

Prebbleton School Board of Trustees
Minutes of Meeting
Held on Monday 27th May 2019, Prebbleton School, Blakes Road, Christchurch at 7.00pm

Present: Pete Lockhart, Alli Williams, Delys Brough, Kim Alexander,
Grant McIntyre, Adam Gard'ner, Siobhan Cross, John Russell, Simon Thompson
Tegan Thornley (Minutes)

Apologies:

Nil

Related Party Declarations:

Nil

As this was the last meeting for the current Board members, Kim and Alli thanked them for their service over the last 3 years.

Minutes from the previous meeting:

Moved that the minutes of the meeting held on Monday 25th March be accepted as a true and correct record.

*D Brough/A Williams
Carried*

Matters Arising:

As minuted in the March 25 meeting, Adam was going to send a follow up letter of support on behalf of the Board to the Selwyn District Council regarding a speed limit change outside the school. John has been liaising with the Council on our Safe Travel Plan, so Kim advised Adam the letter was no longer necessary.

Correspondence:

Inwards

NZEI – Notice of rescheduled paid union meetings for the week May 6-10

NZEI – Preliminary notification of the strike on Wednesday May 29 for principals and teachers

Outwards

Nil

Principal's Report:

Kim presented her report.

Special Programmes Achievement Report 2019

John presented the report to update the Board on the three special programme achievement areas that are operating within the school.

1. Board Funded Social Worker/Mana Ake

Laura Christie is the social worker employed by the Christchurch Methodist Mission who is contracted to Prebbleton School. She offers counselling and support on a Thursday morning. Laura is currently supporting 16 students and has a waiting list of future referrals.

Mana Ake is a new initiative to have mental health and wellbeing support available to all children in schools in the Canterbury region. There is currently 1 student referred to our Mana Ake support worker and it is hoped that the waiting list with Laura will be offset by this new initiative.

The board will wait and see how the services complement each other before considering the future needs for the CMM board-funded social worker hours.

2. Learning Support for Students on the Special needs and Maori and Pasifika Registers, and Language Support for Children who speak Languages other than English (ESOL)

Approximately 60 students are identified as requiring additional learning support and are recorded on the Special Needs Register. For children achieving below the level expected; the learning support team use a range of programmes depending on the needs of the individual.

37 students are on the Maori and Pasifika register which is maintained for the purposes of identifying, tracking, recording interventions or specific personalisation in place for each student.

32 students are currently receiving ESOL funding from the Ministry; an increase of 6 from 2018. The majority of these students are Mandarin speakers.

3. Gifted and Talented Education (GaTE):

There are currently 29 students on the register. Katie Tullett is the GaTE co-ordinator and she has been implementing changes which include individual strength based learning programmes for the students.

Further updates on these 3 programmes will be given to the Board later in the year.

Safe Travel Plan

John presented the plan that he has been liaising with the Selwyn District Council on. The objective is to ensure the school community is safe when walking, cycling or scootering to and from school. An action plan has been put in place using the findings from the 2018 School Travel Survey and a site assessment of the school and surrounding areas. The SDC Road Safety Co-ordinator and the school will work together to implement the Safe Travel Plan.

RECOMMENDATION: That the Board adopts the Safe Travel Plan in principle, as a "living" document
G McIntyre/P Lockhart
Carried

Industrial Action

NZEI union members have voted to take strike action on Wednesday 29th May.

RECOMMENDATION: That the Board closes the school for instruction on 29 May 2019, for reasons of student safety when all teachers will be on strike.

A Gard'ner/S Cross
Carried

Improvements Spending Plan 2019-2020

This outlines the proposed planned priorities for utilising some of the cash reserves held by the school. The majority are property focused as expenditure on other areas for the school generally come out of the Operations Grant.

A discussion was held regarding #8 – Upgrade to bell/smoke alarm system. Upgrading the bell system will make it more easily heard right across the school. The new buildings are getting the latest technology for smoke alarms and it makes sense to update the whole school at once.

A master key system is currently being installed throughout the school.

RECOMMENDATION: That the Board approves the expenditure in 2019 as per the Improvements Spending Plan

G McIntyre/A Williams
Carried

BOT Elections

There will be an election for the new board as we have had 9 nominees. Voting papers go out this week and Kim will push the message about voting to parents via Facebook, the newsletter and email.

Policy Reviews – Term 2, 2019

Reviews in Progress for Term 2:

Emergency Planning and Procedures – board and staff

Curriculum and Student Achievement Policy – board and staff

Stakeholders have been sent the review instructions; consultation is open until the end of this term.

Reviews from Term 1, 2018:

Alcohol/Drugs and Other Harmful Substances

Legislation and Administration Policy

Feedback is being collated and Schooldocs will advise us when they have draft topics in Upcoming Changes.

Kim moved that the principal's report be accepted

*D Brough/S Cross
Carried*

Finance Report:

Delys presented the report.

Income and expenditure are tracking well.

Photocopying is overspent – some will be recoded to compensate.

Banked staffing: finished end of March with slight underuse so we will get a refund.

Working capital tracking – the Board thanked Kim for her efforts in restoring the surplus funds for the school over the last 3 years.

Delys moved that the finance report be accepted

*P Lockhart/A Gard'ner
Carried*

Property Report

Pete presented the report.

Contract Construction worked hard to meet the deadline and have completed the Rakau Block 5YA upgrade. Classes have moved back in and staff and students are very happy with the redesign.

MOE Roll Growth Building Plans: fencing will be going up on May 28th in preparation for work to commence. The Board is disappointed it has taken so long but looking forward to the 6 new classrooms being ready for Term 2, 2020.

Improvements Spending Plan – Kim's report as above, concerns mainly property enhancements.

Pete moved that the finance report be accepted

*D Brough/G McIntyre
Carried*

Health and Safety Report

Siobhan presented the report.

John and Brad have had onsite training from Argest in how to undertake the monthly checks.

Hazards identified and actions taken were listed.

Two student accidents were noted and the hazards causing them have been fixed where needed.

Flu vaccinations for staff have been offered by Ceri Benger at Life Pharmacy, Hornby.

Reminder to the new board to ensure Brad is on a 2 year cycle for his Hazard Safety management. He completed it just before he started here.

Community of Learning – Kahui Ako

Stewardship Group meeting held Thursday May 16, Adam attended on the board's behalf. It is time to appoint the Lead Principal for the CoL as the current two co-lead principals have completed their maximum time allowed for the role.

Adam presented the Board with matters to discuss, from the CoL stewardship group:

1. Determine whether they want to remain part of the Kahui Ako, under the current structure?
2. Remind all, of the current Terms and References, previously agreed upon - copies circulated at the Stewardship Board Meeting
3. Determine if the Kahui Ako is adding value to your school

Answers are needed by the next Stewardship Board meeting, 13th June, 2019 when the discussions will continue about the future of the Kahui Ako.

Although there appears to have been little gain in terms of student learning progress for the first 3 ½ years of the CoL existence, the Board decided there are no negatives in remaining in the CoL as benefits may be starting to show through now.

RECOMMENDATION: That the Board approves remaining a member of the Kahui Ako

S Cross/A Williams

Carried

General Business:

Nil

Pete thanked the current board members for all their hard work over the last 3 years and wishes the new board well for when they take over on June 14th.

John Russell and Simon Thompson left the meeting.

Moved into committee under Schedule 2 Section 9 Subsection 2 of the LGOIM Act 1987

Meeting closed at 8.20pm

Next meeting – Monday 24th June, 7.00pm