



Buckland's Beach Primary School

Board of Trustees

Minutes

Wednesday 28 February 2018

1. Administration

1.1 Present: T Despotaki, R Penney, C Crompton, K Slater-Brown, V Wu, P Boyes, K Turner & J Bayer

1.2 Apologies: C Weir

1.3 Visitors: M Rowlands

1.4 Confirmation of Minutes

- That the Minutes of the meeting held on Wednesday 13 December 2017 be confirmed.

•C Crompton

•T Despotaki

Matters arising:

- Lloyd Elsmore Swimming – at our last meeting there were reasons why we would not be attending these lessons i.e. time and less relevance for competent swimmers
- Reasons for selecting to go to Lloyd Elsmore in 2018:
 - Lloyd Elsmore was not cancelled.
 - Wayne Johnson was not available.
 - With a grant from Water Safety we have employed Farm Cove Swimming to conduct in house swimming lessons for the not so capable swimmers so they are receiving double lessons
 - A teacher has to be present with the Farm Cove Swim School, which is being covered by Moira and Carole

A full review of pros and cons will be made and presented to the BOT for 2019.

1.5 Declaration of Interests: N/A

1.6 Correspondence

- We have received advice from Baycorp that NZMEC have paid \$2000. Baycorp then made a request to NZMEC for the balance of \$4500 to be paid by 26 February. If this is not paid by the 15 March a legal letter will be forwarded to them.
- Kelly Slater-Brown will be away 11-17 April to attend an overseas conference. Relevance of the conference was shared with the BOT along with costs. K Turner offered financial assistance. **The BOT approved \$6,000 for Kelly Slater-Brown to attend.**

THAT the Inwards and Outwards Correspondence be received

Before our regular meeting, J Bayer, Board Secretary, sought nominations for office.

	Nominations	Nominated	Seconded	
Board Chair	Kieran Turner	T Despotaki	R Penney	Moved
Deputy Chair	Theodora Despotaki	P Boyes	R Penney	Moved
Property	R Penney	P Boyes	K Slater-Brown	Moved
Finance	P Boyes	R Penney	T Despotaki	Moved
Marketing	Victoria Wu	K Turner	P Boyes	Moved
Maori & Pasifika	Theodora Despotaki	K Turner	C Crompton	Moved
Review & Planning	Claudette Weir	P Boyes	R Penney	Moved

2. School/BOT Review Schedule

- We are now using School Docs for all of our policies and review schedule. These have now been updated.
- Distributed to the BOT for 2018.

3. Principals Report

- Taken as read
 - A digital technology team has been established to work with David Kinane to unpack the draft digital technology curriculum. Part of this is also looking at technology that we will require and seeing which platforms would be needed to drive the technology i.e. ipad vs chromebook.
 - There was an accident on the spinning ladder part of the playground when a year 6 child fell off. After investigating, the piece of apparatus is compliant. Teachers have been asked to take out their classes to inform the children the correct way to play on the equipment.
 - Staffing usage is going to be slightly higher than first predicted when our NE class begins. Approval for the enrolment of international students in the senior school is sought.
- Approved.**

4. Maori & Pasifika – T Despotaki

- Self Review is ongoing - updated – to be re-circulated to the BOT
- Seeking Maori representation on the BOT. Suggestions made. K Slater-Brown to follow up.
- A cultural assembly was held last week. There were 39 different countries represented.
- There is a need for us to concentrate on NZ culture i.e. Treaty of Waitangi / Maori Language Week / Matariki – also a need for some staff to learn.

5. School Charter – K Slater-Brown

- Distributed to the BOT for ratification. Moved: K Turner Seconded: C Crompton **Ratified.**
- A parent meeting on 21st Century Education will be scheduled with David Kinane in attendance
- A parent survey will be held after the meeting. K Turner/K Slater-Brown will work together on the preparation of the survey

6. Committee Reports

Property – R Penney

- Property Report distributed to the BOT.
- Playground shade – quotes discussed. Nova shades preferred. PTA funding.
- A/C units – still waiting on 2nd quote. This will be a BOT expense. The further quote will be sent to the BOT on receipt.
- Bag storage R18/19 – booked in for next week. Memorial plaque to be resituated.
- Fitness track – Quotes and planned layout shared with the BOT.

- 5YA Project Progress – meeting held with K Slater-Brown, R Penney & Steve Waters. Draft layout shared with the BOT.
- Windows in R10/11 – builder required – R Penny to contact G Rimmer
- Insulation – quotes coming
- Carpet R2 – needs repairing. R Penney will request a quote to replace with carpet tiles
- Windows Rooms 1-5 – replace with solid windows when the a/c units are installed and the winding gear at the rear of each rooms will also be fixed

Finance – P Boyes

- The draft 2018 budget and CAPEX was shared with the BOT - points of interest highlighted. **Moved: K Turner Secoded: P Boyes. 2018 Budget approved. Capex to be approved at our next BOT meeting.**
- P Boyes will prepare a letter to be sent out to families reiterating the tax benefit of paying school donations by 31 March each year and exactly how the money is spent.

Marketing – V Wu

- A Chinese Celebration day has been held in conjunction with Barfoot & Thompson, Howick.
- Barfoot & Thompson made a donation to the BOT of \$1000 and a further \$354 donation from the food and game stalls.
- V Wu will send a letter of thanks to Barfoot & Thompson on our behalf.

Meeting closed at 9.21 p.m.

This is a true and accurate record of the B.O.T. meeting held on Wednesday 28 February 2018.

K Turner
BOT Chairperson