Minutes of Pigeon Mountain Primary School Board of Trustees meeting held on Thursday 19th May 2016 at 7 pm in the Staffroom

PRESENT: Richard Spong (Acting Chairperson), Ian Dickinson (Principal), Jill McIntyre (Staff Trustee), Linda Hu, Helen Robinson and Emalia Lavemai

VISITORS: Linda Lowden
          Tracy Leader
          Mark Eades (from 7 pm to 7.40 pm)
          Wendy Sole – Board Secretary (Minutes)
          Danie Jacobs

APOLOGIES: Andrew Palmer

DECLARATIONS OF INTEREST: None

MINUTES FROM PREVIOUS MEETING:

RESOLVED the minutes of the meeting on 14th April 2016 be accepted.

R Spong/E Lavemai/All

DECISIONS

Motion 1: To ratify payments relating to 5YA.

The Ignite invoice was reissued to the BoT of Pigeon Mountain School rather than to the Ministry of Education.

RESOLVED that the Ignite invoice relating to 5YA be paid.

R Spong/L Hu/ /All
Motion 2: To approve use of 5YA Senior Block contingency to complete modernization of TV News and support rooms.

Senior Block upgrade went well and was on budget. Not all the contingency was used and the MoE has approved use of this to finish the TV News and “Break out” Room walls. This will be done on the 25th and 26th June after school.

RESOLVED that the 5YA Senior Block contingency be used to complete modernization of TV News and support rooms. R Spong/J McIntyre
Abstained: H Robinson

Motion 3: To approve application to CABU Trust for funds to upgrade school website.

This would replace the existing website and the application will be done from an e-learning perspective as the website will allow students to share their work. There would be no cost to the school for the basic package.

RESOLVED that application be made to CABU Trust for funds to upgrade the school website. R Spong/H Robinson/All

MONITORING AND REPORTING

Curriculum Reporting

Maths Action Plan – Danie Jacobs presented this to the Board.

It covered areas of:

- Getting to Know students
- Identifying and running differentiated PLD sessions to assist with assessment tools
- Mathematics Leader meeting with Year 3 team to discuss teaching as inquiry regarding the target students
- Attending Maths Symposium
- Accelerated learning in Mathematics (ALiM)
- Meeting parents to targeted students
- Assigning Teacher Aides to assist the target groups
- Teachers informing students about achievements and possible next steps
- Teachers using a variety of assessment tools to assist them in making an OTJ
- E-ako vs Mathletics
Property Report

1. Mark reported that senior block went well and on budget. It was completed ahead of time and all staff and children are loving their new environment.

2. The only problem with the new classrooms is that they are very hot as airflow has been decreased by outside canopies. Mark reported that the canopies can be raised by 150-200 mm to give more airflow. This will be at a minimal cost and be covered by the maintenance budget.

3. Discussion was held around the changing room area between Rooms 21 and 22 currently known as “Narnia”. For a cost of approximately $8,000 this could be made into another teaching space. Needs windows replaced, carpet, some electrical work and walls lined. Mark reported that he has had offers from parents to help with this. Deferred for new Board to consider. Mark will get breakdown and itemised costs for next Board Meeting.

   Emalia raised the issue of using parents to do with work with regard to compliance and if there were problems with the work in the future. Mark said that all work would be signed off, i.e. electrical contractors would have to issue electrical certificates and he would provide a LVP for the replacement windows.

4. The drawings have been signed off for the Junior Block with steps replacing the proposed seating. Architects are now preparing final drawings.

   Year 2 area does not require building consent so quotes and building will start on this first.

   Year 1 area requires building consents so this will not be underway until probably the end of the year.

   Mark will prepare a Health and Safety plan for the construction phase of the Junior Block.

5. Cyclical Maintenance – Mark will have quotes by next month.

Finance

As tabled and read.

Linda Hu requested a Variation Analysis for the next Board Meeting. Ian to organise with Carol.
Annual Report:

– Auditors had a few queries over control procedures. Andrew has replied to Auditors on these.
– Audit adjustments have been done by Carol. Banked staffing balance appeared to be the issue.
– Andrew and Ian to sign the completed Financial Statements by 31st May and subsequently send these to the MoE.

RESOLVED that the Financial Report for April be accepted.

R Spong/J McIntyre /All

Health and Safety

Query as to whether MoE owes us a duty as a Landlord. ERO does check compliance and surveys are completed to MoE. As tenants we need to be proactive.

Policy and Procedures Review

1. Discussion took place on the Health and Safety - Administration of Drugs and Medicine Procedures:

Amendments needed to Procedures:

(a) Policy should be at the top.

(b) In Clause 1 – should also read a copy of this Procedure will also be available on the school website.

(c) It should be clearly stated in Clause 4 that the medicines provided by parents need to be clearly labeled and in English.

(d) Additional sub section be added under Clause 4 about an annual stocktake of all medicines.

(e) Clause 5 needs to ensure that the “as per (a) to (r)” above aligns with how many points there actually are in Clause 4.

(f) Wording inClause 5 regarding Ritalin should read “up to one school month’s supply of Ritalin…..” rather than “one school week’s”

(g) Addition to Clause 7 stating that this should be cross referenced to EOTC Procedures.

(h) Clause 12 to be deleted as a repeat of Clause 11.

(i) Addition to Consent Form – strength of Medicine/Drug needs to added after Name of Medicine/Drug.
2. Ian advised that he has found an electronic way of providing a more systematic way of reviewing and storing Policies and Procedures. It is called “schooldocs” and is a password accessed website which provides a schedule of review, online review, updates on new legislation etc. Price based on number of children in school - $1,500 annually.

Ian to investigate and bring proposal to next Board Meeting.

3. Inclusion Policy – Emalia presented amendments to the Inclusion Policy. Discussion took place and final wording agreed on.

**Principal's Report**

As tabled and read.

Additional comments:

- Katie, the acting teacher in Room 22, takes over on Monday 23 May.
- A defibrillator has been acquired through the Fonterra Grassroots Grant. May look at this source of funding for shade sails.
- As previously reported have stood one student down. This has resulted in help from outside agencies and student already appears to have improving social skills.
- Father's Day event scheduled for Friday 2nd September between 8.30 and 9.30 am
- Kaniere Bridge has been removed without any notification to the school. Parents have been informed.
- MoE has provided money for modification of some steps, hand rails and gates for our Special Needs student. They wish to future proof the school for all special needs students.

**RESOLVED that the Principal's Report be accepted.**

R Spong/All
## Under Action Items

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
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<tbody>
<tr>
<td>Ian Dickinson</td>
<td>To get a Variation Analysis prepared by Carol for the next BoT meeting.</td>
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<td></td>
<td>To meet with Andrew to sign Financial Statements by 31 May and subsequently send these to the MoE.</td>
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<td>To investigate “schooldocs” and bring proposal to next Board meeting.</td>
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<td>Ian to organise a formal “Welcome to the Board” meeting with Andrew, Emalia and new Board members. Also to organise an informal function for all old and new Board members.</td>
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<td>To ask Carol about back up plans for the bell system in emergency situations and to investigate whether there will be new systems in the new buildings.</td>
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<td>To obtain the quotes re the cost of ensuring all doors can be locked from the inside.</td>
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<td>To obtain the quotes to ensure that film is placed on windows/doors that have no curtains for safety in lockdown situations.</td>
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<td>Andrew Palmer</td>
<td>To sign off Financial Statements in conjunction with Ian.</td>
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<td>To give the NZSTA AGM delegate correspondence to new Board Chairperson.</td>
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<td></td>
<td>To reactivate board chair email address and open a folder in Dropbox for incoming email to viewed by BoT (Deferred for next Board Chair).</td>
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<td>Jill McIntyre</td>
<td>To attend next PTA meeting on Wednesday 8 June.</td>
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<tr>
<td>Mark Eades</td>
<td>To get breakdown and itemised costs for upgrade to the area between Rooms 21 and 22.</td>
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Closed Action Items

<table>
<thead>
<tr>
<th>Name</th>
<th>Task</th>
<th>Status</th>
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<tbody>
<tr>
<td>Ian Dickinson</td>
<td>To ensure Ignite has signed the last contract for the building work and get a copy for the school records.</td>
<td>Closed</td>
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<td></td>
<td>To amend Emergency Planning Procedures.</td>
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<td>To check that the Discretionary Leave of Absence procedures follow the Employment Contracts Act and the Collective.</td>
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<td>To table the Medication Procedures to be reviewed at next Board meeting.</td>
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<tr>
<td>Andrew Palmer</td>
<td>To ask PTA for safety plans/RAMS for all PTA events.</td>
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<td>To get a more detailed meeting schedule for the PTA.</td>
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<td>To email PTA term events to BoT.</td>
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<td>Emalia Lavemai</td>
<td>To present the updated versions of the Policy and Procedures discussed at the next Board meeting.</td>
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<td>To send link for the wording of Professional Development Policy to Ian.</td>
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<td></td>
<td>To attend the next PTA meeting.</td>
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CORRESPONDENCE

The incoming correspondence was noted.

Andrew to give the NZSTA AGM delegate correspondence to new Board Chairperson.

Outgoing correspondence:
- Thank you letters sent by Ian on behalf of BoT to Helpers of the Senior Block Upgrade.
- Thank you card and gift to Mark Eades.
GENERAL BUSINESS

1. Emalia reported back from last PTA Meeting:
   - Bake Sale – Friday 20 May.
   - PTA deferred making a decision on the $5,000 rule. BoT has said that we would support their decision.
   - RAMS for Gala – need to be provided to the September BoT meeting.
   - Jill McIntyre to go to next PTA meeting.

2. New Board – Andrew, Ian and Emalia to do "handover" to new Board. Ian to organise a formal “Welcome to the Board” meeting. Also will organise an informal function for all old and new Board members.

3. Richard thanked the Board for all their work over the last three years.

NEXT MEETING

The next meeting is set down for Thursday 23rd June 2016 at 7 pm.

*There being no further business the meeting adjourned at 9.27 pm.*

BoT Meeting Dates for 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday 23rd June</td>
<td>7 pm</td>
<td>Admin Board Meeting Room</td>
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<td>Thursday 28th July</td>
<td>7 pm</td>
<td>Admin Board Meeting Room</td>
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<tr>
<td>Thursday 25th August</td>
<td>7 pm</td>
<td>Admin Board Meeting Room</td>
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<td>Thursday 22nd September</td>
<td>7 pm</td>
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<td>Thursday 20th October</td>
<td>7 pm</td>
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<td>Thursday 17th November</td>
<td>7 pm</td>
<td>Admin Board Meeting Room</td>
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<tr>
<td>Thursday 15th December</td>
<td>7 pm</td>
<td>Admin Board Meeting Room</td>
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PTA Meeting Dates for 2016

Wednesday 8 June 2016
Wednesday 6 July 2016
Wednesday 10 August 2016
Wednesday 14 September 2016
Wednesday 12 October 2016
Wednesday 9 November 2016
Wednesday 14 December 2016