

Bayswater School  
Board of Trustees  
Minutes of meeting held Monday:24.9.18 at 6:30pm

Present	Lindsay Child (Principal), Craig Erskine (Chairman), Heather Goodey, Marianne Coldham, Jeff Reddecliffe, Christian Wehrle, Leisa Rossi  Minute secretary: Linda McPhail
Apologies	-
Visitors	-
<p><i>Minutes of the previous meeting dated 27th August 2018 are accepted as a true and accurate record.</i>  <i>Moved: Christian                      Seconded: Lindsay</i></p> <p><i>Proposal to select Lisa as a replacement for Pierre Van Tonder for the remaining term</i></p> <p><u>Signed copy of minutes to go on the website - <b>Marianne</b></u></p> <p>Matters arising:-</p> <p><b>a</b> - Kawa for powhiri at school - Would Ngati Whatua be interested in developing this with us?  <b>Lindsay</b> to email Dave who can utilize his contacts</p> <p><b>b - <u>Progress Update from Ngati Whatua residential development</u></b>  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 - <b>Lindsay</b> to discuss when transport plan is put in place.  What does Kohanga Reo know? - <b>Lindsay</b> to check.  Long Term Plan - ensure school has space to accommodate growth.</p> <p><b>c</b> - Drains – <b>Lindsay</b> will continue to keep the Board informed on progress re securing lids. Silicone idea is a non-starter. Query cost of bolting lids down? <b>Lindsay</b> to check whether NZStar has any info.</p> <p><b>d</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. Response - to meet and talk. <b>Lindsay</b> to follow this up.</p> <p><b>e</b> - 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. Has been purchased.</p> <p><b>f</b> - <b>Craig</b> 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. Anne will attend when able.</p> <p><b>g</b> - Michael's and Pierre's farewell <b>Craig</b></p> <p><b>h</b> - Ngati Whatua - houses disappeared and metal fences put in place. Nov/Dec before work starts on the site. Zoning for Roberts Ave is not in Belmont School zone. Bayswater School does not have a zone.</p>	
	<p><b>Carried</b></p> <p><b>Carried</b></p> <p><b>Action</b></p> <p><b>Ongoing</b></p> <p><b>Ongoing</b></p> <p><b>Ongoing</b></p> <p><b>Ongoing</b></p> <p><b>Carried</b></p> <p><b>Carried</b></p> <p><b>Action</b></p>

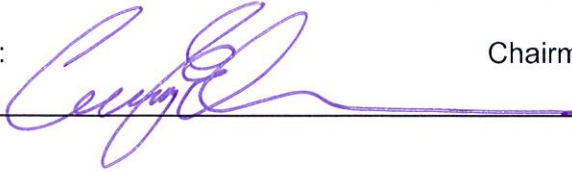
<p>i - NZEI - Strike. Next round of voting closes 25th. Various options: rolling strikes, two day strike, work to rule.</p>	<p>Ongoing</p>
<p>j - Grant applications to be done after quotes received. Playground has ground to a halt - <b>Lindsay</b> to chase up. Quote is the main item for playground. <b>Lindsay</b> to follow up.</p>	<p>Ongoing</p>
<p>k - The painting of the buildings - 3 schools all have companies to come in and paint (school funds this). <b>Lindsay</b> will contact and start comparing prices.</p>	<p>Ongoing</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. <b>Lindsay</b> drafted letter. It is signed and will be sent.</p>	<p>Carried</p>
<p>m - Water - mains leak - <b>Lindsay</b> has applied for rebate from Watercare.</p>	<p>Ongoing</p>
<p>n - Craig to do an induction session with Christian. Leisa is welcome to join as well. On a weekend later in October. <b>Craig</b> to set a date.</p>	<p>Ongoing</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. <b>Lindsay</b> to follow up with Auckland Transport about what can be positioned near the crossing.</p>	<p>Ongoing</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. <b>Lindsay</b> to ask Bill if he is using an inhibitor. Boiler does not require certification due to its size.</p>	<p>Ongoing</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. <b>Lindsay</b> to book a follow-up meeting to clarify costings.</p>	<p>Ongoing</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 - <b>all members</b>. Lindsay to tidy up Christian's report and bring to next meeting. There is a limit to what the Principal can get rid of. DFA on purchases (if in budget - anything, if not in the budget - ?? there are levels) <b>Lindsay</b> to confirm.</p>	<p>Ongoing</p>
<p>s - Food Day (16th October 2018) as a way to publicize that it is possible to do something of this nature. This is going ahead.</p>	<p>Carried</p>
<p>t - Income: Opps grant just under 58% - slightly low Opps grant - Lindsay to check</p>	<p>Ongoing</p>
<p>u - Could move to biennial testing and tagging of electrical equipment - Craig to check requirements. Lindsay to put in the policy a biennial testing. Leisa has a contact for this testing if second quote is required.</p>	<p>Action</p>
<p>v - Staffing Coding - Child A, funded this much...actual spending... <b>Lindsay</b> to create a specific schedule to look at options such as Parent Group funding.</p>	<p>Ongoing</p>

<p><b>Correspondence the report to be kept with the minutes</b>  <i>Inwards correspondence is received, no outwards</i></p> <p><i>Outwards: Wahi Atawhai</i>  <i>Thank you letter to community person</i></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>Coaching:  Lindsay and Marianne can use the relationships-based culturally-responsive pedagogy coaching process once they are accredited.  Research based coaching. Teaching is observed, children are interviewed. Coach works with teacher to look at specific data (as per coding). Teacher looks at next steps in their pedagogical practice. Leisa would like to find out more. Lindsay to share further info with Leisa.</p> <p>Maths - Marianne  Belmont will be ready to go through problem solving PD next year. TGS has a maths teacher working in the PDI. Groundswell of interest across the Kahui Ako. Maths approaches can be used across other curricular.</p> <p>Reading Together - more positive in terms of attendance. Lindsay to provide a summary for next time.</p> <p>Survey Monkey - Lindsay hopes it will provide ideas for the next strategic plan.</p> <p>Police checks to be done  Megan's registration is actioned.</p> <p><i>The Principal's report as tabled is accepted</i>  <i>Moved: Jeff                      Seconded: Christian</i></p>	<p style="text-align: center; vertical-align: top;"><b>Carried</b></p> <p style="text-align: center; vertical-align: middle;"><b>Action</b></p> <p style="text-align: center; vertical-align: middle;"><b>Action</b></p> <p style="text-align: center; vertical-align: bottom;"><b>Action Carried</b></p>
<p><b>Financial Report</b></p> <p>Current report:  Creditor Run  Furnware Ltd - Whiteboard table</p> <p>Working Capital  Has increased due to minimal capital purchases and some larger addition needs funding received. Two long term international students with money still sitting in income in advance. As of August, budgeted to take \$35,000 from Parent Group but only have taken \$3000. Consider when senior playground will commence refurbishment.</p> <p>Government Grant Income  66.67% through the budget. ESOL grant only comes in twice a year so there will be no more money coming in.</p> <p>Deposits:  School donation is a bit low.</p> <p>Cleaning, heat, light and water and sanitary cost increase - attributable to Whanau Roto. Lindsay to talk to the Ministry finance people. Lindsay to talk with Whanau Roto. Window cleaning in the new block is a contributing factor.</p>	<p style="text-align: center; vertical-align: top;"><b>Carried</b></p> <p style="text-align: center; vertical-align: bottom;"><b>Action</b></p>

<p>MUSAC software for accounts - This will change to Xero (web based so no need to back up and restore). Mahendra will come and train staff. Reduced cost but upgrade, training and migration is \$1500.</p> <p>Statement of classflow to be presented (Accountancy requirements have changed) Accessible in the Drive for members to view. How often and when does this need to be presented?</p> <p><b>Finance Report for September</b> <i>Moved: Marianne      Seconded: Leisa</i></p>	
<p><b>Health &amp; Safety report tabled.</b></p> <p><b>Jeff's summary</b> Lindsay to email the Board members of the next walk around. To be scheduled before the Christmas rush.</p> <p><b>Health &amp; Safety Report for September</b> <i>Moved: Christian      Seconded: Marianne</i></p>	<b>Action</b>
<p><b>Property report</b> <b>As tabled</b></p> <p>Jeff mentioned that there is a standard format for recording what and where with regard to Asbestos. <b>Lindsay</b> will complete the documentation and send it to Yasmin to okay. Lindsay to get hold of the people who are working on the leaks to see what asbestos management system they have in place.</p> <p><i>Property report as tabled was accepted</i> <i>Moved: Christian      Seconded: Leisa</i></p>	<b>Carried</b>  <b>Action</b>
<p><b>Staff report</b></p> <p>Christmas (27 staff)</p> <p>Internet agreement was sent home recently. A parent commented that they do not know enough about what the school does. Marianne has handed out 'Bayswater Online Safety and Security' for board members to read and comment as necessary.</p> <p><i>Moved: Lindsay      Seconded: Christian</i></p>	<b>Action</b>
<p><b>General Business</b></p> <p>Staff Sync (Marianne) - proposal in regards to relieving. Relievers app. Preferred relievers will get pinged etc. Set up cost is \$125 +GST per hour. Cost \$495+GST per annum.</p> <p>Grant application to Lion Foundation for \$3001.50 for new sports uniforms.</p> <p>Is there something in the H&amp;S regarding concussion? Signs and symptoms to be explored. Lindsay to check.</p>	<b>Carried</b>  <b>Carried</b>  <b>Action</b>
<p>The board moved to exclude the public to protect the privacy of individuals involved.</p>	

10. Meeting closed 8:38pm. Next meeting Monday 29th October 2018

Signed:

A handwritten signature in purple ink, appearing to be 'C. Smith', is written over a horizontal line. The signature is cursive and extends across the line.

Chairman.

Dated: 24th September 2018