



# Bucklands Beach Primary School

Board of Trustees  
Minutes  
Thursday 24 May 2018

## 1. Administration

- 1.1 Present: K Slater-Brown, K Turner, P Boyes, V Wu, R Penney, C Weir, T Despotaki & J Bayer
- 1.2 Apologies: C Crompton
- 1.3 Visitors: M Rowlands, R Griffin, S Bartholomew, D Rist & D Haxton (parent)

Before our regular meeting, the BBPS Literacy Team presented a PowerPoint report on "Writing".

- Data shared was by gender / age & ethnicity. The data showed us that as boys are moving through school their levels of achieving in writing is dropping.
- The team shared with the BOT the ways that we are aiming to lift boys' achievement. Teachers have identified "target students" and they are being assisted.
- PD for teachers, led by Dr Alison Davis is ongoing.
- All staff are undertaking a teacher as Inquiry Project related to accelerating target student achievement.
- BBPS is also part of the Accelerated Literacy Learning MOE project.
- Next steps and goals were shared.
- The team answered BOT questions.

### 1.4 Confirmation of Minutes

- That the Minutes of the meeting held on Wednesday 22 March be confirmed.
  - K Slater-Brown
  - P Boyes

Matters arising:

The Room 2 carpet replacement approved at our last meeting is on hold at this stage.

- 1.5 Declaration of Interests: N/A
- 1.6 Correspondence

THAT the Inwards and Outwards Correspondence be received.

## 2.0 School/BOT Schedule

- Term 2 is all on schedule.

### 3.0 Principal's Report

- Taken as read.
- We have received notification that we are in the next round to have a SNUP upgrade. This is an unexpected cost of approx. \$30 per student that is not budgeted. **Approved.**
- We are changing our student management system to Linc-Ed at the beginning of term 3. Linc-Ed – training for the senior management team and office has taken place. This new system will enable parents to logon at any time to see how their own child is doing. An Information evening are to be held for parents will be held in Term 3.
- It is now time for a review of our BBPS school vision. We are aiming at commencing this after ERO/Term 4. A selection of our school community will be invited to participate in the process.
- We are been very fortunate to have had the HOD Maori Studies from Edgewater College visit for one session with our Kapa Haka group. She is going to start working with our Kapa Haka group on a weekly basis. She is going to write a school waiata for us.
- The Maori design to accompany our school values was shared with the BOT. This will now be shown to a Kaumatua for their approval.
- Our Digital Technology team attended the Google Summit in the school holidays.
- Mindlab are offering one more semester of the subsidized paper. K Slater-Brown will relay this information to our teaching staff. There would still be a cost of \$750 plus GST per participant. The board is requested to pay this for any staff member that wishes to take up this opportunity. **Approved.**
- Our school documents/policies are now ready to be opened to our parents. **Approved.**
- School Review Assurances – have all taken place.
- Results of our recent community survey will be shared at our next meeting, along with results from our student well-being and staff surveys.
- A new entrant class in Room 4 has commenced. We will need one more class, likely to open in September.
- Current roll numbers were discussed.
- K Slater-Brown will seek ideas from the student council for the renaming of the old Room 6.
- We have received a letter from a family that enrolled in zone last October and have now moved out of zone and they wish to remain at BBPS. The MOE offers guidelines in this situation. A discussion was held. It was decided that since we have not got a firm policy and it is not in any form of written communication on our website or enrolment form that they would be able to remain at school. J Bayer will write a letter informing them of the BOT's decision. Moving forward, we need to implement a policy. K Slater-Brown will investigate more on this subject and report back to the board.
- LED Lighting – We have been approached by EECA advising us of a Crown energy efficiency load scheme for assisting government funded organisations in reducing their energy expenditure by replacing all lighting in the school with LED lights to be paid with an interest free loan. P Boyes will investigate the impact on our debt ratio. **Approved.**
- Dates for the 2019 school year **approved.**
- T Despotaki & K Slater-Brown attended a meeting recently to discuss the pros and cons and interesting outcomes that being part of a COL could mean. Notes from the meeting were shared with the BOT. There is another meeting planned and by the end of June our BOT needs to make some decisions.

### 4.0 Committee Reports

#### Finance – P Boyes

- Our outstanding debt from the Koreans has now been paid in full.
- We are in the final stages of our 2017 audit.

- We are having a review of our school insurances next week.
- March/April accounts profit/loss were shared.
- The sunshade has been ordered. This is being paid for by the way of a PTA donation.
- School donations received 2018 vs this time 2017 discussed.

#### **Property – R Penney**

- Available playground shade cover colours were discussed. 4 colours were decided upon: yellow, red, blue & orange. We will now seek student voice for their input.
- The spouting around the school has been completed – just the downpipes to install.
- A big thank you to John Rist for co-ordinating everything during the school holidays.
- A quote has been received for the joinery and installation for Rooms 1-5. John Rist has put in a price for the installation, which is cheaper. R Penney will discuss with John and report back at our next meeting.
- Rooms 6-9 have no handles for the window winding gear. On hold at this stage.
- The line trimmer needs replacing. **Approved.**

#### **Health & Safety – K Slater-Brown**

- Harrison Tew will be visiting in August to hold a staff meeting and a SLT meeting on 13 August. This will be followed by a lockdown practice on 14 August.
- Minutes of the meeting held on Monday 21 May distributed.

#### **Maori & Pasifika – T Despotaki**

- The latest report was distributed.
- It was updated and will be circulated again.

#### **Marketing – V Wu**

- 2 short-term international students for Year 6 are coming next term for 4 weeks.
- A policy for enrolling international students whilst our zone is implemented needs to be formalised. K Slater-Brown will draft a policy and this will be shared for further discussion.

### **5.0 PTA**

- Minutes for April & May as well as the AGM minutes were distributed.
- PTA feedback from the beginning of the year indicated that parents would like a yearbook at the end of the year. R Penney would be available to do this. A discussion was held. K Slater-Brown will gauge teacher reaction and report back.

### **6.0 Other Business**

- K Turner will do a report to parents termly. This will be shared with the BOT before it is distributed, for any comments.
- ERO Commitment – Our ERO visit is now confirmed for the week beginning 6 August – Term 3, Week 3. Meetings will be held with the BOT and ERO. The BOT will meet before then to go through the checklist.
- Our next BOT meeting agenda/reports will be online.

Meeting closed at 10.02 p.m.

This is a true and accurate record of the B.O.T. meeting held on Thursday 24 May 2018.

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K Turner  
**BOT Chairperson**