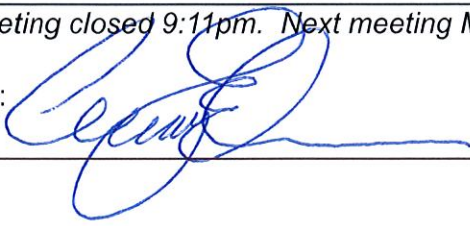


Bayswater School
Board of Trustees
Minutes of meeting held Monday:29.10.18 at 6:34pm

Present	Lindsay Child (Principal), Craig Erskine (Chairman), Heather Goodey, Marianne Coldham, Jeff Reddecliffe, Christian Wehrle, Leisa Rossi Minute secretary: Linda McPhail
Apologies	-
Visitors	- Dianne Cluett
<p><i>Minutes of the previous meeting dated 24th September 2018 are accepted as a true and accurate record.</i> <i>Moved: Christian Seconded: Jeff</i></p>	
Matters arising:-	Carried
<p>a - Kawa for powhiri at school - Would Ngati Whatua be interested in developing this with us? Lindsay to email Dave who can utilize his contacts. Dave has not replied but two of our children can now karanga and work has been done on the school pepeha - gentle progress.</p>	Carried
<p>b - <u>Progress Update from Ngati Whatua residential development</u> 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>	Ongoing
<p>c - Drains – Lindsay will continue to keep the Board informed on progress re securing lids. Silicone idea is a non-starter. Query cost of bolting lids down? Lindsay to check whether NZStar has any info.</p>	Ongoing
<p>d - 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. Lindsay to follow this up.</p>	Ongoing
<p>e - Michael's and Pierre's farewell Craig Invite both to an informal session (a shorter meeting in December) and have a celebration with them at the end.</p>	Action
<p>f - NZEI - Strike. Vote has taken place. NZEI meeting today (all NZEI members are taking strike action). All but one teacher will be on strike on Monday 12th November. Families need to be notified of school closure. Lindsay to put in the newsletter. Board moved: Craig, seconded Christian</p>	
<p>g - Grant applications to be done after quotes received. Playground has ground to a halt - Lindsay to chase up. Quote is the main item for playground. Lindsay to follow up.</p>	Action
<p>h - 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>	Action
<p>i - Water - mains leak - Lindsay has applied for rebate from Watercare.</p>	Ongoing
<p>j - <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>	Ongoing
<p>k -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.</p>	Ongoing

<p>Boiler does not require certification due to its size.</p> <p>l - 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. Firewall aspects are now sorted. Need the wall between the library and corridor will need to be a firewall. Considering the autex (wall lining) inside the library (image of Rangitoto).</p> <p>m - 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. 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) Lindsay to confirm.</p> <p>n - 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. 5 yearly on static appliances - changes made in H&S procedures.</p> <p>o - Lindsay to create a specific schedule to look at options such as Parent Group funding.</p> <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. Ongoing discussion with the MOE regarding the costs.</p> <p>q - Lindsay to email the Board members of the next Health and Safety walk around. To be scheduled before the Christmas rush. 19th November at 8am.</p> <p>r - Jeff mentioned that there is a standard format for recording what and where with regard to Asbestos. Lindsay 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. Still talking with Yasmin.</p> <p>s - Is there something in the H&S regarding concussion? Signs and symptoms to be explored. Lindsay to check. Include a statement in procedures specifically about head injuries and have a leaflet to go home to whanau if their child has had a head injury.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Action</p> <p>Ongoing</p> <p>Ongoing</p>
<p>Correspondence the report to be kept with the minutes <i>Inwards correspondence is received, no outwards</i></p> <p><i>Education Gazette received</i></p> <p><i>Moved: Lindsay Seconded: Marianne</i></p>	<p>Carried</p>
<p>The Principal's report as tabled was presented by Lindsay. Matters arising out of the report</p> <p>Review and Explanation of the strategic goals for new board members</p> <p>Lindsay to raise the issue with Belmont Intermediate about the student with special needs not being able to attend due to enrolment issues</p> <p>Leisa to give Lindsay information about an expert (historian) on local history from the Rose Garden</p>	<p>Action</p> <p>Action</p>

<p>Finance Report for September <i>Moved: Heather Seconded: Leisa</i></p>	
<p>Health & Safety report tabled.</p> <p>Satellite Protocols - no protocols in place around the country. So a draft protocol will be established by School Senior Advisor. In the walk around, the Wilson School facilities are checked - tag testing etc.</p> <p>3 people waiting on police vetting (Patrick to be added)</p> <p>Health & Safety Report for September <i>Moved: Christian Seconded: Heather</i></p>	
<p>Property report tabled</p> <p>Lindsay has met with Watershed and the Architect - more savings required - looking at the lighting (but expensive because of asbestos). They could instead have trunking (external ducting). It is still being looked at. Lindsay will update once decision is made.</p> <p>Looking to get the consent put out now to tender - MOE are doing upgrades in about 14 schools. MOE suggest that schools closest in to central Auckland will get lots of tenders.</p> <p><i>Property report as tabled was accepted</i> <i>Moved: Christian Seconded: Heather</i></p>	<p>Carried</p> <p>Action</p>
<p>Staff report</p> <p>A huge thank you to Dianne to getting the Enviroschool Reflection organised</p> <p>Training for relievers on Staffsync. A positive from the programme is that we now have more relievers available.</p> <p><i>Moved: Heather Seconded: Jeff</i></p>	
<p>General Business</p> <p>Christian - (Media report) Parent of a college student took matters into her own hand in dealing with a bully. Our website document has a policy that covers children. Lindsay to check whether policy extends to others (adults)</p> <p>Once a year refresher on policies for new board members</p> <p>Lindsay's annual performance review is ongoing and should be ready in a couple of weeks (which has included teachers, and parents and survey monkey surveys). Craig has met with Kaye and Kaye will provide a report to the Board). This is completed every two years. This will be reviewed in committee.</p> <p>Jeff - next steps from the Enviroschool Reflection - was explanation around things that are going on in the school eg kapahaka. It will be great to have some understanding around the meaning of the kapahaka. Also, the fence requires more explanation.</p> <p>QR codes or a virtual school that pops up on the website that explains all the different elements.</p> <p>Parent Group - Curtains for the Hall? Lindsay to put a request in.</p>	<p>Action</p>

The board moved to exclude the public to protect the privacy of individuals involved.	
10. Meeting closed 9:11pm. Next meeting Monday 26th November 2018 Signed:  Chairman. Dated: 29th October 2018	