

**THORNDON SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING – 28 JULY 2015 AT 6.00 PM IN THE STAFFROOM**

**Present:** Alistair du Chatenier (Principal), James Turner (Chairperson), Andrew Pennell (Staff Representative), Victoria Parsons, Andrew Hickey, Nicola Ngawati, Davina Parangi-Brown (Deputy Principal)

**Apologies:** Darren Stafford, Simina Toimata, Jo Cribb, Phil Evans

The meeting started with a karakia.

**Declaration of Conflict of Interest:**

James Turner – consultancy work with tertiary education providers.

Victoria Parsons – has recently taken up a contract with the Ministry of Education but the work does not involve policies which impact on primary schools, nor school funding.

James noted a change to the agenda items. A discussion would need to be had on the potential alcohol ban at school events.

**Principal's Report:**

- Taken as read.
- Alistair discussed the size of the roll and the Board asked for a breakdown of the number of children in and out of zone for the next Board meeting. The Board also queried what the changing demographic, especially with the increase in Asian ESOL students, means for the classroom teacher. Alistair explained that Nicky Long, a Speech Language Therapist, comes in for two days per week. She assesses all the children and provides them with a programme which is then administered by two teacher aides. The Board would consider funding more assistance if necessary.
- Reading remediation – there are currently three children on the Reading Recovery Programme. At least four other children have been identified as requiring assistance.

**Resolution:** *“The Board is prepared to fund a reading remediation programme for four children who may otherwise struggle and would benefit from the programme. The programme will be administered by Leris Everitt, former Resource Teacher of Literacy.”*

*Moved: Victoria Parsons  
Seconded: Andrew Pennell*

- Victoria suggested that the school might like to look at becoming a “dyslexia-friendly” school and mentioned the “4D is for Dyslexia” programme. This will be explored further.
- ICT purchases – Alistair said that the staff met to review the ICT proposal. The Board felt it was important to continue with this annual investment in ICT, and ensure we are constantly updating the equipment and also increasing the number of devices.

**Resolution:** *“The Board supports the purchase of further ICT equipment as outlined in the E-learning Purchasing Proposal 2015 paper. Furthermore, the Board approved up to \$20,000 for this purchase.”*

*Moved: Andrew Hickey  
Seconded: Victoria Parsons*

- Quiz Night – an excellent night was held, unfortunately the turnout was very light.

**Literacy Profile:**

Davina spoke to the Literacy Profile Year 1 paper. She explained that it showed the progress of New Entrant children from after 6 weeks at school to 6 months at school and demonstrated a significant improvement in Thorndon children's literacy skills during those initial months at the school. There was a discussion on childcare centres and the importance of ensuring that they were able to prepare their children for school life. It was decided that a pack should be put together and sent out to Early Childhood Centres whose children move onto Thorndon.

**Correspondence with Ministry of Education Regarding Property:**

There appears to be an issue with the lack of a single point of contact. Don Gillies (MOE) doesn't have control of upgrading the whole school, only the affected leaky buildings. Kevin Curran (MOE) can oversee the rest of the school. A meeting has been scheduled for Monday with Don, as Kevin is not available. After lengthy discussion it was decided that the Board would write to Peter Hughes again in response to the letter sent by Kim Shannon, Head of Education Infrastructure Service. A carbon copy of the letter will be sent to Don, Kevin and Andre. James and Alistair will start the draft response.

**Fair:**

Victoria spoke about the meetings that she attended as Board Representative. Karen Smith had a couple of workshops with parents. They came up with three ideas:

1. performance space.
2. school stall.
3. marketing ideas.

The next meeting is scheduled for next week. There has to be more parent involvement.

**Leadership Development:**

In response to the paper on leadership development, Victoria commented that she knows of someone who does Myers Briggs Type Indicator (MBTI) personality profiles; an MBTI session with staff later in the year would be valuable PD.

**Other Business:**

Agenda for future meetings eg. a work plan and how it's fitted in. Jo, James and Alistair will arrange to meet about this.

**New Parents Evening:**

The last new parents evening was attended by several of our Asian families. While talking to them Alistair asked for ideas from them and how we can make them feel more a part of the school community. In response to this there was talk around the Diwali festival as a significant event happening soon that we could use.

**Alcohol Ban:**

Andrew Hickey explained that there will be a problem in obtaining an alcohol licence for Guitars on the Grass at the end of the year and similar events in future. There is a big clamp down on having alcohol at events such as this, across the Wellington region. He did mention that the Wellington City Council have indicated support for us, but as our application was addressed by a panel representing various organisations, we have been challenged. The main problem is seen as – the event is being run in an open space, and there are children involved. Several options were discussed for future public school events.

1. No alcohol at the event.
2. Apply for a licence and see what happens.
3. BYO alcohol.
4. Don't sell alcohol but sell tickets to the event.

In future this will affect all school events eg. BBQ's, Quiz Nights, Guitars on Grass, etc. Andrew will approach the Council about this in the future. For this year's function there are only two choices, no alcohol or BYO. It was decided to consult the school community.

**Finance:**

Taken as read.

**Resolution:** *"The Board approves expenditure year-to-date as noted in the finance report."*

*Moved: James Turner*

*Seconded: Alistair du Chatenier*

**Minutes of Previous Meeting:**

The minutes of the 23 June 2015 meeting were accepted as being a true and accurate record.

*Moved: Andrew Pennell*

*Seconded: Andrew Hickey*

**Meeting Closed at:** 7.25 pm

**Date for Next Meeting:** 22 September 2015

**Signed:** \_\_\_\_\_

**James Turner**  
**Chairperson**

**Date:** \_\_\_\_\_

**Action Points:**

- Alistair to produce a breakdown of the number of in and out of zone students for the next meeting.
- James and Alistair to start a draft response to Peter Hughes.
- Jo, James and Alistair to meet regarding future meetings agenda.
- Andrew Hickey to contact WCC licencing with regard to our application.

- Consultation with the school community regarding having alcohol at school events.