated: 28th May 2018</p>	