

Mission

With the support of the community, Raumati Beach School will strive to provide all children with challenging and successful learning experiences in an environment that emphasises caring, courtesy, tolerance and mutual respect.

MINUTES

RAUMATI BEACH SCHOOL BOARD OF TRUSTEES

Date: 30 October 2018 **Chair:** Nichola Coe
Time: 6.30pm **Minutes:** Philline Craythorne
Venue: RBS Staff Room **Apologies:** Jo Fisher
Attending: Mike Farrelly, Shellee May, Becs Le Quesne, Nichola Coe,
Howard Woodley

Business

Actions

COMMENCEMENT

1. Apologies

- Jo Fisher

2. Declaration of Interest

- None
- Karakia and welcome

Strategic decisions / Discussion points

Standing Items

- Board Timetable / Meeting Dates
Next meeting 4 December 2018 at 6pm
- School Trustees Booklet - Helping to ask the right questions

3. Student leadership group - report back

- Mark, Harry, Ryder and William from the Student Leadership Group presented their hopes and plans for the Top Hill to the Board. Ideas and opinions from school students were considered by the Student Executives in how to develop this space. The students seemed most keen on the scooter/bike track and some other ideas were a graffiti board, a sound system, a hut and an outdoor learning area.

Business**Actions**

The boys thanked Otaihanga landscaping for their free consultation and plans for the area. The Student Voice ideas which were up on the notice board from the beginning of the year was given to Otaihanga landscaping who then designed a plan around these student thoughts.

The Leadership Group considered the risks involved in having the scooter track on the top hill and near the play area and suggested an alternative option being a modular track which they thought could go up near the caretaker's shed. Their thoughts are for it to be a community track and involve the council in funding the project.

The Student Executives presented their future hopes for the entire Top Hill to include a trampoline, benches, chess set, mini-putt and a deck. Student Voice also revealed a keen interest in a tuck shop.

The boys established that other involved parties such as the EnviroGroup had been consulted and agreed to these plans.

The Board thanked the group for their effort and ideas and said they would discuss these plans and get back to the Student Executives by the end of the year in writing.

Mike reminded the Board that the Kapiti College construction and crane needs to be taken into consideration as well as council compliance.

Nichola asked the boys to put out a survey to the students and find out a rank order of preference of most hoped for Top Hill ideas.

The Board briefly discussed which ideas might be achievable and which were too risky regarding safety and maintenance.

4. Principal's report**▪ Tech Centre Burglaries**

Unfortunately the Tech Centre has suffered two separate break-ins within days of each other, these were the first burglaries in ten years. The items that were stolen included seven high spec IMACs, five hand-held digital cameras as well as a number of SD cards. The items can be claimed back through insurance, but it is an inconvenience with the students now having to miss out while the programme is rebuilt regarding reloading programmes and the pre-planned work completed by Simon having to be redone.

Pip Timoteo, the team leader of the Tech Centre, has been hard at work since the break-ins considering security strengthening options. She prepared a PowerPoint presentation which outlines the cost and impact the break-ins have had on the school, as well as some potential ways forward and different security strengthening options.

Mike has given Pip the go-ahead for the more affordable, achievable option which includes placing monitored cameras and lighting around the Tech Centre in strategic places as identified by the Security Consultant who quoted. They have also looked at replacing the lock-mechanisms on the windows with pad-lock mechanisms and replacing the entire frame of the window that was removed during the burglary.

Business**Actions**

Furthermore, Mike looked at the role that Main Security, who are the current security providers, have played in this. One of the concerns that the school had, is that in the second break-in, there was alarm activation and a 25-30 minutes gap before someone apparently arrived on site.

The security company are required to leave a note to say what process had been followed during the patrol, but that had not been done which the school thought was suspicious. Mike tackled Main Security on what had happened and they replied that the guard that had attended to this call had definitely arrived at the scene as their GPS records proved and that this particular guard had been with the company for a number of years and had a very good record, they were however unable to do any more as this guard had suddenly left the company.

Pip looked at a new locally-based security provider in Kapiti with good references including Kapiti College, who have put a proposal in to provide the guard services for the Tech Centre. Mike has asked the gentleman from this company to contact him as Main Security are unable to provide Mike with the initial signed contract and Mike is of the opinion now that the school should look for a different provider.

- **Cleaning Services:**

Mike provided a bit of history regarding the school's cleaning providers, he explained that the previous Board had looked at cleaning options, and as a result of the tender process that was undertaken then, Paramount Cleaning Services came on board. The school found however that the levels of cleaning that was promised was not the same as what the school was experiencing. Mike spent a lot of time trying to get the company to increase their levels of service and they finally put extra staff on. Mike then had a visit from the regional manager and later the national manager, who told Mike that when they had tendered they didn't realise a number of things and that they needed to put extra staff on but would have to charge the school. Mike went back to the contract and they had a month-out clause if they as the cleaning provider had to pull out of the contract, but the school would have to give three months' notice. This left the school with hands tied as if the school said no, Paramount would be able to pull out and the school would be left with no cleaners.

Mike requested Board permission for the school to conduct a tender process again next year, in order to see if they can find another provider at a better price or if Paramount are able to put in a more competitive price. Board discussed and all agreed.

(All Agreed)

- Principal's Report accepted

(Accepted)

Business**Actions****5. Financial Report (in Principal's Report)**

- Mike has started working on the 2019 budget. He explained the need to develop a budget for 2019 that is fiscally very conservative as the roll is slightly down. Mike spoke with Ben from Accounting for Schools and he advised more use of pub charities as well as an increase in the amount for school donations per family based on the fact that we have one of the lowest donation amounts of all schools in the lower North Island. Ben has been requested to provide a list of donations of schools of similar size and socio-economic levels in our area. The auditors have advised Mike that donations are no longer allowed to be split up into separate categories, but have to be requested as one total figure.

6. Property Report (in Principal's Report)

- Bore: Mike mentioned that there had been a hold-up with getting the resource consent but that has come through. Kapiti College are apparently now awaiting safety fencing to go up.
- The backfield has had one cut already, spray and fertiliser is next and once the bore is done they have to put all the irrigation together and once that is complete, the backfield will be open.
- The track will not be opened until Kapiti College has removed the fence which is a hazard.

7. Strategic Plan Review

- Mike will be meeting with Prisca and Julie to start putting some broad overviews for 2019, 2020, 2021 and once complete, Mike will meet with Jo who will put a Board perspective across that.

Student Voice and parental feedback will be taken into account. Mike proposed a couple of Board workshops early in 2019 where time could be dedicated to pulling together and having someone do a Strategic Plan facilitation.

8. Policies Review

- Board reviewed the Health and Safety policy and the Legislative requirements policy. These will be reviewed annually.

9. Community consultation - standing item

- Maori representation on the Board: Shellee confirmed that in the few people she has talked to, there has been one offer and one potential candidate.

Mike proposed that the person who fills this role could attend just one meeting per term, or certain strategic meetings as often time constraint is what keeps people from committing.

- Strike action Friday 16 November: Board discussed all possible processes should the strike go ahead or be cancelled.

Business**Actions****Board Administration****11. Preparation and task allocation for next meeting**

- List of donations throughout the area - Mike
- Let Jo know policies approved
- Friday 7th December Kapiti College, Takiri o te ata
- Thursday 13th December Leavers evening
- Friday 7th December Year 8 Leavers Dance
- Monday 10th December Christmas celebrations 5.30-7.30pm
- Tuesday 4th December Next BoT meeting at 6pm, D4 for 7.30pm
- Nichola to contact potential new board member

12. In committee

- The Board unanimously agreed to go into Committee at 8.00pm to discuss a study leave application from a staff member, the Principal's Performance Appraisal feedback thus far and the Board member vacancy.
- The Board moved out of Committee at 8.18pm.

There being no further business the meeting closed at 8.19pm.