

**Prebbleton School Board of Trustees**  
**Minutes of Meeting**  
**Held on Monday 25<sup>th</sup> March 2019, Prebbleton School, Blakes Road, Christchurch at 7.00pm**

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

---

**Apologies:**

Siobhan Cross

**Related Party Declarations:**

Nil

**Minutes from the previous meeting:**

*Moved that the minutes of the meeting held on Monday 25<sup>th</sup> February be accepted as a true and correct record.*

*A Gard'ner G McIntyre  
Carried*

**Matters Arising:**

Nil

**Correspondence:**

**Inwards**

NZSTA – guidelines and copy of the Returning officers' Handbook 2019-2022 for the 2019 School Trustee Elections

D & G Consulting – notification that 7 co-educational state secondary schools have been directed to develop or amend an enrolment scheme

NZEI – formal withdrawal of the notice for the paid union meetings 18-22 March

School Support –Draft Annual Financial Statements to 2018

**Outwards**

Parents/caregivers – letter of acknowledgement and support after March 15 mass shooting in Christchurch

**Principal's Report:**

Kim presented her report.

**2019 Annual Plan**

The plan has been updated with progress highlighted as completed.

**Annual Plans**

The Annual Plans for the 2019 focus initiatives for Sports, GaTE, EnviroSchools/Environment, Professional Learning and Development, Community, Science, Positive Education, Authentic Curriculum, Whanau and Kapa Haka, Student Leadership, WST Cultural Responsiveness, Arts and Coding, Robotics and Website were presented to the Board. These were prepared by the unit holders and show their plans for each term and goals for the year. A third WST role has since been added which Jo Neal is leading; Play-based Learning and Transition to School.

**Community Engagement Survey**

The Senior Leadership Team has created a survey which has been sent out to the parents of the Whanau Group and the Team Leader's classes, the PTA and Board members and members of the community. The responses will be used for a project the SLT is working on this year, regarding our community engagement.

## **Equal Employment Opportunities Data Collection Report for 2019**

31 responses were received from the staff. Kim is working through the issues raised with those affected.

### **Lockdown March 15<sup>th</sup>**

A review has been undertaken of the procedures on the day and changes will be made as needed. The staff are very grateful for the positive feedback and support shown by parents in the week following with emails, cards, chocolates, baking and coffees.

### **Policy Reviews – Using the Schooldocs Programme**

Reviews in Progress for Term 1, 2019:

Alcohol, Drugs, and other Harmful Substances – board, staff, and parents

Legislation and Administration Policy – board and staff

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

Reviews from Term 4, 2018:

Improving Educational Outcomes for Māori Students

Harassment

Religious Instruction (the Ministry is working on final draft guidelines, and further tweaking may be required)

The updates for these three policies will be rolled out at the end of this term.

*RECOMMENDATION: That the Board adopts the updated policies for Improving Educational Outcomes for Māori Students, and Harassment.*

*A Williams/D Brough  
Carried*

Following a robust discussion on the stakeholder feedback from the Religious Instruction review, two options were tabled for Board members to vote on:

1. Discontinue offering the religious instruction programme
2. Send all parents/caregivers of Year 0-4 students a form to opt in for an 8.30-9am fortnightly religious instruction session. If at least 25% of families opt in then the sessions can continue at the revised time

*RECOMMENDATION: That as per the result from the vote taken, the Board proceeds with Option 2*

*P Lockhart/G McIntyre  
Carried*

Kim will contact the CRE coordinator to discuss the decision and plan for moving forward with changes for Term 2 implementation.

*Kim moved that her report be accepted*

*A Gard'ner/A Williams  
Carried*

### **Finance Report**

Delys presented the report.

The school account balances are in good shape. A discussion was held to consider recording what the Board's future spending priorities are so the new Board has some direction when they take over in June. Kim will work on a priority spending report.

Alli Williams, Deputy Principal requires a credit card for her mainly online purchasing of resources and PLD workshops.

*RECOMMENDATION: That a credit card for Alli Williams is applied for with a limit of \$2500*

*Delys moved that the finance report be accepted with the above recommendation*

*A Gard'ner/G McIntyre  
Carried*

### **Property Report**

Pete presented the report.

Contract Construction started on the Rakau Block upgrade today.

MOE Roll Growth Building Plans: the contract has been awarded although not signed at this stage. The plan is to commence on site in April, for a January 2020 completion.

Caretaker appointment: the appointment process is underway with a good number of applications received. Interviews are scheduled for this week and Kim is hopeful to have appointed someone by the end of the week.

### **Health and Safety Report**

Kim presented the report.

A letter was shown which was sent from a parent/police officer on December 13 to Selwyn District Councillor Malcolm Lyall requesting a speed limit change to 40kms around the school. Adam is going to draft a follow up letter of support on behalf of the Board.

Measles Outbreak: we have been receiving regular updates from the CDHB and have placed their notices in the newsletter. They have provided guidelines to follow in the event of a case occurring at school.

### **Trustee Elections**

Voting closes at noon on June 7<sup>th</sup> and the new Board will take over on June 14<sup>th</sup>. A brief discussion was held on succession planning for the new Board.

### **In-Committee**

Nil

### **General Business:**

Nil

**Meeting closed at 8.25pm**

**Next meeting – Monday 27<sup>th</sup> May, 7.00pm**