



Dominion Road School Board of Trustees Meeting Meeting Minutes

DATE: Tuesday, 18 February 2020

MEETING COMMENCED: 6:34pm

1.0 ADMINISTRATION

1.1 Present

Lesley Mitchell (Principal), Cyrus Facciano (Board Chair), Selina Fihaki, Loraine Stone, Anu Pollitt (Staff Trustee), Stephen Nowell, Andrew Butterworth (Co-opted Member), Diana Ryder (Board Secretary)

Apologies

Natalie Wright

Staff

Nick Johnston (Associate Principal)

Welcomes

We welcomed Mina Alexander who will be taking over as Board Secretary for Diana Ryder.

1.2 Election of Board Chair 2020

Lesley Mitchell opened the meeting and called for nominations for the Board Chair for 2020. This year's chairperson will run through until February 2021.

Stephen Nowell nominated Cyrus Facciano seconded by Anu Pollitt. **All in favour/Carried.**

Cyrus Facciano resumed as Chair for the meeting.

1.3 Ratify Agenda

Lesley Mitchell requested that the Fixed Asset Register be added to Finance.

Lesley Mitchell added one additional item to discuss under the Principal's report as Excluded Business.

1.4 Previous Minutes

Cyrus Facciano moved that the minutes from December 2019 be accepted as a true and accurate record, seconded by Anu Pollitt. **All in favour/Carried.**

1.5 Matters Arising

No matters arising.

1.6 Correspondence

See tabled correspondence.

2.0 REGULAR REVIEW

2.1 Principal's Report

Loraine Stone moved that the appointment of Mina Alexander as Office Assistant be ratified, seconded by Stephen Nowell. **All in favour/Carried.**

International Students: We currently have three international students on our roll, but two have not yet returned to school.

Coronavirus Guidelines: The directive from the Ministry of Education is a 14 day self-isolation for any students returning to New Zealand from China. Schools have been given some flexibility with the 1st March roll return for any students who have been enrolled, but not able to attend until after 1st March.

Capital Injection Payment: The Board has confirmed approval for the capital injection payment to be used on re-carpeting the remainder of the main block and asphaltting the back entrance footpath to Dominion Road shops. This will require an amendment to the current 10 year property plan. Moved by Selina Fihaki, seconded by Anu Pollitt. **All in favour/Carried.**

Selina Fihaki asked if there is any money left over, could it be used to upgrade the steps down to the Dominion Road Shops. There was a brief discussion around the feasibility of a ramp to allow for better access in and out of the school. Lesley to contact the council to see if they might consider helping with the steps as many people access Dominion Road through our school.

Excluded Business

Enter Public Excluded Business: 6.51pm

Exit Public Excluded Business: 7.12pm

Anu Pollitt moved that the Principal's Report be accepted as read, seconded by Selina Fihaki. **All in favour/Carried.**

2.2 Legislation/Policies

- Consult
School Planning and Reporting - approved by Board and signed off by Board chair.
- Assurance
EEO - EEO template shared with the board. This is completed by all new employees prior to starting.

Policy Vetting for Non Teachers - All non teachers are police vetted on appointment and then every three years after that. This also applies to contractors and all parents attending overnight camp.

10YPP - This was completed last year and we are currently in the first 5 years of the plan.

Medicines, Minor/Moderate Injury or Illnesses - students' medical information is collected on enrolment and entered into our student management system.

Risk Management - An Internal audit is carried out once a year. All staff are expected to report any hazards or risks - see something/do something/inform caretaker.

The health & safety register is checked on a regular basis for non urgent items and updated as actions are completed.

2.3 Property

New Build

Building is currently slightly ahead of schedule, but there could be a delay with the lift in the new building as it is coming in from China.

Nick has sent a quote to the MOE Delivery Manager of Capital Works (Thomas) for the replacement cost of the playgrounds that had to be removed to make way for the new build.

2.4 Finance Report

Cyrus Facciano moved that the Interim reports for December 2019 be approved. Seconded by Selina Fihaki. **All in favour/Carried.**

Draft 2020 Budget

We are forecasting a 20k deficit. Cyrus discussed the high depreciation figure which includes all leases. There will also be an increase in all wages for support staff and caretaker with effect from the middle of March. There is also some backpay associated with these pay increases.

Need to ensure we have a clear mapping of projects that we want to do and grants we get. What are we going to go for this year - what is the list?

Holiday Programme

As a result of feedback from the Community Consultation last year, Lesley has met with two Out of School Care providers - Skids and Kelly Club.

Skids are happy to do a presentation to the board if requested. Board did not feel this was necessary. Sample contracts to be sent to Lesley by the two organisations. Both companies would like to do a survey to scope interest for holiday programmes at our school.

Board confirmed that Lesley should go ahead with exploring the options for an externally sourced school holiday programme.

Asset Register (Disposal of Assets)

Discussion over assets that were being removed from the asset register.

Cyrus Facciano moved that the disposal of assets from the asset register be accepted, seconded by Stephen Nowell. **All in favour/Carried.**

3.0 STRATEGIC REVIEW

3.1 Charter / Strategic Plan / Annual Goals for 2020

Cyrus Facciano moved that the 2020 charter and strategic plan be submitted, seconded by Andrew Butterworth. **All in favour/Carried**

3.2 2020 Curriculum Overview

Presented to the board by Nick Johnston.

3.3 2019 Writing Data Analysis

Presented to the board by Nick Johnston.

Some trends noted:

- Boys not performing as well as girls
- Attendance is of concern for some students
- No particular ethnicity stands out

- Several of the children working below their curriculum level did not start their schooling at DRS
- While many of the Year 6 cohort were not where they should be all, but one, had made progress and some had made accelerated progress over the last year

Expert external facilitator, Murray Gadd, will be working with the school again this year. This will be resourced from our Professional Development costs. He will be working alongside our Within School COL Leader in Writing, Natalie and Nick. Lesley and Christine will be having a closer look at those students on the SENCO register. We have employed a paraprofessional this year to run the Steps to Literacy Programme which supports students with dyslexic type behaviours and gaps in phonological awareness.

3.3 Board Work Plan - 2020

Board to review for March meeting - policy schedule from SchoolDocs has been added.

4.0 GENERAL BUSINESS

4.1 Board Delegations 2020

The following suggestions were raised by Stephen Nowell:

- Under delegations retained by the Board, amend point 4 to read as follows:
“The disposal of fixed assets with a current asset value at time of disposal more than \$1,000;”
- Under delegations retained by the Board amend point 10 to read as follows:
“As an exception to the title, this specifically pertains to the Board Chair and/or Principal. Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament;”
- Under delegations retained by the Board amend point 12 to read as follows:
“As an exception to the title, this specifically pertains to the Board Chair and/or Principal. Interviews with the media and the distribution of media releases on any matter which involves the School;”

Stephen Nowell moved, Selina Fihaki seconded. **All in favour/Carried**

4.2 Code of Conduct

Lesley reminded the Board of their duties/obligations under the Code of Conduct.

4.3 Contact Details

All Board members confirmed that none of their contact details have changed.

4.4 University of Auckland Lung Function Research

Board confirmed they were happy for families to be contacted to see if anyone would like to take part in this research

4.5 Fono

At last year’s fono parents asked for an informal gathering at the start of the year for some talanoa. Lesley was again approached by a parent at our school picnic last week about this. As there is a Friends of Dominion Road School meeting this week Selina indicated that she would attend and discuss further and maybe set down for a Friday later in March.

4.6 COL Combined Boards Meeting

Date has changed to Thursday 21 May. No venue or start time yet but probably 7.00pm.

4.7 Board 'Monthly Hours' Register

Reminder to keep filling this in each month as it is required for the auditors each year.

Meeting closed: 8.35pm

Next meeting: Tuesday, 24 March 2020

Signed: _____ Chair BOT

Date: ____/____/____