



**MINUTES OF THE KELBURN NORMAL SCHOOL BOARD OF TRUSTEES
MEETING AT KELBURN NORMAL SCHOOL
MONDAY 9 SEPTEMBER 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), Anne Bell (MoE), Loraine Best (Secretary), Charles Bisley(AP)

The Board welcomed Anne Bell to the meeting.

1. Conflicts of Interest Register

The Trustees had no new conflicts to declare.

2. Apologies

Nil

3. Curriculum and Student Achievement Presentation - Digital Learning

The Board thanked Charles and Kayleigh for the informative presentation on the Digital Learning programme at KNS.

Charles left the meeting at 7.17 pm.

4. Minutes of 5 August Meeting

Under heading 3, delete last two sentences in paragraph 2 and insert "Student statements have been issued to families for school and activity donations which will enable investment in the strategic plan."

Nickie moved that the minutes of the last meeting (5 August 2019) be accepted as a true and accurate record of the meeting. All agreed.

Action Points

01 Aug - in progress.

02 Aug - the curriculum review is to be copied to the homepage of the website.

03 Aug - in progress. Darryl Lin is assisting with the application for consent to WCC. Justin Gray will liaise with the Council regarding waiving the encroachment fee.

04 Aug - Completed

05 Aug - Completed and on agenda for discussion

06 Aug - Completed and on agenda for discussion

07 Aug - Nickie discussed funding of road patrol with the PTA. It was agreed to continue with the status quo for now.

08 Aug - Completed

5. Principal's Report

Teacher Refreshers Course on Drama/Literacy

In the next holiday period KNS is organising and hosting a teachers' refresher course on drama/literacy. Some of the KNS children will be involved in the workshops. The course is \$380 per person. The school will receive \$1000 for use of the premises. The LSM has approved the registration of 7 teachers to attend the course.

Banking Staffing debt is currently at \$37K due to an error at Novopay when moving staff between bulk grant and teacher salaries. It also means the BoT teacher budget's use is understated. Once resolved by Novopay the banking staffing debt will reduce and the usage of these codes will increase.

Measles Update

The RPH notice has been shared with families last week. The school is currently checking the immunisation status of all students and staff. The school will be seeking confirmation from families who have not confirmed their immunisation status and will follow the MoE guidelines should we have a Measles incident.

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

6. Policy Review

Andrew prepared a paper which provides the Board information on the policy review update. Andrew, Prue and Nickie have reviewed the school policy folder and in particular the policies that are for review in 2019. The Alcohol/Drugs and Harmful Substances and Legislation and Administration which were due for review in term 1 were reviewed by Andrew, Prue and Nickie and subsequently approved by the LSM (with no changes).

In scoping the full set of policies, the LSM approved minor changes to the School Donations and Fundraising, Student Activity Fees, Attendance Register and Health Curriculum policies and procedures.

Remaining policies for Board Approval in 2019

The following policies left for review in 2019 are:

- Emergency planning and procedures
- Curriculum and student achievement
- Health, Safety and Welfare
- Performance Management

These policies have been reviewed by the leadership team and there are no recommended changes. In addition a procedure regarding reverse evacuation/lockdowns has been developed and shared with the Board.

Nickie recommended that the Board approves the procedures outlined above. All agreed. This decision was ratified by the LSM.

Andrew will advise the community that the Board have reviewed the lock down procedures and what the expectations will be in an emergency. The Board discussed how parents will be contacted in an emergency and asked the school to review the texting capacity from the student management system and school app.

7. Community Health Curriculum Consultation

The Board reviewed the draft Health and PE curriculum consultation with the community for 2019 prepared by Andrew.

The Board requested that the consultation ask for feedback on the school's goal in the strategic plan to "provide physical education and sport opportunities for Wellbeing, and continue to increase participation and representative opportunities."

Subject to the above inclusion regarding sport, Nickie moved that the Board approve the consultation document. All agreed. If Board members wish to see the redraft before it is circulated to the community please make contact with Andrew.

School Charter

As part of the Charter review the Board would like to engage with the community to ensure the direction of the plan reflects the views of the current community.

8. Asset Acquisition

Andrew prepared an asset acquisition paper informing the Board as to what assets are required to complete the new learning and outside spaces. A formal Capital Expenditure Plan (CAPEX) plan for 2020 and beyond needs to be developed for Board approval.

9. Property

Blinds

The Board noted the estimate of \$13K from Kiwiblinds for blinds in the learning spaces, upstairs corner space and hall. Another firm has provided a quote at \$10K. Andrew is waiting for one more quote as per school policy. Andrew recommended that the Board approve in principle to proceed with the best quote for this important acquisition for the school which would enable work on installation before the next meeting in late October.

The Board approved the recommendation and delegated the acquisition of the blinds to Andrew.

Sound system

The Board reviewed the quotes for a sound system for the hall that were presented to the Board in February. Andrew recommended that the Board approve the purchase from Music Warehouse of the portable sound system at approximately \$1,100 and the sound system for the hall for \$9,289.

The PTA are proposing to apply for a grant from a Trust for the portable system.

The Board suggested that the school:

- Include lapel microphones as part of the purchase
- Confirm the frequency range of the portable system to ensure it is adequate
- Confirm the option to install two speakers for the hall.

Nickie moved that the Board approves the purchase of the portable sound system from Music Warehouse and the sound system for the hall as outlined above. If successful, a Trust grant will provide funding towards the portable sound system. All agreed.

Quote for Building Work

Andrew has received a quote from Darren O'Leary for four projects in the new learning spaces as a continuation to completing the new building project:

1. Complete strand board to varnish finish at the back of the hall to match rest of hall and cover the gib which is badly marked already - \$3,600 ex GST
2. Supply and install 2 x storage trolleys under stairs - \$2,200 ex GST
3. Supply and install 8 open ply shelving units in the 2 x teacher resource rooms in new learning spaces - \$3,160 ex GST
4. Supply and install 8 x benchtops in the 2 x teacher resource rooms in new learning spaces - \$6,900 ex GST

Nickie moved that the Board approves these four projects to be funded from reserves. All agreed.

10. Out of Zone Enrolments for 2020

Andrew tabled the projected roll for 2020 as at 9 September. The Board approved the following out of zone placements for 2020

- 5 places in year 1
- 2 places in year 2
- 5 places in year 3
- 9 places in year 4
- 2 places in year 5

- 2 places in year 6
- 3 places in year 7
- 2 places in year 8

11. Health and Safety - Car parking on the School Playground

The Board raised the issue of cars parking on the school playground and were concerned about the safety of students. Visitors, relievers and occasionally staff use the space behind the junior playground as there is no free parking on the street. The Board asked Andrew to look at alternative options and associated costs for Board review.

Justin Gray left the meeting at 8.28 pm

12. Financials

The Board agreed that the July and August Financial reports be adopted. The LSM recommended that a Finance Committee be established. Justin Gray, Chris Bishop, Nickie van der Beek and Andrew Bird will work with the LSM as part of the Finance Committee.

13. Board Calendar

Andrew tabled an updated Board calendar for the remainder of 2019 for Board information.

14. General Business

Community Code of Conduct

The Board discussed the community code of conduct.

The Board will refer to the community code of conduct in its next BoT communication.

The Code of Conduct will be included in the enrolment information on the website.

Delegations

A summary of commonly used or important Board delegations to the principal in Schooldocs was provided to the Board for its information.

The Board discussed whether a formal delegation schedule should be prepared. Prue will seek advice from NZSTA on the best practice and report back to the Board.

Inward/Outward Mail

Email Requests

The Board approved responses to:

- an Official Information Act request
- questions received from a school parent.

Next Board Communication

- Outline the capital expenditure decisions.
- Refer to Code of Conduct

Timesheets

Board members were reminded to complete the BoT timesheet online.

Kahu Ako

The Board noted the Kahu Ako information. Andrew encouraged the Board to attend the combined Kahu Ako Board breakfast on Friday 25th October.

The Gerald Egerton Warburton Trust was established many years ago following the death of Mr Gerald Egerton Warburton. The Trust was set up to encourage and support sporting and musical activities at KNS. The Board discussed approaching the trust to discuss its operation and future plans. Nickie has offered to meet with the Trustees to discuss possible funding opportunities for the school.

PTA Twilight Gala

The Board are impressed by the initiative and work of the PTA Twilight Gala Committee and wanted to record their appreciation for providing such an exciting community event.

The Board went in committee at 9.30 pm

The meeting concluded at 9.40 pm

The next meeting will be on Tuesday 29 October at 6.30 pm.

Signed as a true and correct record

Dated

Number	Action Point	Responsibility	Date for Completion
01 Aug	Finalise communication plan	Communication sub committee	
02 Aug	Add the curriculum review to the home page of the website	Andrew	Completed
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
02 Sept	Andrew will advise the community that the Board have reviewed the lock down procedures and what the expectations will be in an emergency.	Andrew	Completed
03 Sept	The school to review the texting capacity from the student management system and school app.	Andrew	Completed
04 Sept	Develop formal CAPEX plan.	Andrew	
05 Sept	Parking on School Grounds - the Board asked Andrew to look at alternative parking options and associated costs for Board review.	Andrew	

06 Sept	The Community Code of Conduct will be included in the enrolment information on the website.	Loraine	Completed
07 Sept	Formal delegation schedule - Prue will seek advice from NZSTA on the best practice and report back to the Board.	LSM	