## 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, Mariann	e Coldham,
	Jeff Reddecliffe, Christian Wehrle, Leisa Rossi Minute secretary: Li	nda McPhail
Apologies	_	
Visitors	- Dianne Cluett	
	previous meeting dated 24th September 2018 are accepted as a true and	
accurate recor		
Moved: Christi	an Seconded: Jeff	Carried
Matters arising:-		
a - Kawa for po	owhiri 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.		
b - Progress L	Jpdate from Ngati Whatua residential development	
the same of the sa	attended children walking to and from school with big trucks around. Children	
to be diverted t	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 Kol	nanga Reo know? - <b>Lindsay</b> to check.	Ongoing
Long Term Pla	n - ensure school has space to accommodate growth.	
	ndsay will continue to keep the Board informed on progress re securing lids.	
	s a non-starter. Query cost of bolting lids down? Lindsay to check whether	Ongoing
NZStar has an	y info.	
al Da Ha a Wal	i Ataudasi (alaas af suutusias) Tlas Davanast Talasuus lasal kasud	
	ni Atawhai (place of nurturing) The Devonport-Takapuna local board	
	rest in assisting us with this project. Craig has emailed them. Response - to <b>Lindsay</b> to follow this up.	Ongoing
meet and talk.	Linusay to follow this up.	Oligoling
e - Michael's a	nd Pierre's farewell <b>Craig</b> Invite both to an informal session (a shorter	Action
meeting in December) and have a celebration with them at the end.		7.00.0.1
	,	
f - NZEI - Strik	e. 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 not	ified of school closure. Lindsay to put in the newsletter. Board moved: Craig,	
seconded Chri	stian	
The state of the s	cations to be done after quotes received. Playground has ground to a holt -	Action
Lindsay to cha	ase up. Quote is the main item for playground. <b>Lindsay</b> to follow up.	
- No. 2001 15 TO 10 15	g of the buildings - 3 schools all have companies to come in and paint	A - 4'
(school funds t	this). <b>Lindsay</b> will contact and start comparing prices.	Action
i Water mai	no look. Lindon has applied for roboto from Watercare	Ongoing
• • vvaler - IIIal	ns leak - <b>Lindsay</b> has applied for rebate from Watercare.	Origoning
i - New sign \$1	11,000 is a lot of money for the new sign's power from across the road.	
	ut placing it near the crossing. Is there any guidelines or rules about it being	
The state of the s	ings? Not feasible for solar powered sign. <b>Lindsay</b> to follow up with	Ongoing
	sport about what can be positioned near the crossing.	
	MoE requires school to obtain a stationary tank certification - Bill is looking	
	lighting would be helpful in the boiler room. The school's boiler is inspected.	Ongoing
Lindsay to as	k Bill if he is using an inhibitor.	

Boiler does not require certification due to its size.	,
I - 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).	Ongoing
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	Ongoing
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.	Ongoing
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.	Ongoing
o - Lindsay to create a specific schedule to look at options such as Parent Group funding.	Ongoing
<b>p</b> -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.	Ongoing
<b>q</b> - 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.	Action
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.	Ongoing
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.	Ongoing
Correspondence the report to be kept with the minutes	
Inwards correspondence is received, no outwards  Education Gazette received	Carried
Moved: Lindsay Seconded: Marianne  The Principal's report as tabled was presented by Lindsay.  Matters arising out of the report	
Review and Explanation of the strategic goals for new board members	
Lindsay to raise the issue with Belmont Intermediate about the student with special needs not being able to attend due to enrolment issues	Action
Leisa to give Lindsay information about an expert (historian) on local history from the Rose	Action

Attendance for open afternoon - was advertised in the newsletter (but immediately after school holidays and after a long weekend). It was timed to co-incide with Green-Gold reflection. Videos to be put on website to keep a log of these kinds of events like the Green/Gold Action reflection - Marianne Dianne shared briefly about the feedback from the Reading Together programme. Some great feedback from families about the programme. Claire and Dianne both worked on this and Claire provided a strong link to the families in the new entrant classes. National Library was involved and supplied picture books for children. The Principal's report as tabled is accepted Moved: Christian Seconded: Heather **Financial Report** Carried Action Additional needs - Lindsay to add a brief explanation of criteria for funding Income: (explanation of terms) SEG - special education grant related to school's decile **OPS Grant -**Children with additional needs can get funding via ORS - Ongoing Resourcing Scheme (MOE funded) ICS - In-class support (MOE funded - capped and limited) LLI - Language Learning Intervention (MOE - 3 term intervention - 30 min teacher aide funded session per day) Behaviour - (MOE - Ongoing behaviour issue where child is referred to Education Psychologist) RTLB - (Resource Teachers of Learning and Behaviour) - children with less high level needs but where there are still concerns about learning and behaviour. Cases generally last 3 terms. Some teacher aide funding is available. Children can be re-referred. ACC - Accident Compensation - a child with a physical impairment. Expenditure: A significant number of new children to school this year \$14,000 per term deficit for Special Needs currently **Options:** To carry the cost as a school? To approach the Parent Group for support with the deficit for this term? To approach the parents for some financial support for their child? This could be done before a term begins where parents are informed of the costs and the MOE funding available and if parents would like to help with any shortfall (the child will get the support irrespective). Lindsay to check with STAR that school is within the regulations. Action Action Lindsay - Fixed Asset Policy to be emailed to Board members to read and comment on - to be signed at the next meeting. Lindsay to check the DFA. For 2019, look at the budget and decide what the school will budget for and what the PG can support. Cleaning contract - Quality cleaning have been school cleaners for approx 20 years. They provide a good service (school is well known to the cleaners). Fixed price for monthly clean (specific aspects covered daily, weekly). Additional costs include room 9 windows, events such as movie night may incur an additional clean.

Health & Safety report tabled.	
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.	
3 people waiting on police vetting (Patrick to be added)	
Health & Safety Report for September  Moved: Christian Seconded: Heather	
Property report tabled	Carried
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. <b>Lindsay will update</b> once decision is made.	Action
_ooking 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.	
Property report as tabled was accepted  Moved: Christian Seconded: Heather	
Staff report	
A huge thank you to Dianne to getting the Enviroschool Reflection organised	
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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	•