

Bayswater School
Board of Trustees
Minutes of meeting held Monday: 01/04/19 at 6:30pm

Present	Lindsay Child, Marianne Coldham, Craig Erskine, Jeff Reddicliffe, Christian Wehrle, Leisa Ross, Heather Goodey	Minutes: Naomi Malaeulu
Apologies	n/a	
Visitors	n/a	
<p><i>Minutes of the previous meeting dated 25 February 2019 are accepted as a true and accurate record.</i></p> <p><i>Moved: Christian Seconded: Heather</i></p> <p><u>Signed copy of minutes to go on the website - Lindsay</u></p> <p>Matters arising:-</p> <p>1. Apologies</p> <p>2. Minutes of the last self-review and ordinary meetings.</p> <p>3. Matters arising from the minutes of the last ordinary meeting and self review meeting</p> <p>4. Correspondence None has been sent out lately Education gazette have not been received by BOT</p> <p>5. BOT elections Fiona MacTainsh was appointed as the returning officer. Election date will be 24 May 2019. If anyone is interested, there is a list which Fiona needs to complete.</p>		<p>Lindsay to follow up with Fiona</p> <p>Lindsay to action</p>

6. Reports:

- **Principal**

- ❖ Strategic goals/goals/core strategies for achieving goal
- ❖ Learning progression framework
- ❖ Oral language project, a pilot project where 3 Teachers are going to be involved
- ❖ MAC – Maori Achievement Collaborative introducing 'classroom paepae'. In addition they have offered to analyse our data further.
- ❖ Bullying procedures, teachers have reviewed, so draft reflects what is currently being done. The focus this year is on wellbeing (hauora). During term 2, the teaching focus on 'bullying' will be emphasised. There is a need to address what is bullying especially with whanau? As there are different perspectives. Lindsay requesting feedback from the BOT
- ❖ Teacher registration: Lisa's teacher registration has not yet been completed
- ❖ Background vetting: William Sweetman
- ❖ Domestic Violence – Victims Protection Act 2018 – now enacted

- **Finance – limited (school accountant has had a bereavement)**

- **Health and Safety (in committee)**

- ❖ Tabled in Health and Safety report at the end of the principal's report

To be discussed in committee (see separate minutes)

- **Property**

- ❖ Classroom refurbishments

The project manager has outlined that there is low risk (minimal) of going over 7% contingency. Contingency generally comes after the project has been completed

To counter a backfall, there are two extra funding sources:

1) Parent Group (but there is already contribution from the Parent Group funds to go towards new playground)

2) undertake the project in two stages.

Money is drawn down from MOE before bills are paid, though not all at once. The drawdown is based on a schedule.

Lindsay provided more details on the work, reinstating the following items to scope – autex up to the ceiling (to improve acoustics and save on painting), rainbow corridor – more colourful corridor also a contingency where money could be saved if needed. Leave lighting as is in break out spaces

Lindsay to check on how often will there be a progress report of this project. Last project there was a formal meeting every fortnight. BOT prefers a weekly meeting as it is a shorter work project.

BOT to sign off on option 3.

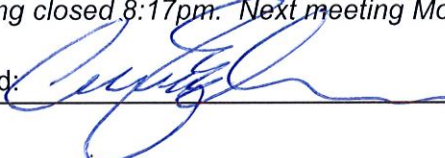
Place contingency of \$30,000 into a separate account when the next term deposit is due.

- **Policy**

- ❖ **Bullying procedure contains two parts:**

1. **Prevention**
2. **Responding to bullying**

Lindsay will follow up
Lindsay will follow up

<p>It is a legal requirement to have a bullying policy in place Define the responsibilities of the school – staff have used MOE resources to inform the procedure How is the school responding to cyber bullying? – to be included in the bullying policy and cite the other policy which addresses this issue. Description of bullying is included, based on the international definition of bullying:</p> <ol style="list-style-type: none"> 1. Deliberate 2. Causes harm 3. Repetitive 4. A form of power and balance <ul style="list-style-type: none"> ● Staff Acknowledgement and thank you to all the parents who turned up on Friday afternoon to collect children following the burst/leaking water mains 	<p>Lindsay to action</p> <p>BOT to review and provide feedback</p> <p>Lindsay will include recommended changes and resend out to BOT</p>
<p>7. AOB Lindsay's performance review – it has been delivered. The BOT will meet together to discuss further. This meeting will be led by the Chairman (Lindsay to be absent from this discussion).</p>	
<p>8. Parent Group - board members to attend to discuss new senior playground</p>	
<p><i>Meeting closed 8:17pm. Next meeting Monday 6 May at 6:30pm</i></p> <p>Signed:  Chairman. Dated: 6/5/19</p>	