



Minutes of Parakai School Board of Trustees Meeting

Date: *Wednesday, 11 December 2012*

Time: *6:00pm*

Venue: *Meeting Room, Admin Block*

Present: *Sean, Brian, Marama, Des, Kirsty, Rosemary, Kirsten, Geoff, Rowena*

Apologies: *Brian, Nicky*

Curriculum Reports to the BOT

English, PE and Health, Mathematics, Science and Maori Medium curriculum reports to the Board submitted.

Reading recovery report tabled.

Minutes of Previous Meeting

The minutes having been circulated earlier were taken as read and approved.

Kirsty/Kirsten Carried All in favour

Matters Arising

Correspondence In and Out

Nil

NAG 1: (Curriculum/Student Achievement) - Sean/Rosie/Kirsty/Marama/Nicky

• ***Strategic Plan Evaluation (Principal Report)***

As tabled.

What have we done, and where do we go to next? Review of 2012 priorities for 2013. Board will provide feedback to Sean regarding the Strategic Plan.

NAG 2: (Documentation and Self Review) - Sean/Marama/Brian/Kirsten

- **Elections - Promotion**

Ideas for promoting board elections discussed. Des to make mention at prizegiving and to introduce those who are standing again.

Kirsten/Kirsty Carried All in favour

NAG 3: (Employer Responsibilities) - Sean/Rosie/Des/Brian

NAG 4: (Financial) - Sean/Brian/Kirsty

NAG 4: (Property Management) - Sean/Geoff/Des

- **Finance Report**

Nil

Kirsty/Des Motion carried All in favour

- **Change of Signatory for Cheques and Fastnet**

Following the resignation of Brian Petersen, it is necessary to approve a third signatory for cheques and Fastnet. Des Ross was elected as the third signatory for cheques and Fastnet as from the date of this meeting.

Kirsty/Marama Motion carried All in favour

- **Draft Budget 2013**

1st Draft budget for 2013 submitted.

- **MUSAC - Edge sign up**

Online process of entering data.

Des/Kirsten Motion carried All in favour

- **SNUP**

We have approved stage 1 of 5 to ITORQUE for planning. Ministry will then seek tenders to do the job within the school.

- **Property Update**

Awaiting for Wormald to pass changes made to fire alarm system. Sean has applied for an extension for Code of Compliance to be finalised.

NAG 5: (Health and Safety) - Sean/Geoff/Kirsten/Nicky

- **Hazard Checklist:**

Nil

- **Holiday Property Maintenance:**

Mobile scaffolding to be purchased. Holiday painting will be done throughout the holidays and paid from Cyclical Maintenance funding. Old RTLB and front of Admin office to be painted.

NAG 6: (Legislation) - Sean/Kirsten/Kirsty

General Business:

National Standards completed in November. Data to be collated and presented at next meeting.

Principal's Report

As per Strategic Plan

Staff Representative

Wonderful Santa Parade, lots of parent helpers on the day

Kaipara Athletics held with 40 students attending

Graduation Lunch for Year 8 held last week

Reports completed and ready to be sent home

To encourage students to attend prizegiving, those students who attend prizegiving will have a water fun filled day on Thursday

Certificate Assembly followed by Parent Helpers morning tea

Prizegiving to be held tomorrow night

Sean Moodley from Edtech presented with a box of chocolates for the services he has given to the school.

Rosie moved Staff Representative Report be accepted

Kirsten/Marama Motion Carried All in favour

Next Meeting: TBA

Meeting Closed: 7.00 pm

Minutes certified as true and correct:



Board Chairperson



Minutes of Parakai School Board of Trustees Meeting

Date: *Wednesday, 28 November 2012*

Time: *6:00pm*

Venue: *Meeting Room, Admin Block*

Present: *Sean, Brian, Marama, Des, Kirsty, Rosemary, Kirsten, Nicky, Geoff, Rowena*

Apologies: *Brian*

Curriculum Reports to the BOT

The Arts: Visual Arts, Dance and Drama, Social Sciences, Technology curriculum reports to the Board submitted.

Minutes of Previous Meeting

*Fixed term contract for Ngawini Shortland will be extended to June 2013.
Discussion regarding excluded student. Letter forwarded to Ministry had no effect.
Parakai School directed to accept excluded student. Behaviour slightly shaky during first week here due to support not put in place. Sean has since spoken with the student regarding consequences for behaviour, slight improvement with behaviour, certainly knows what consequences are about.*

The minutes having been circulated earlier were taken as read and approved.

Kirsty/Des Carried All in favour

Matters Arising

The noticeboard still needs to be put outside the Learning Centre.

Correspondence In and Out

As tabled

The correspondence report having been circulated were taken as read and approved.

Kirsten/Nicky Carried All in favour

NAG 1: (Curriculum/Student Achievement) – Sean/Rosie/Kirsty/Marama/Nicky

- ***Increasing the Roll***

Classes have been set up for 2013. School roll starting at 151, with a further 6 starting earlier in the year. ERO report and new goal posts to be made known to media.

- ***Presentation of Trophies and Prizegiving***

Board members to hand out trophies at prizegiving. Chairperson to prepare speech and make mention of upcoming Board elections for 2013.

NAG 2: (Documentation and Self Review) – Sean/Marama/Brian/Kirsten

- ***Confirmed ERO Report***

Confirmed report from ERO received. Thanks to Des for making minor amendments, which were readily accepted by ERO.

Kirsten/Kirsty Carried All in favour

- ***Board Elections 2013***

The date for Board elections will be 30 May 2013. The appointment of Robyn Taylor as Returning Officer is approved.

Kirsty/Geoff Carried All in favour

NAG 3: (Employer Responsibilities) – Sean/Rosie/Des/Brian

- ***Principal's Appraisal***

Tabled.

NAG 4: (Financial) – Sean/Brian/Kirsty

NAG 4: (Property Management) – Sean/Geoff/Des

- ***Finance Report***

As tabled.

Kirsty/Marama Motion carried All in favour

- ***School Donations 2013***

Discussion regarding increase of School donations for 2013 to be:

Individual \$80.00 Family of 2 or more: \$120.00

Reminder letter to be sent out to parents at end of Term 1 and Term 3 and direct debit form to be an option also.

Direct debit form for school fees only and for other purchases to be at Sean's discretion.

Kirsty/Marama Motion carried All in favour

- **5YA Project Managers 2013**

Property meeting attended by Sean and Des, provided names of Project Managers Ministry not funding asphalt and playgrounds. Ministry will provide funding for modernisation of learning environments. Check what other schools have used their funding for.

- **Property Update**

Awaiting for Wormald to pass changes made to fire alarm system.

- **IT Update (SNUP): Change of Contractor**

SNUP - School Network Upgrade Programme (improving the cabling and enabling it to run fast using fibre optic).

The cost of the programme will be \$120 per student or approximately \$18,000 which is 20% of the total cost and will be incorporated into the Property budget.

The Board are in favour of the process.

Remote connection to each teachers laptop regarding any problems can be messaged to Softpro and can be fixed remotely

Contract received from Softpro as tabled.

Fibre option proposal for \$120 per month received. Whole SNUP upgrade included. Proposal to be discussed. Tendering process to commence when plans have been approved by Board.

Edtech's contract will not be renewed and proposal from Softpro will be accepted.

Des/Kirsten

Motion carried All in favour

- **Report and Review of Show Day**

Suggestions for next year's Show Day was discussed.

Schools to hold Show Day at Show grounds. Kaipara Show Day to be held on same day

End of Term 3 for Show Day to be held

No pets, but just lambs and calves

Introduce baby chickens to be raised by students, keep diaries of raising their chickens.

Show Day went really well. Early auction worked well. People stayed longer, weather was fantastic!!

NAG 5: (Health and Safety) - Sean/Geoff/Kirsten/Nicky

- **Hazard Checklist:**

As tabled.

Shade sails to be repaired - Contact Shade Sails to remove sail for repair.

NAG 6: (Legislation) - Sean/Kirsten/Kirsty

General Business:

SLST unit being disestablished. Kathy has accepted position at Kaukapakapa and Sue will be opting for Long Service Leave. She will be tendering her services to local schools. Excellent support to students who do not make the criteria for Ministry funding.

Farewell to be held at The Corridor Bar for all staff from the Kaipara district to attend on 6 December starting 4-6pm.

Very good camp held at Highams Beach. Local family provided dinner and utensils for one night at camp.

Principal's Report

As tabled.

Items discussed:

Tamatane programme is a group of year 8 boys transitioning to Kaipara College

Wahine Rangatira programme is a group of year 8 girls transitioning to Kaipara College

Junior and Senior Cafe evenings, at end of evening hand stickers to parents to prioritise what would be the most important events discussed throughout the evening.

Snap shots ask a series of questions online - monkey survey

Sean moved Principal's Report be accepted

Des/Kirsty Motion Carried All in favour

Staff Representative

- *Star testing eastle and maths junior assessment in maths, running records all completed*

- *Stardome trip were very successful for both Juniors and Seniors, Kirsten made mention of student's behaviour while on a walk up One Tree Hill. Represented Parakai School really well. The students behaved very well in front of all people.*
- *Chaplain Mike brought in his telescope for students to use*
- *Class and individual photos taken*
- *Solar eclipse viewing with special glasses a huge success*
- *Norwest's Got Talent: 2 girls performed at the Norwest Talent Quest.*
- *Athletics Day held and a group of students will be travelling to Waimauku School on Friday*
- *Teachers professional standards appraisal, each staff member given half a day to complete over the last few weeks.*
- *Road patrol visited Waiwera Pools, again well behaved children*
- *Santa Parade to be held on Sat 1 Dec*

Rosie moved Staff Representative Report be accepted

Nicky/Marama Motion Carried All in favour

Next Meeting: *11 December 2012*

Meeting Closed: *7.50pm*

Minutes certified as true and correct:



Board Chairperson



Minutes of Parakai School Board of Trustees Meeting

Date: *Wednesday, 24 October 2012*

Time: *6:00pm*

Venue: *Meeting Room, Admin Block*

Present: *Sean, Brian, Marama, Des, Kirsty, Rosemary, Kirsten, Nicky*

Apologies: *Geoff, Rowena.*

Minutes of Previous Meeting

ERO have apologised for not having the report available; it should arrive tomorrow.

The minutes having been circulated earlier were taken as read and approved.

Kirsty/Des Carried All in favour

Matters Arising

The noticeboard still needs to be put outside the Learning Centre.

Correspondence In and Out

Nil.

NAG 1: (Curriculum/Student Achievement) - Sean/Rosie/Kirsty/Marama/Nicky

• National Standards - Comparison

Des found a link on the National Standards website that calculates the percentage of students below National Standards in each school. Helensville and Woodhill are in a comparable range with Parakai, although the reporting data is not consistent. Next year every school will have to report in the same way, giving a more comparable result.

- **Rooms 7 & 8**

Val Shepherd is in Room 8 working with the higher level Year 1 students 4 days per week up until lunch time. This enables Jackie to work with the newer students in Room 7.

- **Show Day**

Preparations are continuing. There are not as many auction items as previous years.

NAG 2: (Documentation and Self Review) - Sean/Marama/Brian/Kirsten

- **Charter Goals**

The Board reviewed the Charter Goals and selected the following 5 to focus on over the next year:

- *E-Learning.*
- *Implementing balanced programmes which meet NZ Curriculum Guidelines (2010) and cater for all.*
- *Character building and values education will be used to foster a positive school climate.*
- *Provide learning experiences based on the Inquiry model.*
- *Student's and staff's strengths are acknowledged, valued and nurtured.*

NAG 3: (Employer Responsibilities) - Sean/Rosie/Des/Brian

- **Staffing 2013**

Rachel Seakins has confirmed she will be returning to work at the beginning of 2013. Ngawini Shortland is on a fixed term contract that finishes at the end of the year. Another fixed term contract will be offered to her; Sean will inform the Board what the length of the contract will be. Shirley Armstrong will finish at the end of the year.

NAG 4: (Financial) - Sean/Brian/Kirsty

NAG 4: (Property Management) - Sean/Geoff/Des

- **Finance Report:**

As tabled.

Kirsty/Marama Motion carried All in favour

- **Banked Staffing**

Banked Staffing will not be made available next year which means there will not be any funding for relievers.

- **School Donations:**

It was agreed that school donations will be increased next year. We will find out what the other local schools charge before setting our donation amount.

- **SNUP Board Approval**

SNUP - School Network Upgrade Programme (improving the cabling and enabling it to run fast using fibre optic).

The cost of the programme will be \$120 per student or approximately \$18,000 which is 20% of the total cost and will be incorporated into the Property budget.

The Board are in favour of the process.

- **5YA Projects**

Coming up for renewal. The Board suggested the following items as initial ideas.

- *New senior playground equipment*
- *Matting under the playground*
- *New Clearlite over the playground*
- *New carpet/lino in the admin area*
- *Curtains and blinds*

- **Property Report Update**

Fire switches have been installed in the Junior block which brings the building up to fire safety standards. We can now get Code of Compliance.

- **IT Update**

Progressing with no major issues.

NAG 5: (Health and Safety) - Sean/Geoff/Kirsten/Nicky

- **Hazard Checklist:**

- *Bird droppings on the Library window ledges.*
- *(See separate Hazard List)*

NAG 6: (Legislation) - Sean/Kirsten/Kirsty

- **5 vs 7 Trustees**

It was moved to elect 7 Trustees at the next Board elections.

Kirsty/Nicky

Motion carried All in favour

- ***Letter from MOE re Excluded Student***

The MOE has written asking us to accept a Year 4 boy who has been excluded from Waioneke School. It was agreed not to accept the boy due to the high number of difficult children already in the Year 4 class he would be placed in.

Kirsty/Des Motion carried All in favour

Tuwharerangi Solomon has been accepted into Helensville School.

General Business:

- ***Rugby Posts***

Rugby posts have been put up on the field. Thanks to Des for his efforts with this.

Principal's Report

As tabled.

Items discussed:

Sean meets with Neil Mahoney on the 5th and 19th of November.

We have had a couple of enquiries from families currently at Woodhill School.

Nicky was thanked for her marketing of the school in the Harcourts flyer.

Sean moved Principal's Report be accepted

Des/Kirsty Motion Carried All in favour

Staff Representative

- *Stardome Trip on 7th November*
- *E-Astel maths and reading tests*
- *Starr tests*
- *JAM - Junior Assessment in Maths tests*
- *Show Day*
- *Class photos on 9th November*
- *School Athletics on 16th November*
- *Roots of Empathy Programme end of Week 5*
- *Camp Tuesday to Friday, Week 6*
- *Travel Wise Day*
- *Staff meetings to focus on professional development in writing*

Rosie moved Staff Representative Report be accepted

Nicky/Marama Motion Carried All in favour

Chairman Role

Brian gave notice at the last meeting that he would be stepping down as Chairman but will stay on the Board until the next elections.

It was moved that Des be appointed Chairman of the Board of Trustees effective immediately.

Kirsten/Kirsty Motion Carried All in favour

Brian said he has enjoyed being on the Board and working with Sean. Sean thanked Brian for his work and contribution to the school.

Next Meeting: *To be confirmed, 2 more meetings this term.*

Meeting Closed: 8.15pm

Minutes certified as true and correct:



Board Chairperson

Minutes of Parakai School Board of Trustees Meeting



Date: *Wednesday, 26 September 2012*

Time: *6:00pm*

Venue: *Staff Room, Admin Block*

Present: *Sean, Brian, Marama, Des, Kirsty, Rosemary, Kirsten, Nicky, Rowena
Geoff (arrived 6.25)*

Minutes of Previous Meeting

The minutes having been circulated earlier were taken as read and approved.

Kirsten/Kirsty Carried All in favour

Matters Arising

Nicky and Sean to work on school information for Show Day flyer.

Correspondence In and Out

As tabled

BOT Training discussed

Des/Kirsten Carried All in favour

NAG 1: (Curriculum/Student Achievement) - Sean/Rosie/Kirsty/Marama/Nicky

- *Assessment Update - National Standards Mid Year:*

STAR Feb to Aug 2012 for Maori, Non Maori, Pasifika, Male and Female Years 3-8 data tabled.

National Standards as at August 2012 data tabled.

Des/Kirsty Motion carried All in favour

NAG 2: (Documentation and Self Review) - Sean/Marama/Brian/Kirsten

- *World Café: Feedback and next things to work on*

Next meeting. Parents mentioned a noticeboard outside Learning Centre. Sean to action.

- *Board Training:*

Board Training free workshops available in Term 4. Training schedule distributed.

- **ERO Feedback Discussion:**

Overall generally happy with the school We need to provide feedback to parents on other curriculum areas. We are a good school, but could do better.

NAG 3: (Employer Responsibilities) - Sean/Rosie/Des/Brian

- **Principal Appraisal:**

Neil Mahoney has distributed questions from Principal Professional Standards to staff and Board members. Neil visited today, final report in December. Total of 7 visits.

- **Ratification of NAG 3 Policies:**

The following NAG3 policies be ratified

Employer Responsibilities (NAG 3) Policy Review	
Staff Development Job Descriptions Disciplinary Procedures of Teaching Staff Staff Appraisal/Performance Management Unit Allocation Classroom Release Time Handling Complaints by Parents Handling Complaints Internally Equal Employment Opportunity Equity	Harrassment Teacher Appointments Employing a Beginning Teacher Staff Induction Staff Leave Role Models Police Vetting of Non Registered Staff and Contractors Teacher Planning Principal Performance Management

Kirsty/Brian Motion carried All in favour

- **Staffing: Room 7**

Increasing numbers of students evident in Room 7 including quite a few younger students who need intensive literacy and numeracy work. Advanced students to be moved to Room 8 with a new teacher during the mornings from 9.00-1.00pm. This should start at the beginning of Term 4. We have enough banked staffing to cover the cost of the new teacher. Val Shepherd has been approached to be the teacher in Room 8 and has agreed to fill this position. Jackie and Sean will work through the hours and days involved with the new position and will be employed on a reliever basis.

Rachael Seakens will inform Sean with a return date.

Te Whare Kakano position to be investigated further, do we keep renewing her fixed term position and how many times can we do this. Another hui to be held with Helensville Maori unit in term 4. Review of Te Whare Kakano to be done at next Board meeting.

Kirsten/Geoff Motion carried All in favour

NAG 4: (Financial) - Sean/Brian/Kirsty

NAG 4: (Property Management) - Sean/Geoff/Des

- **Finance Report:**

As tabled

Brian/Kirsty Motion carried All in favour

- **Property Report Update:**

We have received the Code of Compliance Certificate for the following building work: Construction of new Library and IT Block, and RTL Block. We have received an invoice from IPM for the amount of \$12,524.31 and approval is sought for payment.

OPUS (contracted by Ministry to check existing assets) sent to look at a plan of our school for the next 10 Years and assess the school in terms of repairs, upgrade of roofing, buildings, flat roofs to be replaced,

Des/Kirsten Motion carried All in favour

- **IT Update:**

Transfer of files to new server ongoing. All new screens installed, thanks extended to Kirsten. IT upgrade costs proportioned to RTL unit. Softpro's (Phillip) contract to install server is due to end and will arrange to meet with Edtech before the final contract date expires. Phillip will remotely fix server problems. COWS now connected to photocopier.

Des/Marama Motion carried All in favour

- **Meeting with Craigwell House:**

Meeting held with Operations Manager of Craigwell House regarding flooding of drains between school fields and Craigwell House. Creek running at the back of the field overflowed during heavy rain, Council to be responsible as well. Sean to make contact with Council regarding the problem of flooding in drainage.

- **Show Day and 150th Anniversary Parade**

Show Day will be happening on Saturday, 27 October 2012.

Rowena to organise list of things to do for Show Day and forward to Board members. Hangi to be arranged. Class displays will be prepared on Friday, auction to be started earlier, Kaipara College band to be invited.

NAG 5: (Health and Safety) - Sean/Geoff/Kirsten/Nicky

- **Hazard Checklist:**

Chipped grill, small discussion about water blasting the school, Craig to do throughout the holidays. Ongoing process, roof with moss has died but needs to be removed.

NAG 6: (Legislation) - Sean/Kirsten/Kirsty

Thanks extended to Kirsten for donation of screens and to Nicky for donating paper.

Brian has informed the Board he will step down as Chairperson. Acknowledgements to Brian for doing an excellent job as Chairperson.

Principal's Report

As tabled.

Wes Becroft to be contacted regarding progress of "The Edge" proposal.

Sean moved Principal's Report be accepted

Brian/Des Motion Carried All in favour

Staff Representative

- *Portfolios home, 3 way conferences very successful,*
- *ERO visit*
- *Kaipara Cultural Festival held in September*
- *Kapahaka performed brilliantly at the Powhiri for ERO*
- *Students attended chess tournament and Alan Green came 11th out of 95*
- *Last Friday, whai korero speech competition between the 3 schools*
- *Monday this week, we had the Duffy role model performance with 2 musicians using a variety of musical instruments*
- *Today we participated in the ShakeOut at 9.26am practicing an earthquake drill, and assembled in the playground*

Rosie/Kirsty Motion Carried All in favour

Next Meeting: ***Wednesday, 24 October 2012***

Meeting Closed: ***7.45pm***

Minutes certified as true and correct:



Board Chairperson

Minutes of Parakai School Board of Trustees Meeting



PARAKAI
SCHOOL

Date: Wednesday, 5 September 2012

Time: 6:00pm

Venue: Staff Room, Admin Block

Present: Sean, Brian, Marama, Des, Kirsty, Rosemary, Kirsten, Nicky, Geoff, Rowena

Apologies:

Minutes of Previous Meeting

The minutes having been circulated earlier were taken as read and approved.

Des/Nicky Carried All in favour

Matters Arising

Nil

Correspondence In and Out

Nil

NAG 1: (Curriculum/Student Achievement) - Sean/Rosie/Kirsty/Marama/Nicky

• MUSAC - The Edge:

A presentation of a new MUSAC product to replace the current system was held last week. "The Edge" is a new web based assessment system which will not cost more and is also very user friendly.

Des/Kirsty Motion carried All in favour

• ERO Review and Confirmation of Meeting Times:

ERO meeting times are Tuesday, 18 September beginning with a powhiri at 9.00am, cup of tea, then approximately an hour long meeting with the Board of Trustees. Final meeting will be held on Friday, 21 September at 2.00pm.

• Student Voice:

Met with 9 Pacifica students who have identified their first ethnicity as Pacific.

Discussed with students as to how we could help with their learning. They need to feel valued and comfortable about learning. They talked about the history and being able to express their culture. A cultural day to be held for Maori, Pacific and Asian cultures.

- **Assessment Update:**

National Standard data gathered last week will provide an interim picture on how well we are progressing.

- **Tataiako:**

Staff have gone through Tataiako, Cultural Competencies for Teachers of Maori Learners. One area has been selected under each competency to focus on as a school. Action plans have been developed and will be reviewed mid way through Term 4. The actions put in place should have positive achievement outcomes for Maori learners. More Te Reo in classes is one of the key areas teachers are focussing on as part of the action plans developed for Tataiako. Waananga - communication, innovation and problem solving, Whanaungatanga - relationships (students, school-wide, community) with high expectations, Manaakitanga - values: integrity, trust, sincerity, equity, Tangata Whenuatanga - place-based, socio-cultural awareness and knowledge, Ako - practice in the classroom and beyond - we are all learners.

NAG 2: (Documentation and Self Review) - Sean/Marama/Brian/Kirsten

NAG 3: (Employer Responsibilities) - Sean/Rosie/Des/Brian

- **Principal Appraisal:**

Neil Mahoney has distributed questions from Principal Professional Standards to staff and Board members.

- **Report on Teacher Registration:**

A list of Teacher Registration expiry dates for all teaching staff tabled. Teacher registration to be renewed every 3 years.

Kirsty/Marama Motion carried All in favour

- **Provisionally Registered Teachers Induction Programme:**

Teacher Induction programme involves regular meetings to discuss any concerns regarding staff or children, portfolios etc. Guidance is given with the certification process. In general, support is provided in all areas of the teaching spectrum, minutes tabled and then forwarded to Sean.

- **Performance Management:**

All staff are using the Teacher Inquiry model. Professional Development is provided by SAF. Teachers are becoming more effective at planning and reflecting on their teaching.

- **Report on Salary Increments as a result of a Positive Assessment:**

Two staff members are due salary increments. Professional Development relating to their own performance goals are used in order to meet the criteria.

NAG 4: (Financial) - Sean/Brian/Kirsty

NAG 4: (Property Management) - Sean/Geoff/Des

- **Finance Report:**

As tabled

Kirsty/Brian Motion carried All in favour

- **Property Report Update:**

Robert Palmer has filed forms for the installation of the fire upgrade to the Junior block with the Ministry. Council and Project Manager have met to address the outstanding property projects.

Des/Kirsten Motion carried All in favour

- **Update on School Modernisation:**

Installation of new server and transfer of files have commenced.

Des/Marama Motion carried All in favour

NAG 5: (Health and Safety) - Sean/Geoff/Kirsten/Nicky

- **Hazard Checklist:**

As tabled

New wooden cover for hole near recycling bin

Des and Geoff are discussing options regarding the drainage issues.

Back of Room 3 needs waterblasting

Drain cap outside women's toilet to be fixed

Rock in the back guttering of the library

NAG 6: (Legislation) - Sean/Kirsten/Kirsty

- **School Marketing:**

A marketing flyer was tabled, whereby if you listed your house to be sold with a Real Estate agency, \$1000 will be donated to the school upon sale of your house. We could look at this option in terms of publicising Parakai School and receiving donations. Sean to generate details of the school using Publisher.

General Business:

Parakai School kapahaka having a live in this weekend, starting Friday and ending

Saturday to practice for Kaipara Festival. This may also clash with netball prizegiving.

Security to be arranged and parent helpers organised. Marama to check whether maori wardens can be available for security as well.

Principal's Report

As tabled.

Sean moved Principal's Report be accepted

Brian/Des Motion Carried All in favour

Staff Representative

STAR testing of achievement in reading

Portfolios checked by Sean and will be sent home on Friday to be followed by 3 Way conferences next week

Duffy Theatre showing the importance of reading through singing and acting

Lamb talk of how to care and training of lambs

Crazy Olympics organised and run by Student Leaders.

Cross country organised by Kipa, very well run

Kaipara Country was held the following Tuesday at Woodhill Sands

Music classes with Ben and Chess classes commenced

Rippa and tackle rugby, played really well as a team

Fire Drill held last week which is held each term. Shakeout at 9.26 Electronic rolls to be printed each day on a regular basis

International Languages Week, use greetings for students at the school.

Rosie/Kirsty Motion Carried All in favour

Next Meeting: Wednesday, 26 September 2012

Meeting Closed: 8.15pm

Minutes certified as true and correct:



Board Chairperson

Minutes of Parakai School Board of Trustees Meeting



Date: *Wednesday, 8 August 2012*

Time: *6:00pm*

Venue: *Staff Room, Admin Block*

Present: *Sean, Brian, Marama, Des, Kirsty, Rosemary, Kirsten, Nicky*

Apologies: *Geoff*

Minutes of Previous Meeting

The minutes having been circulated earlier were taken as read and approved.

Des/Marama Carried All in favour

Matters Arising

Nil

Correspondence In and Out

As tabled

NAG 1: (Curriculum/Student Achievement) - Sean/Rosie/Kirsty/Marama/Nicky

• Professional Learning

Teachers are continuing Professional Development with John Houston. EastTtle and MUSAC

• Teacher Inquiry

Sean has conferenced with all teachers on their Teacher Inquiry and how the change they have made to their teaching practice has made a difference to students learning.

• Achievement and Assessment

Sean submitted STAR Test results for Years 3-8 with an analysis of Longitudinal STAR data 2009-2011.

• IT Update

New server and netbook are due to be installed within the next 2 weeks. We have not gained funding from MOE for wireless installation and equipment.

Permission is granted for Sean to purchase the Ruckus Wireless equipment.

Des/Kirsty Motion carried All in favour

NAG 2: (Documentation and Self Review) - Sean/Marama/Brian/Kirsten

NAG 3: (Employer Responsibilities) - Sean/Rosie/Des/Brian

- **ERO:**

ERO will be visiting Tuesday, 18 September, powhiri to be arranged. All Board members to attend if possible.

- **Uniform Policy Alteration Ratification:**

Uniform Policy alteration be ratified by the Board.

Kirsty/Marama Motion carried All in favour

- **Policy ReviewsT3:**

Review date to be advised

- **National Standards forwarded to MOE**

The National Standard data has been resubmitted to the MOE in a format they prefer.

- **Principal Appraisal (Performance Agreement):**

Neil Mahoney has been appointed as Sean's Appraiser. The Board ratifies Neil Mahoney's appointment.

Brian/Des Motion carried All in favour

- **Staff Update:**

Cameron Tamatahi Davies has resigned and taken a position as a teacher in Oman.

Kipa Iti, as supernumerary, had first option to accept or refuse the vacant position. He decided to accept the position.

The Board ratifies the appointment of Kipa Iti as a full time permanent teacher.

Brian/Des Motion carried All in favour

NAG 4: (Financial) - Sean/Brian/Kirsty

NAG 4: (Property Management) - Sean/Geoff/Des

- **Finance Report:**

As tabled

Kirsty/Brian Motion carried All in favour

- **Property Report Update**

IPM Ltd has been selected as Supplier for the fire upgrade to the junior block, paperwork has been forwarded to the MOE for approval / funding.

Des/Kirsten Motion carried All in favour

- **Property Consultant**

Awaiting to hear from the Ministry for a list of possible Property Consultants.

Des/Marama Motion carried All in favour

NAG 5: (Health and Safety) - Sean/Geoff/Kirsten/Nicky

- **Hazard Checklist:**

Blockage in the gutter of the old RTL building

Loose boards on corner of hall

Open hole outside Boiler Room Door

NAG 6: (Legislation) - Sean/Kirsten/Kirsty

- **OIA:**

TV3 requested a copy of the school's Annual Report, which was sent.

General Business:

We have sourced navy jackets and beanies which are on display in the office foyer.

These can be worn to and from school only or when representing the school. The navy jacket must not replace the regulation school jersey.

Principal's Report

As tabled.

Sean moved Principal's Report be accepted

Brian/Des Motion Carried All in favour

Staff Representative

- *Travelwise badge making for students*
- *Helensville School visit to play soccer*
- *Career Day held at Kaipara College*
- *Te Puawaitanga commenced in Term 3, weeks 1-4*
- *Maori Language week was celebrated in all classes*
- *Parakai Olympics with students celebrating the opening of the Olympics*
- *Vector Presentation for students in the Learning Centre*
- *The Nukes performing for all students and then followed by workshop for students*
- *Headstart programme started in Room 7 with Jackie Silby*

Rosie moved Staff Representative Report be accepted

Des/Kirsty Motion Carried All in favour

Next Meeting: **Wednesday, 5 September 2012**

Meeting Closed: **8.15pm**

Minutes certified as true and correct:



Board Chairperson

Minutes of Parakai School Board of Trustees Meeting



Date: Wednesday, 27 June 2012

Time: 6:00pm

Venue: Staff Room, Admin Block

Present: Sean, Brian, Geoff, Marama, Des, Kirsty, Sue, Rosemary, Kirsten.

Apologies: Rowena, Nicky

Minutes of Previous Meeting

The minutes having been circulated earlier were taken as read and approved.

Des/Marama Carried All in favour

Matters Arising

Nil

Correspondence In and Out

Nil

NAG 1: (Curriculum/Student Achievement) - Sean/Rosie/Kirsty/Marama/Nicky

- **Student Voice**

Year 4 to 8 students participated in a school survey based on a NZCER questionnaire. The results have been given to each teacher who will highlight the areas that did not show a good response from the children. Sean will collate all the responses into a whole school result.

Sean has held a number of group sessions with children for their feedback which has been very interesting, particularly responses from the senior Maori boys. For example, the boys asked to be split into classes when their teacher is away rather than having a relief teacher, and would like to work out their own class timetables.

- **3-Way Conference**

The final parent/caregiver attendance percentage will be available next week, but is expected to be in the 90% range.

NAG 2: (Documentation and Self Review) - Sean/Marama/Brian/Kirsten

NAG 3: (Employer Responsibilities) - Sean/Rosie/Des/Brian

- *Ratification of the following NAG 5 Policies*

Health and Safety Policy

Animal Welfare Policy

Electronic Communication Safety Policy

Rules for Online Safety for Students

Agreement of Understanding for Computer Use and Internet

Procedures for Dealing with Suspected Child Abuse

Emergency Procedures

Environmental Health and Safety

HIV/Aids and other Blood Borne Viruses

Road Safety and Transport

Procedures for Sick Bay Operation and Medical

Substance Abuse

Smoking in the Workplace

Educational Trips and Visits

Education Outside the Classroom

Kirsty/Des

Motion carried All in favour

- *Maori Consultation Evening*

Feedback from the Maori Consultation Evening was tabled. Sean will prioritise the list of suggestions and get some of them underway.

- *Uniform Policy Alteration*

- *The word 'regulation' needs to be added to the policy in a number of areas such as boys navy blue shorts.*
- *A photo of the uniform trousers has been added to the policy.*
- *The clause about the transformation from 2011 has been removed.*

Moved that the above changes to the Uniform Policy be accepted.

Kirsty/Geoff

Motion carried All in favour

- *Ratification of Ngawini Shortland and Craig Mowat*

Ngawini has been appointed to the position of Te Whare Kakano teacher for the remainder of the year on a fixed term contract.

Craig Mowat has been appointed to the position of Caretaker.

Des/Marama

Motion carried All in favour

NAG 4: (Financial) – Sean/Brian/Kirsty

NAG 4: (Property Management) – Sean/Geoff/Des

• **Finance Report:**

As tabled. The BDO Audit / 2011 Annual Report of Financial Statements was tabled and reviewed by Brian.

Kirsty moved the reports be accepted

Brian seconded.

Motion carried All in favour

• **North & South Trust Ltd Funding Application:**

It was moved that we will apply to the Trust for two rugby posts plus pads. Three quotes will be submitted along with the financial accounts.

Des/Kirsten Motion carried All in favour

• **ICT:**

Des reviewed the current situation for computer/system upgrades.

The Board ratified that:

- There will be a 5 year lease contract with Equico and installation and hardware will be provided by Softpro effective 1 November 2012 when the current Edtech contract expires.
- Subject to reference checks we will appoint Softpro as our service provider.
- We will buy Wireless and 15 Notebooks, but apply to the Ministry for full or partial assistance with the cost of the wireless.

Des/Kirsty Motion carried All in favour

• **Property Report Update**

The fire upgrade of the Junior block was missed in the initial quote. The Ministry have said they will not fund the upgrade and we cannot get a Code of Compliance without it. We can apply for funding through our 5YA.

It was moved that we accept the quote from AFS of \$3,270 to get the upgrade done.

Kirsty/Marama Motion carried All in favour

The Board thanked Des for the time he has put into these projects.

• **10 Year Maintenance Plan & 5 Year Property Plan**

Our current 5 Year Property Plan is due to expire. Sean has approached Waitakere Architects who have offered to provide a 10 Year Property Plan at a lower cost if they are appointed as consultants for the 5 Year Property Plan. Sean is looking at another proposal and will compare.

NAG 5: (Health and Safety) - Sean/Geoff/Kirsten/Nicky

- **Hazard Checklist:**

- Grass in the front gutter
- 2 light bulbs have blown
- Mould on the roof has begun to disappear.

NAG 6: (Legislation) - Sean/Kirsten/Kirsty

- **ERO**

Two reviewers from ERO will be at school in Term 3. Sean, Sue and Des went to a briefing with them about what they will be looking at. They will be interviewing the Board.

General Business:

- **Te Whare Kakano**

There will be a meeting between Parakai and Helensville School Boards and Principals to discuss the units at 6pm on 25 July, Helensville School.

- **Travel Wise**

Travel Wise have given lots of items to be given to the children, and badges have been made at school.

Principal's Report

As tabled.

Sean moved Principal's Report be accepted

Geoff/Des Motion Carried All in favour

Staff Representative

- Duffy Book groups
- Art Gallery trip
- Norm Hewitt / SPCA
- Sporting events include: Kaipara Triathlon, NW Soccer for Years 5/6 and Years 7/8, Rugby for Girls and Boys Years 7/7, Basketball NW for Years 7/8.
- Helensville School Years 5/6 soccer team visited our school
- Michelle Wetherall provided maths extension on Mondays with small groups from each class
- Technology started for Yrs 7/8 at Kaipara College
- Art was the focus. Rooms 2&3 had an artist working with students for the day.
- Auckland Art Gallery trip for Seniors and Juniors. Theme was Signs and Symbols
- Portfolios were sent home which were then followed by 3 way conferences
- Week 9 we had Book Week, Scholastic Book Fair and Library Roadshow. Librarian visited and read to students, etc. Book week parade was held.

- *Travelwise Badges were created by students and then completed badges finished by Travelwise staff*
- *Te Whare Kakano celebrated Matariki with Tau Te Arohanoa Akoranga*
- *Year 8 students visited Kaipara College experience and Careers Day*

Rosie moved Staff Representative Report be accepted

Des/Kirsty Motion Carried All in favour

Next Meeting: *Wednesday, 8 August*

Meeting Closed: *8.45pm*

Minutes certified as true and correct:

B D Re

Board Chairperson



PARAKAI SCHOOL

Minutes of Parakai School Board of Trustees Meeting

Date: *Wednesday, 2 May 2012*

Time: *6:00 pm*

Venue: *Staffroom, Admin Block*

Present: *Sean, Brian, Rowena, Rosemary, Geoff, Des, Kirsten, Sue, Marama*

Apologies: *Nicky*

Minutes of Previous Meeting

*The minutes having been circulated earlier were taken as read and approved.
Geoff / Rosie Carried All in favour*

Matters Arising

*Rachael Seakens will advise Sean in November of her return date to school.
She is undertaking further professional development at her own expense.*

Correspondence In and Out

As tabled

*Brian moved Correspondence Report be accepted
Des / Geoff Carried All in favour*

NAG 1: (Curriculum/Student Achievement) - Sean/Rosie/Kirsty/Marama/Nicky

• **Curriculum Goal Setting - Remaining Goals:**

Dance and Drama

Te Reo Maori

Music

Social Sciences

• **Te Whare Kakano:**

Hui held with all whanau last term and informed them of Whaea Hana's resignation. Whanau agreed to welcome Whaea Mata to continue through to the end of term 2, however due to certain issues, Whaea Mata will not be filling the position. Whanau informed at the hui that day with only 3 parents attending the hui. There were 2 options:

Reliever who would not be experienced at teaching to Level 2

Children to return to mainstream

Another hui called and discussion followed. A teacher fluent in Te Reo has agreed to fill Whaea Hana's position to the end of this term. Ngawini Shortland will be meeting with Sean and then later on that evening will be meeting with the whanau. She is under the understanding that because she is working to the end of the term, this does not necessarily mean she will be placed into the vacant position. Helensville and Parakai Board of Trustees to meet to discuss the options for the future of the Bilingual Units.

Motion: That Parakai School Board of Trustee approve of meeting with Helensville Board of Trustees to discuss the options for the future of the Bilingual Units.

Des/Geoff Carried All in favour

• **Triathlon:**

Will be held next Friday at Parakai School. Anybody who can help on the day please leave your name at the office.

NAG 2: (Documentation and Self Review) - Sean/Marama/Brian/Kirsten

NAG 3: (Employer Responsibilities) - Sean/Rosie/Des/Brian

• **Policy Review Date for NAG 5:**

Monday, 14 May at 8.30am

- **Maori Consultation:**

A Maori consultation is to be arranged early this term involving the Board and Staff. Discussion held with SAF and a café style consultation would be the best option. Whanau to contribute their ideas as to what they would like our school in terms of how we should try to improve maori achievement. Questions to be sent to whanau before the meeting. We need ideas to encourage whanau to attend this hui. RSVP could include hamper and house points. Video and popcorn evening for children to be arranged by Sue.

*Wednesday, 16 May, 6.30pm Geoff, Des, Marama, Brian, Sean.
Kirsty and Kirsten to let Rowena know.*

- **Staff Leave:**

Linda Field has requested Leave without pay for 10 weeks.

- **Performance Management:**

SAF: Teachers coming up with focus ideas and develop action plans for short periods of time. See how well they have progressed with their foci. Implement change and see if this change has made a difference in the student learning, if not what can we do differently. Review, implementing change. Continuous cycle.

NAG 4: (Financial) - Sean/Brian/Kirsty

Property Sean/Geoff/Des

- **Finance Report:**

As tabled

*Brian moved Finance report be accepted
Kirsty/Kirsten Carried All in favour*

- **ICT:**

Server is currently coming out of warranty period. Fibre optics is available. No provider available to install. Trialling of over \$2000 per month.. Early stages, looking at spending a few thousand to update existing serving for the next year, A deal for schools is currently being negotiated. It will cost between \$30K and \$40K to upgrade server. Proposals to be sourced from Edtech. Power source to be checked in Resource room.

- **Property:**

Email received from Robert Palmer (Tabled). Quote for the fire alarms upgrade to adjoining classrooms to the disabled access toilet block project received from IPM Group for \$5,815 to:

Supply and install type 2f stand alone fire system with a conventional panel, call points and alerting devices

Run power supply as required

Testing as required.

This is a requirement by Council for the CCC, that the three classrooms are upgraded to have fire alarms installed.

We need quotes for external painting for the remainder of the school.

Update on School Modernisation:

Principal's office, admin area, sick bay and staffroom have had slimline blinds installed and all window ledges have been freshly painted.

NAG 5: (Health and Safety) - Sean/Geoff/Kirsten/Nicky

- Hazard Checklist:***

As tabled

NAG 6: (Legislation) - Sean/Kirsten/Kirsty

General Business

Caretaker

10 applicants with a variety of experience. Craig Mowat has been offered the position as caretaker. Nick will meet with him to show what needs to be done daily. Also included painting in his job description. A prioritised plan for painting will be discussed with the new caretaker.

SLST will amalgamate with RTLB at Red Beach School beginning of next year.

A powhri will be held to welcome Ngawini Shortland on Monday 21 May

Letter received from parent: (Discussion followed and a reply letter was forwarded to the parent concerned) Tabled.

Principal's Report

As tabled.

Brian moved Principal's Report be accepted

Kirsty/Geoff Carried All in favour

Staff Representative

As tabled

End of last term, summer sports have ended

Photocopier training for all staff

ANZAC Day Parade involving staff, student leaders and students. Thanks to Sue for organising this event.

May is NZ music month. Friday we are having a Rockstar or Popstar Day. Parade to be held at this Friday's assembly

Tomorrow, whole school will be doing a local walk around Parakai finishing with lunch in the park.

Wheels Day held twice this week.

Rosie moved Staff Representative Report be accepted

Kirsten/Geoff Carried All in favour

Next Meeting

Meeting Closed: 7.40

Next meeting: 20 June 2012

B D P

27-6-12

Minutes of Parakai School Board of Trustees Meeting



Date: *Wednesday, 21 March 2012*

Time: *6:00 pm*

Venue: *Staffroom, Admin Block*

Present: *Sean, Rowena, Rosemary, Kirsten, Kirsty, Marama, Des, Geoff*

Apologies: *Nicky, Brian*

Sue presented Camp Information folder for Rooms 2, 3, and 4 students at Highams Beach in South Head.

Motion: *That Parakai School Board of Trustees approve Rooms 2, 3 and 4 camp at Highams Beach in South Head from 27-30 March, 2012. If weather is unsuitable, camp will be postponed to Term 4.
Geoff/Des Carried All in favour*

Minutes of Previous Meeting

*The minutes having been circulated earlier were taken as read and approved.
Kirsty/Kirsten Carried All in favour*

Matters Arising

Correspondence In and Out

- *As tabled*

Des/Marama Carried All in favour

NAG 1: (Curriculum/Student Achievement) - Sean/Rosie/Kirsty/Marama/Nicky

- *Curriculum Goal Setting 2012*

As tabled.

English

Mathematics

Science

Technology

Health

PE

Visual Arts

NAG 2: (Documentation and Self Review) - Sean/Marama/Brian/Kirsten

NAG 3: (Employer Responsibilities) - Sean/Rosie/Des/Brian

Charter 2012 (Amendment):

Requirement to include target for Te Whare Kakano.

Target:

Annual Aim 1: To increase the number of students achieving in Pangarau in relation to Nga Whanaketanga Rumaki Maori

Annual Target: All students in Te Whare Kakano will be achieving at the expected level of Te Marautanga o Aotearoa in Pangaru and will be at the expected level of achievement in Pangaru in relation to Nga Whanaketanga Rumaki Maori.

To be submitted to Ministry.

Policy Reviews 2012:

Meeting to be made in Term 2 for NAG 5 (Health and Safety) policy review.

Sean, Geoff, Kirsten and Nicky

Staff Leave:

After investigating options regarding extension of maternity leave and extending fixed term position to end of year, maternity leave position does not become vacant, it still belongs to Rachael. A permanent position needs to be offered to Kipa. We have received a request for extension of maternity leave to 28 January 2013 from Rachael Seakens.

Motion: That Parakai School Board of Trustees approve the request for extension of maternity leave from Rachael Seakens to 28 January 2013 with a proviso she lets us know by the beginning of November. We approve the offer of extending the fixed term position to the end of the year to Shirley Armstrong.

Ratification of Teacher Aide:

Shelley Ford has been employed as a Teacher Aide.

Motion: Parakai School Board of Trustees approve the appointment of Shelley Ford for a Teacher Aide's position.
Kirsty/Marama Carried All in favour

NAG 4: (Financial) - Sean/Brian/Kirsty

NAG 4: (Property Management) - Sean/Geoff/Des

- **Finance Report:**

As tabled

Kirsty/Marama Carried All in favour

- ***Annual Accounts:***

Annual accounts have been submitted for perusal

***Motion: Parakai School Board of Trustees approve the 2011 Annual Report and Financial Statements in principle.
Sean/Kirsty Carried All in favour***

Kirsty moved Finance report be accepted

Kirsten/Des Carried All in favour

- ***Property Report Update:***

As tabled..

- *Room 5 roof showing rust spots where water is being let in. Roofer has investigated and is able to repair holes. Mark Beehre to spray moss on remaining roof.*
- *Special Needs chair has arrived and will be funded by Ministry. First or second week in April, training will happen with staff. Hoist training will also happen. Sling to be ordered, also funded by Ministry.*
- *Drainage from Adventure Playground cleared. Can be weed sprayed and then concreted around playground overflow pipe. (Make sure it is flush)*
- *Internal painting quote for 10 Yr plan to be received. Quotes to relate to spaces included in Block Areas on PMIS. Sean thanked Des and Geoff for their support with all the property projects.*
- *Palm tree trimmed and rubbish piles removed and tidied up end of RTLB unit*
- *Lawnmowing contractor doing excellent job*

NAG 5: (Health and Safety) - Sean/Geoff/Kirsten/Nicky

- ***Hazard Checklist***

As tabled

NAG 6: (Legislation) - Sean/Kirsten/Kirsty

General Business

Photocopier:

Current photocopier is losing its quality. Contacted Sharp representative who has submitted a proposal for new photocopier. Old photocopier to be sold.

Motion: *That Parakai School Board of Trustees accept the proposal received from Sharp Corporation for a 48 month rental of MX3610 Colour MFD photocopier..*
Des/Marama Carried All in favour

Lundia Shelving:

Motion: *That Parakai School Board of Trustees approve the purchase and installation of Lundia shelving for library resource room.*
Des/Marama Carried All in favour

Resignation:

Verbal resignation received from Hana Tamihere on 21 March 2012. Written resignation to be given by 30 March 2012. Marama will source names of Kaiako who may be interested in the position. Te Whare Kakano whanau to be consulted in terms of the direction of the unit. Option to advertise fixed term position.

Marketing of School:

Make mention of large playing fields and luxurious library. Sean always shows prospective parents around the school.

Skateboarding on library decking. Ideas discussed on how to stop this activity. Sean to speak to students about skateboarding and soccer goals.

Principal's Report

As tabled

Sean moved Principal's Report be accepted

Des/Kirsty Carried All in favour

Staff Representative

- *Yrs 5/6 students have participated in Norwest T Ball and Kaipara Summer Sports*
- *Yrs 7/8 also attending Kaipara Summer Sports*
- *Yrs 7/8 girls and boys teams participated in Norwest Softball competition*
- *Senior swimming sports held on 29 February at Aquatic Park*
- *Junior swimming sports cancelled due to inclement weather*
- *Kaipara and NorWest Swimming Sports held at Aquatic Park*
- *Golf has been postponed many times, hopefully this term*
- *Roots of Empathy has started in Room 4.*

- Room 1 (Mr Tamatahi Davies) winning the Calf Competition at Helensville Show
- Family Fun Night attracted approximately 200-300 people. The theme was 'Peace' and many people were dressed up. People of all ages were playing softball, touch rugby and T Ball. There was also a house Tug o War competition
- Head Boy Nathaneal Graham and Head Girl Natasha Brown were selected
- Students in Year 5 and higher brought their bikes to school to sit their bike licence. Constable Dave from the Police showed the students how to ride their bikes safely and the importance of wearing a helmet. They also learned how to maintain their bikes so it is in good working order. All have been issued with bike licences.
- Wheels Day was planned for 19/20/21 March and now postponed to Term 2.
- Whole school walk around local area deferred to next term
- Police BBQ sausage sizzle for all students in the school
- Role Model Duffy Assembly held with guest Tony Williams, an author performing for the children. Writes fiction and non fiction stories. Then each class were presented with their Duffy books.
- \$5000 grant from Lion Foundation for new library books. Special mention to school librarian Sharon Dempsey for applying for the grant.

*Rosie moved her report be accepted
Marama/Kirsty Carried All in favour*

Next Meeting: **Wednesday, 2 May 2012, 6.00pm**

Meeting Closed: 7.45

BDR



Minutes of Parakai School Board of Trustees Meeting

Date: *Wednesday, 22 February 2012*

Time: *6:00 pm*

Venue: *Staffroom, Admin Block*

Present: *Sean, Rowena, Rosemary, Marama, Geoff, Kirsten, Kirsty, Brian, Nicky, Des*

Apologies:

Welcome extended to all Board members for 2012.

Election of Chairperson:

Brian vacated position as Chairperson

Nominations were called for position of Chairperson

Sean nominated Brian Petersen as Chairperson

Kirsty/Des Carried All in favour

Congratulation extended to Brian for being Chairperson 2012.

Minutes of Previous Meeting

The minutes having been circulated earlier were taken as read and approved.

Kirsty/Des Carried All in favour

Matters Arising

Correspondence In and Out

- *As tabled*

Kirsty/Des Carried All in favour

IN COMMITTEE 6.15PM

OUT OF COMMITTEE 6.30PM

NAG 1: (Curriculum/Student Achievement) - Sean/Rosie/Kirsty/Marama/Nicky

MOE SAF Project/Goals:

We have had 2 meetings this year with Colleen Macguinness MOE (SAF) to look at our focus for professional development this year and there are several goals we are working on. Professional Development Goals 2012 tabled.

Colleen is seeking the best Professional Development to support Whaea Hana.

2011 Achievement Data:

Graph and analysis showing student achievement across the school in Reading discussed and tabled

Graph and analysis showing student achievement across the school in Writing discussed and tabled

Graph and analysis showing student achievement across the school in Mathematics discussed and tabled

NAG 2: (Documentation and Self Review) - Sean/Marama/Brian/Kirsten

NAG 3: (Employer Responsibilities) - Sean/Rosie/Des/Brian

Update of Staffing 2012:

7 classes: details as per Principal's Report

High numbers in 2 senior classes. Kipa is covering CRT, DP and release for Shirley Armstrong as beginning teacher. Banked staffing end of March will be approximately \$5000. Further banked staffing could be used for splitting Room 7 as her class numbers increase.

Rachael Seakens has requested further extension for maternity leave.

Option of accepting extension for maternity leave and extending fixed term position to end of year. Sean to investigate options

Ratification of Teacher Aides positions

- *Teacher Aide positions: Hours based on ORRS funding*

Motion: Parakai School Board of Trustees approve the re-appointments of Linda Field, Joy King, Ruth Carty, Fiona Brennan, Tania Waru and Sharon Dempsey for Teacher Aide positions.

Nicky/Marama Carried All in favour

Letter of resignation received from Pauline Sainty (Teacher Aide) on Monday, 20 February 2012.

- **Caretaker Position:**

Nick Parker has requested leave without pay from 9 Feb to 5 April 2012. We have employed Harold Wright to cover Nick's absence of leave.

Motion: Parakai School Board of Trustees approve the employment of Harold Wright as a reliever from 9 February 2012 to 5 April 2012.
Geoff/Nicky Carried All in favour

- **Charter and Targets for 2012:**

The 2012 Charter was submitted on 31 January to the Ministry.

Motion: Parakai School Board of Trustees ratify the Parakai School Charter 2012 after amendments have been completed.
Des/Marama Carried All in favour

Check for NZSTA subscription

- **RTL B:**

Fay and Lynn (RTL B) have ceased employment with Parakai School as from 15 December 2011. Transformation has now been completed.

An email received from Principal, Red Beach School suggesting to ensure efficiency, each satellite school in an RTL B Cluster will cover any admin costs that may occur (e.g. photocopying, phone usage, tea/coffee etc, laptop lease expenses until such time as the lease expires) and then invoice the Lead School as often as required. Parakai School currently receives funding for Heat, Light and Water. There is also a request for the interim report for remaining funds to be completed for the MOE and deposited into Red Beach School account.

NAG 4: (Financial) - Sean/Brian/Kirsty

NAG 4: (Property Management) - Sean/Geoff/Des

- **Ratification of Policies:**

Motion: Parakai School Board of Trustees ratify the following policies.

- Financial Management Policy
- Theft and Fraud Prevention Policy
- Finance Delegation of Authority(Amendments)

- *FFPS: Refund of fees*
- *FFPS: Fee Protection Policy*
- *FFPS: Setting of Fees Policy AND*
- *Annual Tuition fees for 2011*
- *FFPS Policy*
- *FFPS: Guidelines*
- *FFPS: Enrolment Procedures*
- *FFPS: Accommodation*

Kirsty/Des Carried All in favour

- ***Finance Delegation of Authority:***

Motion: Parakai School Board of Trustees ratify the Finance Delegation of Authority documentation.
Brian/Kirsty Carried All in favour

- ***FFPS Fee Protection:***

Motion: Parakai School Board of Trustees guarantees to hold sufficient funds in reserve to be able to make such refunds as it may be required, to the parents/caregivers designated as a legal guardian by the parents of FFPS.
Marama/Des Carried All in favour

- ***FFPS Annual Fee:***

Motion: Parakai School Board of Trustees ratify the FFPS annual tuition fees of \$8000 for per year for 2012 payable in advance or \$2000 per term payable in advance.
Kirsty/Kirsten Carried All in favour

- ***Approval for Grant Applications:***

Approval is sought for the application of Grants from various agencies for Learning resources.

Motion: Parakai School Board of Trustees approve the application of Grants from various agencies for Learning resources
Des/Kirsty Carried All in favour

- ***Finance Report:***

Brian moved Finance report be accepted
Kirsty/Geoff Carried All in favour

- ***2012 Budget:***

Budget discussed in general. Additional funding has been allocated for target areas.

*Motion: Parakai School Board of Trustees approve the 2012 budget.
Nicky/Geoff Carried All in favour*

- **2012 Assets:**

Asset purchase priorities this year include student laptops, school's share for ultra fast broadband and resource shelving in the new library..

Sean is checking with the MOE when we will be able to access the contingency money (approx \$15,000) from our 5YA funding. (Cabling only)

Currently underused staffing for this year is approximately \$5,000. There is an urgent need to purchase Resource shelving in the new library resource room.

We will also have approximately \$5000 which could be available from SPG F&E funding.

Funding from Starship Cellphone project could possibly purchase up to 4 laptops.

Special Needs toilet is not a fixed item. Look at hiring/loaning of toilet seat or second hand. Speak to agencies outside of Ministry. Des to action

- **Property Report Update:**

A meeting was held with Robert Palmer, and 2 accountants from Top Class Financial to discuss the Cyclical Maintenance Plan. It needs to be a working document. Also looked at recommendations received from Auditors for 2010 regarding Cyclical interior and exterior painting. Des will seek quotes for this. Rowena to correctly name all buildings. Admin to be next area for painting.

Nick has completed the painting of the Junior Block (3 classrooms). Final cost for labour is \$3737.50 including GST for a total of 130 hours. Paint and equipment expenses total approx \$800.

Council has signed off buildings. Paper work to be forwarded to Council from IPM and hopefully CCC will be issued.

Final invoices to be submitted from IPM, Siteworks and Educational Building for accounting purposes.

Des thanked for his ongoing support with all property projects.

NAG 5: (Health and Safety) - Sean/Geoff/Kirsten/Nicky

- **Hazard Checklist**
(Tabled)

Quote to water blast roof (Des to action)

Chemicals can be sourced cheaper through Brian.

Access to free top soil from Nick to fill in gaps around the school grounds

Tree on the footpath access needs to be cut out

Dead trees from orchard still need to be removed (Thanks Des)

NAG 6: (Legislation) - Sean/Kirsten/Kirsty

General Business

Show Day Date: 27 October 2012

Family Fun Night to be changed due to Yrs 7 & 8 twilight netball

Parents complaining about strict rules regarding uniform. The BOT have approved a School Uniform policy and this must be adhered to. There are options for parents who are unable to purchase correct uniform. Notice to be put into newsletter.

Camp: Questions were asked as to why younger children were attending this years camp. It is seen as a class camp and not a year level camp. Every student is entitled to attend a school camp.

Sports tracksuits to be sourced at a later date

Principal's Report

As tabled

BOT to appoint external appraiser to conduct Principal's appraisal. Sean to source new external appraiser and if unsuccessful, contact Trevor Kilpin

Sean moved Principal's Report be accepted

Brian/Kirsty Carried All in favour

Staff Representative

Yrs 7/8 attending Technology at Kaipara College

Seniors have swimming Monday, Wednesday and Friday and Juniors on Tuesday and Thursday

Senior swimming sports on Wednesday, 29 February, Juniors on 8 March

Art work collected at the end of last year will be on display at Helensville Show

Calf shapes will also be displayed at Helensville A&P Show

STAR testing completed Yrs 3-8,

Students in Rooms 2 and 3 have begun learning Japanese with a teacher who is fluent in the language. The students receive half an hour tuition twice a week in a group no larger than 15.

We also had a visit from 10 Japanese students from Kaipara College.

Ukulele and guitar lessons have started with Ben Collier

Chess Day on Monday with Paul McDonald for Seniors and Juniors

Next week, is Family Fun night, theme is 'PEACE'

Student leaders have been chosen and will be announced on Friday

Rosie moved her report be accepted

Brian/Kirsty Carried All in favour

Next Meeting: **21 March 2012**
 6.00pm

Meeting Closed: **8.15pm**

DMPA. BOT.