



Paparangi School

MINUTES OF MEETING OF THE PAPARANGI SCHOOL BOARD OF TRUSTEES HELD IN THE LIBRARY ON TUESDAY 19 JANUARY 2016 AT 6.00pm.

PRESENT: Tracey ARTHURS (Principal), Tony BATES (Chair and Parent elected Trustee), Clare ADAMS (Staff Representative), Vanessa HEARFIELD (Parent elected Trustee), Frith BLAIR (Parent elected Trustee).

APOLOGIES: Sheryl HYDE (Parent elected Trustee)

IN ATTENDANCE: Andrea JONES (Minute Secretary)

1. ADMINISTRATION:

The Chair opened the meeting at 6pm and welcomed Tracey Arthurs to her first Board Meeting as Principal.

1.1 DECLARATION OF CONFLICTS OF INTERESTS: No conflicts of interest were declared.

2. DECISIONS

2.1 2016 DONATION LEVEL

The Board discussed the results of the Donation Survey conducted during December 2015. The Board **UNANIMOUSLY AGREED** to set the 2016 voluntary school donation at \$130 per child.

2.2 2015 VARIANCE REPORT

The Board **UNANIMOUSLY AGREED** that the finalised report can be submitted to the Ministry of Education on 1 March 2016. The report will also be shared with the school community following submission to the Ministry. The Board agreed that the final report should be available via the school website.

2.3 2016 STRATEGIC GOALS

The Board confirmed Paparang School existing Strategic Goals remain relevant and do not need to be amended for 2016. The Principal and staff will work to develop annual goals to give effect to the strategic goals.

3. FINANCE REPORT

3.1 2016 BUDGET

The Board discussed the 3rd iteration of the budget; noting that further amendments were likely.

3.2 3 YEAR DRAFT WORK PLAN

The Board agreed that training on the implications of the new Health & Safety laws should be considered by all Trustees.

4. DECISIONS

**THE MEETING WENT INTO COMMITTEE AT 6.53PM
THE NORMAL MEETING RESUMED AT 6.54PM**

4.1 PRINCIPALS REPORT

The Principal tabled Reading Recovery Report 2015.

The Board **UNANIMOUSLY AGREED** to accept the Principals Report.

4.2 CHILD PROTECTION POLICY

Several Trustees have attended a NZSTA workshop on the *Vulnerable Children's Act 2014*. The Board will develop an appropriate draft Child Protection Policy.

4.3 HOME & SCHOOL FUNDRAISING SCHEDULE 2016

The Home & School Committee have submitted a first draft of their fundraising schedule for 2016. The Board agreed that, as much as was practicable, the school management and Home & School Committee will work together to ensure that fundraising initiatives are evenly distributed throughout the academic year. This includes non-fundraising school activities requiring families to meet part or whole costs.

5. AGENDA

5.1 IDENTIFYING ITEMS FOR NEXT MEETING

The Board noted that agenda items, where possible, should be identified and discussed as soon as possible.

6. ADMINISTRATION

6.1 CONFIRMATION OF MINUTES 24 NOVEMBER 2015

The Chair moved they be accepted as a true and accurate record. The Board **UNANIMOUSLY AGREED**.

6.2 MATTERS ARISING

The Board discussed concerns about the quality of repairs to the swing bridge in the Junior Syndicate play area. The Board noted the age of most of the play equipment and agreed to investigate a full audit being undertaken by a registered inspector.

7. MEETING CLOSURE

7.1 EVALUATION

The Chair advised the Board that he would seek their feedback on the evening's meeting.

7.2 NEXT MEETING – TUESDAY 23 FEBRUARY 6.00PM

Meeting Closed: 7.50 pm

Confirmed: _____ Date: _____
Chairperson