



STANLEY BAY SCHOOL

Board of Trustees Minutes Thursday 7 April 2022 at 6pm

Key Action Points

Item	Action	Responsible	By
FOSB Committee Terms of Reference	Lucy to email to Board to include in Governance documentation	Lucy	Next meeting
Election Planning - Board cheese and wine evening and comms	Draft a comms plan to advertise elections and generate awareness and interest. To include setting a date and planning an evening event.	Lucy & Scott Cath	Next meeting
Co-option NZSTA	Investigate co-option of Board members	Janie	Next meeting
Hautu dates	Lucy to email Hautu dates to Board members and add to Board Work plan	Lucy	ASAP
Contact MOE - power supply (ampage)	Investigate to see if MOE can support the school to increase power supply / ampage to school (Vector)	Scott	Before next meeting
Student Achievement Data	Cath and Scott to meet to discuss achievement data reporting options raised at the meeting	Cath and Scott	Before next meeting
FOSB update		Scott	Before next meeting
HR Review Meet with consultants	Meet with consultants and review aspects that require help and establish costs	Helen and Lucy	Before next meeting
Governance responsibilities	Completion of meeting evaluation form	All board	Within one week of board meeting
Window Stays	Steve to research and install window stays (with a limited range of movement) to the windows along the front of the building, outside the Principal's office.	Steve	

1.1 Present: Lucy Naylor (Principal), Helen Vykopal (Presiding Member), Cath McNellan, Matthew Crawford, Josh Wilson, Scott Boniface (Staff Rep), and Anthony James.

In attendance: Janie Stone (Minutes Secretary), Helen Pelham, Team Leader Year 5-6, Gail Moynagh, Team Leader Year 3-4, Emma Gauntlett, Team Leader Year 0-2 and Leah Taylor, PB4L Lead.

1.2 Apologies: Nil.

1.3 Minutes of the Previous Meetings - 4 February 2022

The minutes were approved, with further discussion to be held on board communications, as a true and accurate record.

Unanimous.

1.4 Declarations of Interest

None.

Helen Vykopal welcomed the visitors to the meeting.

1.5 Correspondence

There had been correspondence between Mr and Mrs Dewar and Lucy Naylor, with regard to the placement of the Music Education cabin parked alongside the fence/hedge beside 13 Russell Street. The cabin is blocking light and the hedge is allegedly deteriorating, which is on the Dewar's property.

Mr and Mrs Dewar were invited to meet with Lucy and Helen prior to the meeting.

The board agreed to move the cabin to another location on the school grounds. Lucy will follow this up with Mr Dewar.

1.6 Presentations

Each team leader gave a presentation on the year so far and the year ahead. All team leaders experienced a good start to the year, with enthusiasm for themselves and the students to be back at school.

Leah Taylor gave a presentation on PB4L in school and the impact and improvements that PB4L had made. Looking to the rest of the year and the introduction of the icon Atawhai and StanMail and the impact they have had.

2.1 Policy Reviews

Helen explained the change in agenda format, drawing attention to policy and procedures. The board are responsible for policies and the management team for procedures. Helen would like to bring clarity around governance vs management, ensuring that boundaries are maintained.

Helen encouraged all Board members to view the NZSTA Governance v Management modules on the NZSTA website.

The board agreed that policies are the responsibility of the whole board and one policy would be reviewed at each meeting.

Care needs to be taken when inviting board members to comment on procedures as this is outside of their governance role. Procedures are under the control of the Principal. The Principal can invite board members to review procedures at her discretion and this will need to be minuted at a board meeting.

2.2 Governance Documents

Taken as read, as per the agenda.

The Principal currently has delegated authority of \$2K unbudgeted costs. Lucy shared comparative information from similar schools. The board agreed to increase the budgeted amount to \$3k.

The Friends of Stanley Bay Terms of Reference document was not included. Lucy to circulate.

2.3 Election Planning

With the upcoming board elections, we need to think about attracting new board members. How visible are the board?, and how do we generate interest? Cath, Lucy and Scott to draft a comms plan to include multiple channels of communication to reach parents. The board to host a social evening (cheese and wine). We have many families new to the school. Lucy and Scott to organise.

Co-option - Janie to check with NZSTA.

2.4 Confirmation of Minutes

A proposal to change the method of the confirmation of minutes.

Motion: Minutes to be sent out within five working days of the meeting, board members will have three working days for comments, to be resolved within two working days, if not then this becomes an agenda item. Final draft sent to the board, to be confirmed by a majority email and then uploaded to the website.

Unanimous.

2.5 Public access to board agenda

Motion: The board agenda is finalised one week prior to the meeting and uploaded to the school website, to allow the public to view.

Unanimous.

3.1 Hautu

Helen thanked Josh for all the work on Hautu. Josh presented an overview to the board. We are developing a shared kaupapa with Belmont Intermediate School as part of the MAC initiative. Brenda McPherson (MAC) will be welcomed appropriately and lead the introductory session with the board on Monday, 11 April 2022.

Scott is to join Josh to lead Hautu to ensure continuity after the September elections. The board agreed that MAC meetings would be held outside of the board meetings.

Lucy to provide dates for the meetings.

3.2 HR Review

The board continues to seek assistance with the HR review. Helen and Lucy will continue to investigate possible consultants and feedback to the board at the next meeting. It is anticipated that Lucy and Helen will be able to undertake some parts of the review. Extra support in this review is needed as there are likely to be areas requiring specific expertise.

3.3 Air Conditioning/Heat Pumps

Helen thanked AJ for the extensive work he has done on this project. The costs are highly variable at present due to the uncertainty of the power supply. School will require 100-150 amp supply. Currently 60amps. AC units across all classrooms and staffroom will require the current metre to be upgraded to a CT metre (\$2-6k). If the street has sufficient capacity, no further costs to the power supply. If street capacity is insufficient, a Vector transformer is required and this cost is unknown, but an estimate of \$60-100k is proposed. Capacity currently exists to install approx. 4-6 units without any upgrade being required to the power supply. Scott to investigate with the MOE regarding support for costs to increase the electrical capacity (amperage) in school.

Action: Scott to contact MOE. Halt procurement at this stage, finalise all quotes, understand electrical supply and associated costs, consider programme and staging of delivery of AC units, and reconsider procurement for the next financial year.

3.4 Student Achievement

Lucy and Scott responded to the questions raised by Cath. **Cath is keen to ensure that the board reporting of student achievement is as clear and insightful as possible, following information from NZSTA on student achievement reporting. Particularly regarding trends in our Year 6 achievement data.**

Cath and Scott to meet to progress this further.

Action: Cath and Scott.

3.5 Exploration of identified key result or governance concern

Motion: Approval of Strategic Plan. This was approved by the board via email.

Helen thanked Cath, Lucy and Scott for their work on the plan, which is now publically available on the school website

3.6 Principal's Report

Accepted.

3.7 Finance Report.

Accepted.

3.8 Health and Safety Issues

Scott and Josh carried out a walk around. Windows at the front office, a possible hazard when open, also windows by Room 4. Steve to look into window stays to restrict range of movement. Local children climbing on basketball backboard and container roof outside of school hours - discouraging signage to be erected.

3.9 Acknowledgement of Achievements

Approval of Strategic Plan, Lucy and Scott maintaining calm and focused atmosphere during Omicron, parent feedback about comms, complimentary.

3.10 Principal's Appraisal

Helen invited the board for comments, nil.

4.1 Identified action points for the next meeting with deadlines

Please see the list at the beginning of the minutes for allocated tasks.

4.2 Identify agenda items for next meeting

FOSB update

HR Review

Hautu

Policy Review -

Election Planning

In-committee 8.05pm

Janie left the meeting before the start of the in committee discussion.

Meeting closed 8.20pm

Date of next meeting

19 May 2022

Signed and dated digitally on 2/5/22

Presiding Member

Date