

## **Newtown School Board of Trustees**

### **Meeting minutes**

Wednesday 29 August 2018, 6.30 pm, school staffroom

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Present: Mark Brown, Annette Gittos, Julie Bennett, Lucy Kebbell, Kelvin Harper, Victoria Esson, Daniel Petersen, Miriam Swanson, Shelley Tyson (items 1 - 5) and Jo Gould (minutes).

Apologies: none

#### **1. Karakia**

#### **2. Previous Minutes and Actions**

The minutes of the 25 July 2018 Board meeting were approved and the action items were discussed and updated.

#### **3. Conflicts of interest**

None declared

#### **4. New co-opted member**

The Board agreed unanimously that Miriam Swanson be co-opted to the Board until the next Board elections in 2019.

**ACTION: Kelvin to set up Miriam on google docs.**

**ACTION: Annette to provide Miriam with Trustee Induction.**

#### **5. New build and Official School Opening**

Annette and Mark provided Shelley and Miriam with some background information on the issue of the handrail on the second floor. According to the architect, the handrail is necessary to keep the design of the balustrade structurally sound, and it has been consented. The Board was concerned about the safety of the handrail in the school environment, so engaged an independent report from workingwise to understand possible risks and mitigations. A survey of staff has also been conducted, which identified

12 incidents involving risky behaviour of students associated with the handrail and balustrade. The school building is owned by the Ministry of Education, and the Ministry is comfortable with the building design as it has a current code of compliance.

The Board agreed that when any student uses the handrail inappropriately, it must be recorded as a serious incident, which can be passed on to the Ministry.

In the meantime, Annette will write to the Ministry (Kim Shannon, Deputy Secretary/Head of Education Infrastructure Service) with the data and documentation, outlining concerns and the mitigations the school is taking, and asking that the Ministry come up with a solution to reduce the risk to the students as a matter of urgency.

**ACTION: Any incidents involving the inappropriate use of the handrails on the second floor to be recorded as a serious incident.**

**ACTION: Annette to draft letter to Kim Shannon at the Ministry of Education outlining concerns with the handrail and asking for a solution as a matter of urgency.**

The issue of the purple box structure on the ground floor not having a fall barrier is being addressed by the architect.

7 September 2018 has now been confirmed as the amended completion date for Stage 2 of the school development. The final design for caretaker's shed is with the architect. The staff toilets in old Whanau Tui space will be operational soon.

The automatic doors at the main school entrance on Riddiford St remain closed for student safety. Options being considered include not allowing anyone to exit between the hours of 9am and 3pm, with people being able to enter in a staged manner (so that the first set of doors will have to close and lock before the second set of doors into the school courtyard will open). Wristbands for some children were mooted by the design team as a potential option which will deactivate the doors when the child comes close. Board members did not view this as appropriate or an effective solution. Mark clarified that the doors will open if the fire alarm is activated.

A list of "teething issues" is with the builders - they have a year to put things right. There has been an issue with the heating, with most classrooms being overheated, so the temperature setting has been

reduced. The windows are automated, but staff should be able to open them. Hooks for school bags have been ordered.

The school has made an official request for the Minister of Education or Prime Minister to formally open the new school. While possible dates are 17 and 24 September, the actual date will only be confirmed 7 to 10 days beforehand. The event will be formal, celebrating who we are as a school, and involving past and present students. Mark discussed a draft programme, based on the powhiri held for ERO, with a "fun", carnival element. Senior students to take a key role, perhaps showing guests around. FANS would like to be involved as well. Need a Plan B for wet weather. Invitees could include the mayor, local city councillor, previous Board of Trustee members, and leaders from the various ethnic groups represented at the school.

**ACTION: Mark to prepare guest list. Mark and Lucy to work with FANS on the school opening program.**

## **6. Swimming Pool**

As part of the decisions on the Ten Year (Long Term) Plan, the Wellington City Council recently approved \$500,000 plus GST to fund the refurbishment of the school pool. Conditions apply to the funding, including reporting on the usage of the pool, encouraging early education institutions to use the pool, and that the project be completed (or nearly completed) by June 2019. The project manager - Ashbys - has been notified. Mark acknowledged the support of the officials from the council, who helped to get us over the line.

**ACTION: Mark to provide Board with a timeline, with milestones, for the pool upgrade so that the Board can track progress of the project.**

## **7. Principal's report**

Mark tabled his monthly report to the Board. Items discussed included:

- Market - discussions with Damian and Steve about cleanliness and MOU. Any damage to the school caused by the market stall holders would have to be put right. Two years, renewable. The Board reiterated that there needs to be a process to sort out the cleanliness issue. There should be a clear expectation that market organisers need to stay on Saturday and ensure that the site is left clean. The process of considering a renewal or tendering option for the lease of the grounds for a Saturday market is underway.

- There is the potential for a two day strike to take place by union members as part of the ongoing employment contract negotiations with the Ministry. If this happens, the Board agreed that the school would need to close as there would be insufficient staff to supervise the students.
- Televisions and other equipment have recently been stolen from the building site that occupies the previous Tui whanau space. Naylor Love has been in contact with the Ministry of Education about the incident. There doesn't appear to have been any sign of forced entry. The school's insurance may have to cover the costs of replacing the items if the building contractor's or the Ministry's insurance won't cover it.
- The goal in the annual plan of reducing the number of reported classroom and playground incidents - rather than focusing on reducing the reporting of incidents, the emphasis should be on reducing incidents. In the context of PB4L, more emphasis could be placed in reporting of the incidents, to capture information on trends (etc).
- Behavioural Incident Report - the draft report Mark had circulated came from a Ministry template. There was a suggestion for an additional field - to cover what contact had been made with the child's (and the victim's) parent/caregiver. The Board observed that the form covers behavioural incidents, but health and safety incidents (including near misses) also needed to be recorded. The school also reports minor and major incidents as part of the PB4L process. There is a need to make it simple and easy for staff to record incidents, and staff need to be clear about what needs to be reported. The wording on the forms is important.

**ACTION: Invite Trish to present to the Board at the September meeting about incident reports available on the new health and safety system.**

**ACTION: Revisit the issue of reporting incidents (behavioural, health and safety, and minor/major incidents under the PB4L framework) to ensure that there is a simple recording and reporting process in place.**

- MOE guidelines on standowns and suspensions - Board members should be familiar with these guidelines so they are aware what role they play.

## **8. Communications Strategy/Plan**

Lucy, Trish and Mark have met and updated the communications strategy. The updated draft strategy and plan has been circulated to Board members for comment. The new school values have been integrated, there is more clarity about who is responsible for communications, and there is a focus on cultural inclusiveness and accessing hard to reach families.

**ACTIONS:** Board members are encouraged to read the draft communications strategy and make (or suggest) any necessary amendments, with a view to finalising the document at the September Board meeting.

## **9. Finance**

The Board noted expenditure for the month of July 2018 of \$84,371. The year-to-date expenditure was \$569,868, against a (year end) budget of \$887,913. Year-to-date income was \$517,072, against a (year end) budget of \$797,152. Administration costs have been tracking well over budget, but everything else is tracking well. The projected year-end deficit is likely to be favourable.

The FANS balance is still \$608 - the mural fee has not yet been reimbursed to this account.

**ACTION:** Mark to arrange for a journal entry to transfer the mural fee back to the FANS account.

The Board approved unanimously to underwrite the mural proposal (for around \$4,500) from Ellen Coupe while grant money is sourced, to secure the artist for the project (moved Victoria, seconded Annette). Any impact this could have on possible grant funding applications would need to be considered before the painting of the mural progresses.

Carved pou - or perhaps a mauri stone to be carved - were also options for new art work for the school. Daniel will have a chat with Fraesar about this.

Victoria and Mark will shortly be meeting with Education Services to discuss the draft budget for next year. The plan is to have the draft budget with the Board for consideration at the October meeting.

BDO has been in contact around next year's audit. The Board confirmed BDO as auditor in line with their contract for services (52 audit hours at a cost of \$7844).

## **10. Committee reports**

*Maori medium*

Daniel reported that:

- The children are settling in well. They are likely to create a mural in their new space.

- One of the parents has offered to assist with funding applications.
- The students are looking to go on the Māori Language Parade in Wellington in early September, as part of Māori Language week.
- They are considering taking the children to Te Matatini kapa haka festival, which next year will be held in Wellington.
- He plans to step down from the Board next year, and is trying to find another whanau member to step up.
- The Māori name for the school means a lot to the whanau.

Lucy mentioned that the FANS book week is coming up next term, and it would be great to have a reading in Te Reo. Daniel will approach the whanau for an expressions of interest.

The website still needs to be updated to include more information about Ngati Kotahitanga.

**ACTION: Update the website to include more information about Ngati Kotahitanga.**

#### *Policy*

Lucy reported that she is having a look at the School Docs system. There looks to be quite a lot of up-front work loading relevant policies into the system.

#### *Fundraising*

Lucy reported that she is applying for funding for a new basketball hoop for the school.

The Board resolved that a request be made to Four Winds Foundation Ltd for funding for the amount of \$4376 (incl GST) for a basketball hoop for the school grounds.

#### *Health and Safety*

Julie reiterated the need to get the incident reporting up and running. A simple reporting system is needed, which can be reported back to the Board. Trish is working on this. The Board has a clear expectation for staff that they need to be reporting health and safety incidents, including near misses.

The hazard audit on the new building has been completed. This needs to be inputted into the new health and safety system.

Victoria mentioned that she has a colleague who is passionate about health and safety, who may be willing to come and talk to staff. The Board agreed that this would be a good idea.

**ACTION: Victoria to see if her colleague is willing to come and talk to staff about health and safety.**

*Dyslexia*

The Dyslexia working group met to discuss the draft report prepared by Sally. The committee has provided feedback, and expect to see the next version of the report in time to discuss at the September Board meeting.

**ACTION: Sally to update the Learning Difficulties report to reflect feedback received, in time for the Board meeting in September.**

*Property*

Repairs have been completed to the playground matting. Mark indicated that there are a few areas that he is photographing, so if any further issues arise they can be addressed within the warranty period. There was a question about whether the new slide will be installed (from the playground down to the new asphalt area). Mark needs to check the original quote to clarify if this was covered in the cost.


**11. Any other business (including correspondence)**

Mark has responded to the email from ERO, following up on the 2017 review and actions.

**12. In-Committee**

The Board moved into committee at 9:26 pm to discuss personnel and other matters. The Board and moved out of committee at 9:36 pm.

Next meeting: 26 September 2018

 26/9/2018

