



Board of Trustees Meeting 6th August 2018 at 5.30pm

Present: Peter Flint, Mary Tait-Jamieson, Michael Rall, Nathan Smith
Lisa Hickling, Stephen Lane

Guests: Marlis Resenterra (Finance Report)

Minute Taker: Cathy Donnelly

Apologies: Clayton Bunning, Olaf van der Beek, Louise Gawn

Meeting opened at 5.30pm

Opening and Verse read by Mary Tait-Jamieson

Confirmation of Agenda – no further points to add but Previous Minutes omitted from agenda, subject to that omission being corrected, agenda agreed.

Previous Minutes:

Proposal to approve the minutes of 19 th June		
Proposed: Nathan	Seconded: Lisa	Carried unanimously

Matters Arising:

- Sheryl Jenkins resignation from fulltime position – address in Principal’s report.
- Facebook Community Page – Cathy will update later in meeting.

Correspondence In: Read and tabled

Correspondence Out: None

Finance Report:

Marlis welcomed to the meeting at 5.45pm.

Report read and tabled by Marlis.

- Final Management Letter from Auditors BDO produced. Marlis advised that we had asked for a few comments to be removed but this hasn’t been actioned. The BDO staff member who had conducted the audit had moved on and it was felt it would be a long arduous task with cost implications to pursue the points. Marlis suggested the BOT accept the letter in the current format.

Proposal to accept the BDO Management Letter		
Proposed: Nathan	Seconded: Mary	Carried unanimously

- We had successfully applied for a grant from TECT and had been approved for the sum of \$10,000 which was great news. Marlis will now take steps to accept the quote for the new alarm and begin the process for installation which would be a huge relief to all as the current alarm system is inadequate and compromised the security of our school.

- With regard to budgets and accounts, there were no major concerns at the moment. Tracking well.
- Marlis talked about comparison data from Ministry of Education and summarised her findings to date.
- Pledge overview – Marlis advised current position and that comparing to last year we were approximately \$10,000 down. She has been in touch with families that are yet to meet their promise of deeds and it was an ongoing process to work with those families. Mary confirmed that she herself had been calling families too with suggestions of pledge deeds that could update their pledge position and reduce the running costs of the school.

Principal's Report:

Read and tabled by Mary, no questions had been received.

- Attendance – Ministry of Education has been pushing for information and as a school we are continuing to highlight the issue of regular and prolonged absences during term time. Michael Rall has implemented a system so that parents can be transparent and have conversations around this area with the school and this process would continue to highlight the issue. The point had also been incorporated into special character meetings so that this dialogue could continue.
- Planning and Reporting Compliance. Change of terms from Charter to Strategic Plan. Mary felt that we were already working in these guidelines but acknowledged that a greater focus was on equity and excellence. Mary will continue to get feedback and gauge how other schools were reacting and implementing this and would report back to the BOT. It was also suggested that this could be addressed in the parent survey by asking a question on equity of achievement and access to resources.
- Staff wellbeing – tracking along. Extra release days were still being accommodated and received well by teaching staff. Mary stated that she now had extra support in Class 1 from a teacher aide and was hopeful that this could continue.
- With regard to the question raised earlier re: Sheryl's resignation she will not be leaving the school but moving to a different role. Her hours will be reduced to a one day per week position and will focus on mentoring and support for staff. She will also remain on the WST Board so we would still see her around regularly. Staff were thinking of ideas of how to celebrate Sheryl's service to date, so the matter was in hand.

BOT/Governance:

Planning Report Guidelines

- Parent survey – discussion around this. Cathy had sent an email late in the day about getting this back into the Board's focus.
- Agreed that Nathan would have a review of the current survey and feedback if any changes are needed. Mary suggested the addition of a few questions around targeted learning for cohort groups and pledge. Discussion too around screen time/social media and how this sits with our special character. Perhaps a good idea to address this in the staff survey, ask teachers to what extent they felt screen time exposure was impeding learning for those children.
- Staff Wellbeing Survey – ongoing with Olaf overseeing this.

Fundraising

- Mary fed back that the College of Teachers (COT) felt Fundraising has to change. It was becoming too strenuous and causing tension for staff and for families. A suggestion had been raised around school banking and this idea was summarised for the BOT. Mary would continue to discuss it with the COT and the idea to bring it the fundraising forward and

incorporate a banking program at Class 3 so that they could do it as part of their money main lesson. COT had indicated that they were happy to keep the sausage sizzle.

- Mary reminded us the Steiner idea that whatever the answer is now, it could still turn out wrong, so we bear this mind and stay open to change.

Facebook

- Cathy updated that she had held a meeting with the current Parent admins of the community page and it had been useful to gauge what their ideas were. The idea in theory was that it was now maybe time for an official school Facebook page and the community page could continue to run serving their own purpose. Going forward Cathy suggested she sound out some ideas with Lisa as a member of the Board before reaching a final conclusion.

Industrial Action

Discussion around proposed industrial action next week, strike action for Primary School Teachers and Principals. There was hope that a resolution could still be reached but in the meantime the BOT would need to decide about closing the school for instruction should the strike go ahead.

- Only one teacher is non-union which would leave us with one staff member for 200 children.
- Options to consider, would the BOT members be asked to hold the fort, but due to numbers of staff v adults and work commitments of BOT members this would not be feasible.
- Final option is to close for instruction.

After some discussion the BOT proposed to close the school for instruction on Wednesday 15th August 2018

Proposal that assuming the planned industrial action goes ahead on 15th August 2018, it is therefore proposed that, for the reasons of Health & Safety, the best interests of the children will be served by closing the school for instruction.		
Proposed: Peter	Seconded: Stephen	Carried unanimously

- The Strike will be operational from 7am – 7pm on Wednesday 15th August 2018. No teachers will be permitted to be on site during those times.
- For clarity, support staff who are not teachers and not affected by the strike action will perform duties as usual on this day.

Mary and Michael were invited to leave the meeting at this stage so that the BOT members could discuss the matter further and agree on an impartial press release.

Press Release:

As you are no doubt aware the NZEI union have proposed industrial action on the 15th of August. As a board we support the legal right of our teachers to take this action to help ensure that their concerns and challenges, that we also recognise, are valid are listened to. We also understand the fiscal challenges that are on the other side of the table and encourage both sides to continue dialogue and to come to a fair and reasonable position as soon as possible that negates the need for the proposed strike action to continue. As nearly all of our teaching staff are part of the union, the Board has made the decision to officially close the school on the Wednesday 15th August 2018. As the school will be closed, please ensure your children have alternative plans in place for that

day. We acknowledge the inconvenience that this may cause parents and caregivers, if you have any concerns please discuss this with myself rather than the Principal or teachers.

Peter Flint - Chair Board of Trustees

peterflint@islandstone.co.nz

- Agreed this statement will be printed in the Wednesday Window this week and a copy in a letter format will be send electronically to every parent in the school.

Any Other Business - None

Meeting finished 6.45pm

Next meeting date: Tuesday 18th September 2018 5.30pm

ACTION LIST:

Subject Area	Item	Name
Principal's Report	Planning & Reporting Compliance; equity and excellence, seek feedback from other schools and Principals as to their approach.	Mary
Governance	Community Survey – Nathan to review old survey and see what amendments needed and re-draft if necessary.	Nathan
	Mary to liaise with Nathan and provide suggested questions on areas discussed. Equity and Pledge	Mary
	Facebook – Cathy and Lisa to liaise to discuss ideas and reaching a conclusion	Cathy/Lisa
	Industrial Action – wording to be inserted into the Wednesday Window, and formatted into a letter to be sent electronically to every parent.	Cathy to draft

Approved as true and accurate: 18 September 2018