

## **Kokopu School Board of Trustees Meeting 14th August 2018**

**Opened:** 6pm

**Present:** Lindsey Riley, Daniel Slabbert, Mark Ashcroft, Paul Ruddell, Neil Crowson, Vicki Lye, Judy Woods.

**Apologies:** Shaun McMurchy will be late.

Welcome to new members - Judy welcomed our new members, Lindsey and Daniel to the Board. MA reported back re. Principal's Conference, presented his report and talked about some of the highlights of the conference..

### **Strategic Decisions**

1. Health and Safety – Paul presented the Health and Safety Report: A Health and Safety Officer needs to be appointed as Trent has stepped down. Neil has volunteered to take on this position. Unanimous. Thank you Neil.
2. Principals Report
  - Mark presented his principals report and explained the assessment data and strategic plan. Mark presented the mid year data for reading, writing and maths and a discussion ensued on how we are addressing improvement.
  - Discussed Maori resources helping Maori students with reading. Whanau engagement is a tool which helps improvement with student achievement. Reducing disparity is linked into our strategic plan.
  - All staff met with a science advisor today, Faye Booker.
  - Feedback on student led conferences would be good and could be by survey, or at the consultation evening, although it is not until November. This is still a while away and feedback would be more relevant now. Also feedback on the use of seesaw would be helpful to monitor how it works for parents to collaborate with their children on their learning.
  - A tech evening is yet to be planned and the maths evening has been postponed until week 8, as it could not go ahead due to the road flooding.
  - Mark explained Fiona Bairds role as an RTLB. She gives us 110% and is a marvellous help with our students who need extra help.
  - Our whanau room is finished and is an amazing space. Thanks to Shaun for all his hard work.
  - Library computer system is in need of an upgrade, as the old system is no longer supported. The PTA is willing to fund the implementation of the new system ACCESS.
  - As our applications for funding for the cycle track have been declined, a request was made to the PTA for help with funding. At this stage the funds are not available from the PTA, as they have just helped with the whanau room, gym mats and other requests.
  - Mark explained how the data is derived from standardised tests now that national standards are not in use anymore. Neil feels from a parents point of view a language change reporting data can be confusing and we need to be aware of this.
  - Staff have attended positive behaviour for learning (PB4L) courses and will soon be attending training on Understanding Behaviour, Responding Safely (UBRS). Mark explained to the board the stand down, suspension and exclusion process.
  
  - Mark explained how we would use the new classroom and the possibility of getting a part time teacher to ease the pressure in larger size classrooms. As yet a plan has not been developed. Projected growth and expected roll numbers next year were

discussed and how our school can encourage growth. A discussion took place on the pro's and con's of having a school van and the cost of running this. At this stage it would not be feasible.

3. Policies – Procedure for Illness / Sickness - Neil suggested having two policies for illness and accidents. Vicki explained the procedure for both are the same when they come for first aid, so one policy should suffice. The procedure will now be named 'Procedure for Illness / Injury'. Judy moved changes are accepted, Neil seconded, unanimous.

Playground Safety - Judy moved changes are accepted, Shaun accepted, unanimous.

Policy on Safety Precautions - Shaun moved the changes are accepted, Judy seconded, unanimous.

Equal Educational Opportunities Policy - defer until the next meeting.

### **Monitoring**

1. Financial Reports - Aged receivables are a major concern. A clear expectation needs to be realised by the families who owe substantial amounts. A discussion ensued on how to approach the families with a lot of money owing. Vicki and Judy will liaise with Mark to find solutions for these families. Shaun suggested that maybe they could work off the debt by doing jobs around the school. Judy moved the accounts payable are approved, Shaun seconded, unanimous.
2. 2018 Budget - Approval of Balance Sheet Budget - Judy moved the Balance Sheet Budget is accepted, Lindsey seconded. Unanimous.
3. Banked Staffing Report - \$11633.00 in credit
4. Roll 118
5. Conflict of Interest - Nil

### **Matters Arising**

1. Fire Alarm - Up and working after 3 months
2. NZEI Strike - Paul requested on behalf of the staff that the Board consider paying the teaching

staff for the day of the strike to show their support, which he explained, is their prerogative.

The board will go away and consider this. This is something which should be discussed in committee and will be, at the next meeting.

### **Confirmation of Previous Minutes & Matters Arising:**

Minutes from the last meeting were confirmed as true and correct. Mark / Judy.

### **Correspondence**

**IN:** Pub Charity Application for Bike Track - Declined (not within their criteria)

Karen Halligan - Balance Sheet Budget

Ministry of Education - School Closure due to flooding

NZEI - Strike Notice

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**OUT:**Payment Claim for Associate Teachers confirmed

Crombie Lockwood - Insurance claim

**Date & Agenda items for next meeting.** Tuesday 25th September at 6pm.

Equal Educational Opportunities Policy

Request to pay the teaching staff for the day of the strike - Go to committee.

**Meeting closed:** 9.45pm

**In Committee**

Nil