



Buckland's Beach Primary School

Board of Trustees

Minutes

Thursday 22 March 2018

1. Administration

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

1.2 Apologies: N/A

1.3 Visitors: M Rowlands, C Daniels-Sanileva

1.4 Confirmation of Minutes

- That the Minutes of the meeting held on Wednesday 28 February 2018 be confirmed.

•T Despotaki

•K Turner

Matters arising:

- Consideration of another person attending the conference in New York – not the best option at this time.
- 70% of budgeted school donations already received.

1.5 Declaration of Interests: N/A

1.6 Correspondence

THAT the Inwards and Outwards Correspondence be received.

Welcome to Camille Daniels-Sanileva, invited to our BOT meetings as a representative of our Maori school community. Camille is given full speaking rights for our meeting this evening as well as any future meetings she may attend.

2. School/BOT Review Schedule

- The Review Schedule is still being discussed with staff before it is shared with our parent community.
- The Finance Policies have been reviewed by the finance committee and are ready to be uploaded into School Docs with changes made.
- As a guideline only, any donation from the BOT for staff leaving gifts will be increased to \$20 per year of service.
- Home Learning Review – this will be sent out to parents via a link in our next newsletter for consultation.

3. Maori & Pasifika – T Despotaki

- Welcome to Camille and thank you for accepting our invitation to join us.
- We need to learn how we can better meet the needs of our Maori & Pasifika children.
- Our working document will be sent to Camille. This document is updated at each meeting.
- Our Kapa Haka will be performing at the Family Fun Night.
- We have sent out invitations to Whanau of our Maori students inviting them to a Hui. Out of 13 invitations sent, we received only 4 responses. A discussion was held on what other ways we could meet with our parents.
- Macleans College are sending us students to help with our Kapa Haka. More parents are assisting on Friday afternoons with our Kapa Haka students. We are looking at starting a junior Kapa Haka group.
- We have one teacher currently studying Level 3 Te Reo and another teacher enrolling in further Te Reo study.
- An idea “how could we achieve televising our daily notices incorporating Te Reo?”

4. Principals Report

- Taken as read.
- Our first round of PAT assessment results are being calculated. Comparing to last years results there is an improvement. We will re-test again at the end of 2018.
- Our PB4L offences chart was shared. Behaviour is looking good.
- M Rowlands is meeting our new staff weekly as part of their induction process.
- The senior management team has met with David Kinane as a prelude to working with the Digital Technology Team. Report back at a later meeting.
- Senior management along with K Turner attended a Sir Ken Robinson seminar recently. It was very inspirational. K Turner will be coming in to speak with teachers in May about future education practices and changes.
- Assurances: The EEO policy, police vets for non-teachers, the understating for minor and moderate injuries, the length of the school year and the risk management policy are all being adhered to.
- Our school roll is currently stable at 429. The New Entrant class will begin at the start of Term 2.

5. Committee Reports

Finance – P Boyes

- We have received \$2000 less Baycorp fees towards our NZMEC outstanding debt. P Boyes spoke with Baycorp on 22 March who advised her that a demand letter was sent to NZMEC on 16 March. Ongoing.
- February finances shared with the BOT.
- CAPEX budget for 2018 discussed. **Approved - Subject to the capex for property that is approved at this meeting being added in.**
- Approval is sought to submit a grant application for \$10,810 to the Howick Local Board, Auckland Council to cover the equipment stations as part of our fitness track extension project. **Approved.**

Property – R Penney

- Another quote from Shade Systems has been received for the shade over the playgrounds. The cost is \$58710 including the consent plus GST. They will be able to install the sail during the September/October school holidays. This is a fully funded PTA project. There

would be an additional cost for dismantling it at the end of the season and storing it over the winter periods. **Approved to accept the quote from Shade Systems.**

- The spouting/downpipes job is due to be completed by the end of May 2018. This will be funded by our 5YA money.
- The carpet in Room 2 is in need of replacement. R Penney will contact Ian Hunt Flooring to replace the carpet with carpet tiles. They also need to return to complete the junior rooms. **Approved to replace R2 carpet with carpet tiles. \$2k.**
- Upgrade for Rooms 1-5: All rooms require whiteboard cupboards. There is already money in the Capex for this. **Approved.**
- Hvac vs Heat pumps: After a discussion on heat pumps vs Hvac systems the BOT approved the purchase of heat pumps for Rooms 10, 11, 13, 14, 15 & 16. The BOT agreed that classrooms need to be brought up to a minimum standard and that these classrooms were being hindered by the summer heat and the winter cold vs other classrooms that already had heat pumps installed. Hence the BOT decision to purchase heat pumps with urgency for health & safety reasons. **Approved \$24K.**
- Insulation in the middle school classrooms: After more investigation we have discovered that we do have batts in the ceilings over the prefabs so insulation is only required underfloor. Both quotes were shared. **Approved \$10k.**
- It was approved to contact Harrison's for both the heat pumps and the insulation and to negotiate on the price.
- Carpark asphalt/concrete: The quote that we received was discussed. **Approved \$9300 plus GST.** The footpath by the side of the hall will be removed and line painted for foot traffic instead.
- Other maintenance work in progress: Hedge and tree trimming due to happen in the next couple of weeks, vinyl room numbers due to be installed, school signage is ready, cesspits to be cleaned, cherry picker to be hired to fix the flag pole and maintenance to the rugby posts.

Marketing – V Wu/K Turner

- Communication to our school community is paramount.
- Our new facebook page is underway. This is an open page for everyone to see however only admin, at this stage, have the rights to publish all posts.

Review & Planning – C Weir

- Minutes of the Health & Safety Meeting held on 28 February distributed.
- A potential hazard of blind chains has been investigated and it was found to be unnecessary to have them fixed.

Meeting closed at 7.19 p.m.

This is a true and accurate record of the B.O.T. meeting held on Thursday 22 March 2018.

K Turner
BOT Chairperson