

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

Present: Alistair du Chatenier (Principal), Jo Cribb (Acting Chairperson), Andrew Hickey, Philip Evans, Darren Stafford, Simina Toimata, Victoria Parsons, Karen Smith (Fair Committee)

Apologies: James Turner, Andrew Pennell, Nicola Ngawati, Davina Parangi-Brown

The meeting started with a karakia.

Declaration of Conflict of Interest:

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.

Alistair invited Board Members to a presentation by the student library review team on Monday, 19 October at 3.15 pm.

Thorndon Fair:

Karen Smith reported that there is better integration between the Fair Committee and the Board. She gave an update on the last few months. There is a core Committee of nine people. It's a combination of parents and teachers. One of the parent on the Committee is doing an event management course at Weltec and she is using the fair as her practicum. Karen mentioned that the Committee had met and had a brainstorming meeting for ideas. Four main things came out of that meeting.

1. The vibe or atmosphere of the fair. Entertainment will be focused on this year. Karen has met with people from Premiere House and we have the go ahead to put a small stage in their car park. The plan is to have a programme of school performances from a variety of local school including Thorndon School.
2. School stall by our senior students. They senior students are planning to have a stall selling lucky dips and tombola. The money raised from the stall will go towards their camp fundraising.
3. The marketing/rebranding started last year will continue.
4. Better documentation with regard to the organisation of the fair, particularly Health and Safety and Risk Management. Also plan to meet with the Wellington City Council to build a better relationship, and work more closely with them, as there is some funding available through them. Next year it will be the 40th anniversary of the Thorndon Fair. There could be some potential to do something around this. Karen asked for some guidance around funding and financing of the fair eg. last year's investment in the purchase of aprons. Karen also said she would like to hire a trailer from the Council, and the potential to increase sponsorship of the fair to reduce costs.

6.20 pm – Jo Cribb arrived.

Karen mentioned about applying for funding from pub charities and wanted to know how the Board felt about this. The Board felt that sponsorship was dependent upon what the sponsors want in return. There is a sponsorship policy. The Board would be grateful if

an email could be circulated with regard to any potential sponsors. They also requested that the Fair Committee be cautious eg. no tobacco or alcohol sponsors.

6.35 pm – Karen Smith left the meeting.

Victoria and Alistair attended a meeting run by School Trustees Association on Hautu (Maori cultural responsiveness self review tool for Boards of Trustees). We partnered up with Mt Cook School. Talked about how important communication is. This would be useful for the Board to do at our Planning Day in January.

Whanau Property – Phil reported on the vision that the whanau group is looking at. They would like to see some sort of motif designed for the rebuild. Want to acknowledge that we are on the Pipitea Pa site. Any motif has to recognise the diversity of the students. Crucial that the whanau group get in touch with the tangata whenua.

Finance:

Taken as read. Darren said that we are having a good year. The challenge for the Board is to prioritise purchases, eg. hall, furniture, etc.

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

*Moved: Alistair du Chatenier
Seconded: Jo Cribb*

Principal’s Report:

- Taken as read.
- Alistair discussed the student wellbeing survey and he mentioned that it hasn’t changed much since last year. He was unhappy about the “prosocial student culture and strategies”, particularly in the Year 5 & 6 areas of the school as we are lower than national norms. The management team and staff will be discussing this. Will need to decide if we need to employ a programme around bullying eg. kiva. Some work has been done on this, this year, but it hasn’t had the impact that we thought it would. As a starting point, at the teacher planning day, we will look at this survey and discuss it, and also look at the teacher survey results.
- Appointments – two appointments have been made. Still interviewing for the last position. The staff should look very similar next year.
- Target Students report – end of Term 2 report. Some have shown progress. This will be reviewed again at the end of Term 3.
- Target 4 – look at top end – maths extension. This has brought more focus to those children. Work still needs to be done around target children, we seem to have too many target children.
- Community of Learning – brief overview given.
- Complaints – three complaints have been investigated, two involving staff and one involving a child. All issues have been dealt with.
- Good to Great Action Plan – Pasifika achievement is still on orange lights. It appears to be stuck at orange, what is the plan to move it? There is a Pasifika meeting planned for next term where this can be discussed.
- Air Testing – Alistair had an email about the results of this and this paper has been tabled. It contains details of mould spore counts. Alistair will go back to Don Gillies from the Ministry of Education to ask for further information. He

will ask Don what can be done to remediate the problem. Darren was happy to draft a reply.

Hall Strengthening:

Two lots of funding. There could be the potential to include the strengthening with the prefab project. There was concern raised over losing the grants. The Board will aim to make a decision at the next Board meeting in November.

Alcohol at School Events:

Given we have surveyed our parent community and 70% of the responses have chosen BYO, future outdoor events will be BYO. Alistair will put a response about this in the newsletter.

Food Truck:

Alistair has been approached about having a food truck on the premises after school. After discussion it was decided that it may create more issues than it's worth.

French/English Bilingual Proposal:

After discussion on this bilingual proposal, it was decided that this was not something the Board wanted to pursue.

Furniture:

Alistair mentioned that some of the teachers would like to trial a few different pieces of furniture for their classrooms. Next year our furniture grant should come through of approximately \$8,000. Would it be possible to spend between \$2,000-\$5,000 now? It was decided that Alistair would need to cost it out, get a quote and send an email to the Board for approval. Or, see if there was a company who would be prepared to give us a free trial.

Professional Development:

Alistair requested to spend \$7,000 on Professional Development designed by Mark Sweeny. It would be for two terms work around collaboration. Alistair is due to meet with Mark within the next week. The Board requested information on the return of the spend on Professional Development for the next meeting.

Term Dates:

The draft 2016 term dates was approved. We will start the 2016 school year on 3 February and finish the year on 20 December.

2016 Board Elections:

Jo mentioned that both she and James planned to stand down from the Board next year. There was some talk about the Board elections. This will be discussed further at the Strategic Planning Day where we could decide what skills we are looking for and they can be signalled to the community.

Minutes of Previous Meeting:

The minutes of the 28 July 2015 meeting were accepted as being a true and accurate record.

*Moved: Andrew Hickey
Seconded: Victoria Parsons*

Andrew Hickey told us that he would be unable to make either the November or December Board meetings.

Meeting Closed at: 8.10 pm

Date for Next Meeting: 10 November 2015

Signed: _____ **Date:** _____
James Turner
Chairperson

Action Points:

- James and Alistair to start a draft response to Peter Hughes (not completed).
- Planning Day Agenda Item – Hautu, and potential skills we are looking for in a Board member.
- Darren to draft a reply regarding air testing.
- Make a decision on hall strengthening at the November meeting.
- Alistair to report back to the school community, via the newsletter, on alcohol at school events.
- Alistair to report on Professional Development spending with Mark Sweeny.
- Sponsorship policy.