



**MINUTES OF THE KELBURN NORMAL SCHOOL BOARD OF TRUSTEES
MEETING AT KELBURN NORMAL SCHOOL
TUESDAY 29 OCTOBER 2019**

TRUSTEES PRESENT:

Nickie van der Beek (Chair), Andrea Keenan, Fiona McLean, Justin Gray, John Sneyd, Chris Bishop, Andrew Bird (Principal), Kayleigh Peach (Staff Trustee)

OTHERS PRESENT:

Prue Kyle, Limited Statutory Manager (LSM), Loraine Best (Secretary)

1. Apologies

Nil

2. Conflicts of Interest Register

The Trustees had no new conflicts to declare.

3. Minutes of 9 September 2019 Meeting

Nickie moved that the minutes of the last meeting (9 September 2019) be accepted as a true and accurate record of the meeting. All agreed.

It was agreed that all future minutes will be approved by email to ensure that they can be published to the community in a timely manner. All trustees are to confirm their acceptance of the minutes by email.

Action Points

01 Aug - in progress. On agenda for discussion.

03 Aug - underway. Darryl Lin's assistance on the WCC encroachment issue has been sought and this issue is ongoing. The Board thanked Justin for his recent communication with the Council on the issue. Justin will continue to liaise with WCC on this matter and try to seek guidance from the Council on the measurement of the encroachment area.

04 Sept - Underway.

05 Sept - Completed and on agenda for discussion.

07 Sept - this action is completed. Prue confirmed that she sought advice from NZSTA on a formal delegation schedule. NZSTA's advice was the Schooldocs policy documents include the delegations and a separate instrument of delegations is not necessary.

4. Principal's Report

The Board noted the appointment of Rebekah Rasmussen as a teacher joining Whānau in 2020. The Board noted the property updates and quotes from Metcon for entry gates/fencing. These items have been added to the asset acquisition programme for Board approval as part of the budget process.

The Board went in committee.

International Student Report

The Board noted the International Student Report which informs the Board on the delivery of the international student programme. The Board found the report to be very informative and asked Andrew to pass on their appreciation to Joelle and Danielle.

Draft international student policy

The Board noted the proposed international student policy. The Board asked for the following information before approving the policy:

1. A copy of the Code of Practice of International Students.
2. What are the Board's health and safety obligations for students in hostel or homestay arrangements?
3. Should the policy include a statement limiting international student enrolment numbers to ensure class sizes do not exceed an acceptable level?

Staffing 2020

Andrew prepared a staffing profile for 2020 and recommended the Board:

1. Approves a \$9,682 shortfall of basic staffing for 2020.
2. Approves retaining the current arrangements for the office; teacher aides; music and kapa haka staff for 2020.

Nickie moved that the Board approve the above 2020 staffing recommendations. All agreed. Ratified by LSM.

The Board requested that Andrew review and report back to the Board on pay equity amongst the performing arts teachers/contractors.

ICT Proposal

Andrew prepared an ICT proposal and recommended that the Board:

1. notes the various ways to fund ICT devices; BYOD, leasing and purchasing by the school.
2. agrees to continue the current policy of the school supplying devices for digital learning in 2020.
3. approves to seek quotes for leasing v purchasing to inform the cost of:-
 - budget for the purchase of iPads for 2020 as part of asset replacement plan - approx = \$30,000
 - budget for the purchase of digital technology curriculum resources - (spheros/microbits etc) - approx = \$3000 in 2020
 - budget for the purchase of audio visual gear - approx \$3000 - cameras, microphones, editing hardware in 2020.

Nickie moved that the Board approves the ICT recommendations outlined above. All agreed.

The finance committee will review the decision of leasing vs purchasing and report back to the Board with a recommendation for the budget process for the next meeting. The Board would like to further consider the question of BYOD for the senior school and how other schools manage this.

Parking Arrangements

The Board raised the issue of cars parking on the school playground and requested a report on alternative parking options and associated costs. If the Board do not want parking on school grounds Andrew recommended the following:-

1. Purchase yearly permits for staff who bring their cars to work for minimum of 2 days per week and employed for 6 months or more.
2. Provide daily coupons for relievers and staff who do not have a yearly permit and bring their car from time to time.

Indicative costings for the above decisions is \$3960 for 2020. The Board agreed they did not want cars parking on the school grounds effective immediately and approved the above recommendations for Term 4, 2019. The costs and policy will be reassessed by the Board in Term 1, 2020.

Teacher Only Days 2020

Arising from the recent employment agreement negotiations for the Primary Teachers Collective Agreement and the Primary Principals' Collective Agreement it was agreed that any one principal or teacher is legally entitled to a maximum of 8 teacher only days over the timespan of the Collective Agreement. Andrew recommended that the Board approves additional teacher only days for Monday 20 July 2020 and Tuesday 27 October 2020. All agreed.

The entitlement arising from the Primary Teachers Collective Agreement needs to be thoughtfully communicated to parents when publishing the teacher only days, making clear that this is a legal requirement about which the Board is unable to exercise any discretion.

EOTC 2020

The Board reviewed the EOTC 2020 Camp proposals for Maia at Whanganui and Whanui at Makahika. Andrew recommended the Board approve these applications. Nickie moved that the Board approve these camps in principle subject to Risk Analysis and Management sheets (RAMs) and final costs being provided in due course. All agreed.

The Board agreed that the Principal's report be adopted.

Health Curriculum Survey

The Board noted the report on the Health and PE Curriculum Consultation for 2019. The Health Curriculum survey showed strong positive growth since the 2017 survey. Positive references were given to the sexuality programme, the health curriculum delivery and themes and the efforts and work around manaakitanga and well-being.

The Board is keen to seek engagement of the staff and their focus for the budget. Andrew is working through the senior leadership team to gather staff input into the budgeting process.

5. Financials

The September accounts show that the school finances are tracking well. It was recommended that the September Financial reports be adopted. The Board agreed. Ratified by LSM.

Finance Committee

The finance committee members are Andrew, Nickie, Justin and Chris. The Committee and LSM met on 17 October (Chris was absent) and the first agenda item was to agree the role of the committee. The Board agreed the following terms of reference:

The finance committee will:

- *Work together with the principal to advise the Board on financial matters, however financial decisions remain with the Board.*
- *Meet monthly to review the financial reports and report findings to the Board.*
- *Put procedures in place to assure the Board that financial policies are followed.*
- *Assess strategic initiatives and identify how to financially support those initiatives.*
- *Manage the Budget setting process.*

The Committee agreed that Andrew is the chair of the committee and he will report back to the Board on behalf of the committee.

Andrew has started a capital replacement schedule and shared this with the Board.

The finance committee created a budget timeline:

1. 31 October - Andrew (and SLT) reviews identify costings and develop a draft budget (end of October)
2. 13 November - Finance Committee meets and reviews October accounts and reviews the prepared draft budget

3. 2 December - draft 2020 budget presented to the Board meeting for approval.

Any areas of focus the Board would like to see in the 2020 budget can be shared with the finance committee for inclusion in the budgeting process.

6. **Communications Committee**

Andrea, Chris, Nickie and Andrew are the members of the Communications committee which met on 24 October. The committee agreed that a chair wasn't necessary for meetings, but that Andrew would prepare agendas and report back to the Board.

The Board agreed the following terms of reference.

The Communications committee will :-

- *Advise the Board regarding engagement and consultation with the community including sharing information from the school and gaining information about the school.*
- *Develop and support the implementation of a communication strategy.*
- *Review School policies and procedures that involve engagement and input from stakeholders.*

Next steps

- Complete an EoY community/student survey to inform the strategic planning process for next year.
- Engage with the Māori community before the end of the year.
- Summarise the health survey for the community
- Prepare a communication strategy for Board approval.

7. **Schooldocs**

The Sun Protection and EOTC policies will be reviewed at the next meeting.

8. **General Business**

Inward/Outward Mail

The Board noted the inward/outward mail.

Nickie will acknowledge Susie Brown's thank you email to the Board for the completion of the teacher work spaces.

TRCC Feedback report - The Board were pleased to receive a summary of feedback from participants of the drama conference organised by Charles and Danielle. Justin has acknowledged the report and Nickie will also pass on the Board's compliments to Charles and Danielle for organising such a successful event and representing the school so well.

Health and Safety

The Board discussed the health and safety issue reported by email that children were walking along the exterior cross beams of the second level of the building. Andrew has spoken to the children in class about this and warned of the danger of this action. He has contacted the architect and MoE about the issue and is waiting for confirmation that the design is compliant and to identify any solutions to make it safer. The simplest solution is to redesign the balustrade to further restrict access to the beam. The Board are keen to minimise the risk and requested Andrew:

1. Follow up with MoE for a solution on this matter.
2. Investigate suitable safety signage to be placed at the entry points to the school
3. Investigate the installation of cameras to be focused on the beam and publicise the installation to the students.

Timesheets

Board members were reminded to complete the BoT timesheet online.

Kahu Ako

The Board were reminded of the combined Kahu Ako Board breakfast on Wednesday 30 October.

Christmas Dinner

The Board agreed to plan a BoT christmas dinner. Nickie will email the Board with options.

John Sneyd left the meeting at 8.25 pm

Staff Christmas Dinner

The Board agreed to contribute \$20 per head for food for the staff Christmas lunch. Prue ratified this decision.

The Board would also like to have a BoT/Staff/PTA Christmas celebration and asked Andrew to survey the staff on what their preference would be for a combined gathering.

Board Awards

The Board discussed implementing Board awards to acknowledge individuals outstanding contribution to KNS. Justin will prepare a proposal for Board review.

Justin Gray left the meeting at 8.30 pm

October Communication for the Newsletter

- Maori consultation
- EoY survey
- Thank volunteers who are working on the twilight gala
- Seek feedback on sun safety policy through schooldocs.
- Update on property issues - turf/teacher spaces

Gerald Egerton Warburton Kelburn Normal School Trust - last item

Nickie met with two of the trustees, Andrew Sturgeon and Stephanie McLean, to discuss the Trust’s plans and possible funding opportunities for the school. The trustees are keen to grow the trust. Once the gala is over the Board will write to the Trust requesting a contribution towards a new piano for the hall.

The meeting concluded at 9.00 pm

The next meeting will be on Monday 2nd December at 6.30 pm.

Signed as a true and correct record

Dated

Number	Action Point	Responsibility	Date for Completion
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01 Aug	Finalise communication plan	Communication sub committee	In progress
03 Aug	Seek assistance with WCC encroachment application	Nickie Andrew	Underway
01 Sept	WCC Encroachment fee - Justin Gray will liaise with the Council regarding waiving the encroachment fee.	Justin Gray	Underway
01 Oct	The Board would like to receive a copy of the Code of Practice of International Students. Consider including a statement on limiting international student enrolment numbers to ensure class sizes do not exceed an acceptable level. The Board's health and safety obligations for students in hostel or home stay arrangement.	Andrew	
02 Oct	Report back to Board on pay equity amongst performing arts teachers/contractors	Andrew	Completed
03 Oct	Review the decision of leasing v purchasing and report back to the Board with a recommendation for the budget process. The Board would like to see more exploration around BYOD for the senior school.	Finance Cttee	
04 Oct	Reassess parking coupon arrangement in Term 1, 2020	Board	
05 Oct	Provide 2020 camp RAMs and final costs	Andrew	
06 Oct	Acknowledge Susie Brown's thank you letter to Board regarding completed teaching spaces	Nickie	Completed
07 Oct	Acknowledge Danielle and Charles TRCC feedback report	Nickie	Completed
08 Oct	Exterior cross beam health and safety risk - follow up with MoE for a solution on this matter. Investigate suitable safety signage to be placed at the entry points to the school Investigate the installation of cameras to be focused on the beam and publicise the installation to the students.	Andrew	
09 Oct	Survey staff on preference for BoT/Staff/PTA xmas celebration	Andrew	
10 Oct	The Board discussed implementing Board awards to acknowledge individuals outstanding contribution to KNS. Justin will prepare a proposal for Board review.	Justin	
11 Oct	Formally request funds for piano from Warburton Trust	Nickie	