



Paparangi School

MINUTES OF MEETING OF THE PAPARANGI SCHOOL BOARD OF TRUSTEES HELD IN THE STAFF ROOM ON TUESDAY 12 APRIL 2016 AT 6.15pm.

PRESENT: Tracey ARTHURS (Principal), Tony BATES (Chair and Parent elected Trustee), Sheryl HYDE (Parent Elected Trustee), Vanessa HEARFIELD (Parent elected Trustee), Frith BLAIR (Parent elected Trustee).

APOLOGIES: Clare ADAMS (Staff Representative)

IN ATTENDANCE: Andrea JONES (Minute Secretary)

1. ADMINISTRATION:

The Chair declared the meeting open at 6pm.

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

2. DECISIONS

2.1 PRINCIPALS REPORT

The Board **UNANIMOUSLY AGREED** to accept the Principal's recommendation to develop a Bullying prevention and management policy.

The Board **UNANIMOUSLY AGREED** to approve the new Digital Citizenship and Cyber-Safety Policy.

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

2.2 PROPERTY REPORT

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

2.3 CHILD PROTECTION POLICY

The Board **UNANIMOUSLY AGREED** to approve the policy.

2.4 GOVERNANCE POLICY

The Chair advised the Board on advise received from the Ombudsman's Office regarding availability of minutes and associated reports prior to and during Board meetings.

The Board **UNANIMOUSLY AGREED** to approve the policy.

2.5 OPERATIONAL POLICY

The Board **UNANIMOUSLY AGREED** to approve the policy.

2.6 FINANCE POLICY

The Board **UNANIMOUSLY AGREED** to approve the policy.

2.7 PLAY AREA AUDIT

The Board **UNANIMOUSLY AGREED** to retain the services of Philippa Bollond of Future Landscapes to conduct a full safety audit of all school play areas.

3. MONITORING

3.1 FINANCE REPORT AND AUDIT

The Board **UNANIMOUSLY AGREED** to accept the Finance Report, with the Chair noting that next month we will have the Annual Accounts completed.

3.2 3 YEAR DRAFT WORK PLAN

22 May was set for the termly working bee.

3.3 OPEN ACTION ITEMS

The following items were closed in this meeting having been actioned:

- Item #280 - About Kidz Oscar
- Item #287 - School Apps
- Item #289 - Playground Assessment
- Item #294 - Child Protection Policy
- Item #295 - Governance Policy
- Item #296 - Operational Policy
- Item #297 - Finance Policy
- Item #298 - Financial Management Standards

4. DISCUSSIONS

4.1 REVIEW OF EDUCATION OUTSIDE THE CLASSROOM POLICY

The Principal tabled a draft Health & Safety Policy and Guidelines. The new guidelines mean that the EOTC policy will need to re-drafted.

The Chair recommended this policy review be deferred to May. The Board **UNANIMOUSLY AGREED**.

4.2 REVIEW OF SICKNESS/FIRST AID POLICY

The Board **UNANIMOUSLY AGREED** to approved subject changes tabled by the Principal.

4.3 REVIEW OF TEACHER PLANNING POLICY

The Board **UNANIMOUSLY AGREED** to approve the re-worked policy.

4.4 DRAFT BOT SELF-REVIEW

The Board **UNANIMOUSLY AGREED** to defer consideration of this item until the May meeting.

4.5 EFFECTIVE SUCCESSION PLANNING

The Chair briefed the Board on a succession planning workshop he recently attended. A meeting for the Newlands-Paparangi cluster of schools is planned for mid-May.

5. ADMINISTRATION

5.1 CONFIRMATION OF MINUTES - MEETING 22 MARCH 16

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

5.2 CONFIRMATION OF ABRIDGED MINUTES - MEETING 22 MARCH 2016

The Board **UNANIMOUSLY AGREED** they are a true and accurate abridged record and can be posted on the website.

6. MEETING CLOSURE

The meeting closed at 7.50PM

6.1 NEXT MEETING – TUESDAY 24 MAY at 6.00PM

Confirmed: _____ Date: _____
Chairperson