

Board of Trustees Meeting Agenda – DATE: 11 April 2018

Open: Karakia Timatanga

1. Administration

- 1.1 Present
- 1.2 Apologies
- 1.3 Declaration of interests
- 1.4 Confirmation of previous minutes
- 1.5 Correspondence – Taita Central School Letter

2. Strategic Decisions & Discussions

- 2.1 Strategic decisions made if required
 - 2.1.1 Policy review framework
 - 2.1.2 Policies for ratification
 - 2.1.3 COL
 - 2.1.4 Enrolment Scheme
 - 2.1.5 Board by-election

3. Monitoring

- 3.1 Principal's Report

- 3.2 Finance
 - 3.2.1 End of month reports for March 2018*
 - 3.2.2 Quarterly Operations Grant Instalment Notice

- 3.3 Property
 - 3.3.1 Property Report

- 3.4 Health and Safety

- 3.5 IT

- 3.6 Curriculum

- 3.7 Personnel

4. Other items

- 4.1 Polyfest update and resolution for grants
- 4.2 Noho grant applications

5. In-committee items

- 5.1 Internal Evaluation
- 5.2 OIA update
- 5.3 Personnel
- 5.4 Student Engagement

6. Meeting Closure

6.1 Identify Agenda Items for Next Meeting

Karakia whakamutunga: Meeting closed _____pm

Note 1: Correspondence is listed on the back of the agenda

Note 2: List of current delegations attached to agenda

All reports associated with this meeting are available on-line, or in the school office during normal school hours.

Associated meeting reports:

*not available at time of publishing agenda – will be tabled at the meeting

NOTE 1:

NOTE 2:

BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

Health & Safety: Shane, Dianne, Gillian

Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Vera

Curriculum: Gillian

Property: Shane

Finance:

Board of Trustees Meeting Minutes – DATE: 14 March 2018	Action points
<p>Open: Karakia Timatanga: 7.30pm</p>	
<p>1. <u>Administration</u></p> <p>1.1 Present: Gillian, Diane, Craig, Vera, Rachel, Chris, Dave, Shane</p> <p>1.2 No apologies</p> <p>1.3</p> <p>Motion: to grant speaking rights to Dianne Wright as she is here as Deputy Principal and so will have relevant contributions to this meeting, including in-committee items. Moved/Seconded: Rachel/Shane</p> <p>Motion to add the following documents to the agenda – Resolutions for grants. Moved/Seconded: Rachel/ Gillian</p> <p>Move to table a new document – Restraints policy guidelines as discussed at policy review committee meeting on 13/3/18, for approval and ratification. Moved /seconded: Rachel /Dave (To be discussed at 2.1.2)</p> <p>1.4 Confirmation of previous minutes: Move that the previous minutes are true and correct. Moved/Seconded: Rachel/Chris</p> <p>1.5 Correspondence – NZEI, Community of Learning Correspondence: Documents distributed and gone over thoroughly. No major issues to report. Move to add correspondence from Trentham School to the meeting. Moved/Seconded: Rachel/Gillian</p>	

<p><u>2. Strategic Decisions & Discussions</u></p> <p>2.1 Strategic decisions made if required</p> <p>2.1.1 Policy review framework: Verbal report from Policy Review committee. Policy review committee has reviewed this document and updated the framework. Policies and guidelines on complaints, restraints and behaviour communication are to be updated further. Need to look further into the alcohol and drug abuse policies. Agreements made re: finance delegations.</p> <p>2.1.2 Policies for ratification Final version of Restraints policy distributed and gone over thoroughly. Move that the Restraints policy now be approved. Moved/Seconded: Rachel/Shane</p> <p>2.1.3 COL: Dave reported back on recent meeting. Taking the process slowly as historically rushing things has not ended well in other Col's. An app was presented that ties in children's achievement level and demographic, but most schools were against using this until privacy concerns were addressed.</p> <p>2.1.4 ERO Report: Is now public. A summary was also sent out with the school newsletter. We are still waiting to hear about the ERO workshop we are taking part in.</p> <p>2.1.5 Enrolment Scheme: Consultation: One parent queried the street selection and another queried a sibling's enrolment (live out of zone). Will need to meet with the other schools re: ballot availability/timeline processes.</p> <p>2.1.6 Board by-election: Drafted and awaiting distribution. Returning officer has been identified.</p> <p>2.1.7 NZSTA – need to update new board member details.</p>	<p>2.1.1 Dianne to lead development of these and present back at next meeting</p> <p>2.1.5 Dave to meet with other schools</p> <p>2.1.7 Rachel to send out link</p>
<p><u>3. Monitoring</u></p> <p>3.1 Principal's Report: Documents distributed and gone over thoroughly.</p>	

Currently trying to resolve eTap issues.

Behavioural issues with a few of the children have made it a rocky start to the year. A whole school referral to the RTLB service has been sent to get clarification around what we are doing well and where we can make improvements.

Contrary to public opinion, the vast majority of children causing trouble at the Koraunui hub are not our students.

Mentoring program for students - will begin next term with some students.

3.2 Finance

3.2.1 End of month reports for February 2018: Documents distributed and gone over thoroughly. Recoding required on Page 3.

Move that the February reports be approved pending recoding. Moved/Seconded: Rachel/Gillian
3.2.2 2018 Budget (included in February financial report) Presented at the last BoT meeting. Move that the 2018 budget be approved. Moved/Seconded: Rachel/Shane

3.2.3 Photocopier: Obtained three quotes. Have decided to go with Canon. Should be resolved sometime this term.

3.2.4 A donation of \$500 has been received from a member of the community. The school and BoT are very grateful for her generosity.

3.2.5 Four Winds: removal of old playground \$10,000

Infinity Foundation: New playground and repairs to old playground \$34,000

Pub Charity: Bark for playground \$2,500

Move that we approve these three grants for the amounts and items stated. Moved/ seconded:

3.2.4 Rachel to draft letter of thanks

Rachel/Dave

3.3 Property

3.3.1 Property Report: Distributed and gone over thoroughly.

Dave met with our school MoE advisor and the MoE Project Delivery Manager about the asphalt issues identified at our school. They are following up about this and investigating into pricing and remediation work.

Quotes are coming in for asbestos survey and the installation of security cameras.

Swimming pool maintenance will also be underway soon.

3.3.2 External Painting work for Kauri Block to be scheduled

3.4 Health and Safety: E-tap report distributed and gone over thoroughly.

Two injuries were investigated and cleared as simple falls onto safety matting.

3.5 IT – no items

3.5.1 eTap - being updated

3.6 Curriculum – no items

3.7 Personnel – discussed in committee

4. Other items

4.1 Polyfest - Resolution for grants – Polyfest

Move that the 17 resolutions of varying amounts totalling in excess of \$25,000 plus sponsorship requests to be negotiated be approved. Individual amounts discussed at meeting and to be

<p>included with approved minutes. Moved/ Seconded: Rachel/Dave</p>	
<p><u>5. In-committee item</u></p> <p>Move that the public be excluded from the following part/s of the proceedings of this meeting namely all agenda item 5. The grounds are that the matter is one of:</p> <ul style="list-style-type: none"> • personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. <p>Moved / Seconded: Rachel/Gillian</p> <p>3Move that we discuss an additional issue in committee item in relation to a complaint to Ministry of Education. Moved/ seconded: Rachel/ Dave</p> <p>Move out of committee at 9.28pm.</p>	
<p><u>6. Meeting Closure</u></p> <p>6.1 Identify Agenda Items for Next Meeting IT follow up. Timetable of BoT actions. Camera quotes Asbestos quotes Policy Document</p> <p>Karakia whakamutunga: Meeting closed 9.29_pm</p>	
<p>Note 1: Correspondence is listed on the back of the agenda Note 2: List of current delegations attached to agenda</p>	

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Associated meeting reports:

NOTE 1:

NOTE 2:

BOT delegations:

Chair: Rachel

Deputy Chair: Craig

Committees:

Health & Safety: Shane, Dianne, Gillian
Policy Review: Craig, Rachel, Dianne, Gillian

Portfolios:

Civil Defence: Vera
Curriculum: Gillian, Dave, Rachel
Property: Shane / Chris
Finance: Chris/ Dave R (TBC)

FINAL BOARD



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707
Fax: 9399708
e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the Pacific Advisory Group for funding to help cover the costs of Polyfest 2018, for the amount agreed to in negotiation for the provision of health & wellbeing messaging within the polyfest experience.

Certified as a true and correct record.

Signed:

Rachel Brinkley

Title:

Rachel Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707

Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the Ministry of Social Development: E Tu Whanau initiative for funding to help cover the costs of Polyfest 2018, for the amount agreed to in negotiation for the provision of health & wellbeing messaging within the polyfest experience.

Certified as a true and correct record.

Signed:

Title:

Rachel Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707
Fax: 9399708
e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to Creative Communities for funding to support the hire of the venue for Polyfest 2018 for the amount of \$10,000.

Certified as a true and correct record.

Signed:

Title:

Chair Rachel Brinkley Koraunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707

Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the Ministry of Pacific Peoples for funding to help cover the costs of Polyfest 2018, for the amount agreed to in negotiation for the provision of health & wellbeing messaging within the polyfest experience.

Certified as a true and correct record.

Signed:

Title:

Rachel Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707

Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the Central Pacific Collective for funding to help cover the costs of Polyfest 2018, for the amount agreed to in negotiation for the provision of health & wellbeing messaging within the polyfest experience.

Certified as a true and correct record.

Signed:

Rachel Brinkley

Title:

Rachel Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707
Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the MSD: E Tu Whanau initiative for funding to help cover the costs of Polyfest 2018, for the amount agreed to in negotiation for the provision of health & wellbeing messaging within the polyfest experience.

Certified as a true and correct record.

Signed:

Title:

Rachel Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18




17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707
Fax: 9399708
e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to Infinity Foundation for funding to support the hire of the venue for Polyfest 2018 for the amount of \$5,000.

Certified as a true and correct record.

Signed: 
Title: Rachel Brinkley Koraunui School BoT Chairperson
Date: 14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707

Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to Pelorus Trust for funding to support the hire of the venue and the live feed costs for Polyfest 2018, for the amount of \$5,000.

Certified as a true and correct record.

Signed:

Title:

Rachel Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18.



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707

Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the Te Puni Kokiri: Matariki for funding to help cover the costs of Polyfest 2018, for the amount agreed to in negotiation for the provision of Matariki celebration experiences within the polyfest week.

Certified as a true and correct record.

Signed:

Rachel Brinkley

Title:

Rachel Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707

Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to Hutt Valley Pacific Health for funding to help cover the costs of Polyfest 2018, for the amount agreed to in negotiation for the provision of health & wellbeing messaging within the polyfest experience.

Certified as a true and correct record.

Signed:

Rachel delvine-Brinkley

Title:

Rachel delvine-Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18.



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707

Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to Te Awakairangi Health for funding to help cover the costs of Polyfest 2018, for the amount agreed to in negotiation for the provision of health & wellbeing messaging within the polyfest experience.

Certified as a true and correct record.

Signed:

Title:

Rachel Binkley

Koraunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707

Fax: 9399708

e-mail: office@korāunui.school.nz

Resolution:

It was resolved that an application be made to the Hutt City Council Community Engagements Fund: Western, for funding to help cover the costs of Polyfest 2018, for the amount of \$1,000.

Certified as a true and correct record.

Signed:

Title:

Rachel Brinkley

Korāunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707

Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the Hutt City Council Community Engagements Fund: Eastern, for funding to help cover the costs of Polyfest 2018, for the amount of \$1,000.

Certified as a true and correct record.

Signed:

Rachel Brinkley

Title:

Rachel Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707
Fax: 9399708
e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the Hutt City Council Community Engagements Fund: Central, for funding to help cover the costs of Polyfest 2018, for the amount of \$1,000.

Certified as a true and correct record.

Signed:

R. G. O. S.

Title:

Rachel Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707
Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the Hutt City Council Community Engagements Fund: Wainuiomata, for funding to help cover the costs of Polyfest 2018, for the amount of \$1,000.

Certified as a true and correct record.

Signed:

Rachel Brinkley

Title:

Rachel Brinkley *Koraunui School BoT Chairperson*

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707

Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the Hutt City Council Community Engagements Fund: Petone, for funding to help cover the costs of Polyfest 2018, for the amount of \$1,000.

Certified as a true and correct record.

Signed:

R. Coles

Title:

Rachel Brinkley

Koraunui School BoT Chairperson

Date:

14.3.18



17 Kairimu St
Stokes Valley
Lower Hutt

Phone: 9399707
Fax: 9399708

e-mail: office@koraunui.school.nz

Resolution:

It was resolved that an application be made to the Hutt City Council Events Grant for funding to help cover the costs of Polyfest 2018, for the amount of \$4,000.

Certified as a true and correct record.

Signed: _____

R. Brinkley

Title: _____

Rachel Brinkley

Koraunui School BoT Chairperson

Date: _____

14.3.18



TAITA CENTRAL SCHOOL

Churton Crescent, Taita, Lower Hutt 5011
Phone (04) 567 7214 Fax (04) 567 7699

Wednesday 4 April 2018

Attention:

Dave Lamont, Principal Koraunui School
Rachel Brinkley, Board Chairperson

Karen Poole, Principal Tawhai School
Stuart Berkley, Board Chairperson

Jessica Meates, Principal Tui Glen School
Phiomena Heka, Board Chairperson

To all concerned,

Taita Central Board of Trustees would like to thank you for your letter dated Friday 23 February, 2018 regarding the Proposed Enrolment Schemes at Koraunui School, Tawhai School and Tui Glen School.

We appreciated your consulting with us and outlining in detail your intended actions. We have no comments to make on your proposed enrolment zones and wish you all the best in your consultation and implementation of these.

Kind regards

Tania Cohen, Principal
On behalf of Russell Whitlock, Board Chairperson



PRINCIPAL REPORT TO THE KORAUNUI BOARD OF TRUSTEES. For the meeting of April 4th, 2018.

Presented by Dave Lamont. Principal

It has been a busy start to the school year with a range of learning opportunities being provided to the children that support the classroom programmes and routines.

OVERVIEW

We have 257 students as of today.

PERSONNEL

- All staff positions are currently filled.
- Teachers attended a paid union meeting on Wednesday 21 March at Avalon Intermediate at 2pm. I attended a Principal meeting at Hutt Intermediate the same morning. There will be a follow up meeting held in Term 2 to discuss the Collective Agreement negotiations. The day, time and venue will be confirmed next term.

STAFF APPRAISAL

- I have been carrying out walk throughs of the classrooms as a part of the Term 1 appraisal process.
- I have met twice with my appraiser in Term 1 to discuss goals for my appraisal for the year ahead and how I plan to work towards achieving these.

PROFESSIONAL DEVELOPMENT

Profession development will be focused on school-wide, individual and team/group needs.

- PB4L – We have begun working on Tier 2 of this development this year. We have had a meeting with our Ministry of Education Advisor as well as lead teachers and the principal having attended workshops about Tier 2 implementation.
- CHOICE Theory –our staff only day for is planned for Friday 1st June with our facilitator confirming this with me. Our day will consist of whole staff and groupings working with Maggie depending on level of experience and previous training. I have begun planning a CHOICE THEORY Basic Week with the facilitator as well, which we would open up to other schools to fill vacant places. It is most likely this will take place in the first week of the July break.
- Play Based Learning (Junior School) - Teachers have enrolled and begun professional development workshops as a part of their learning in this area.
- Professional Standards – The Education Council has been contacted about running some workshops for us about the Professional Standards, Code of Professional Responsibility and Portfolios. This is likely to begin in Term 2.
- Leadership development – our leadership team met with an outside provider about leadership development. Following the meeting we discussed whether this development would meet the needs of our leaders. It was decided we would explore options with other providers.
- Several staff took part in diabetes training in preparation with the Public Health Nurse and a diabetes nurse to upskill in this area.
- Plan towards addressing the recommendations of the ERO Report.

ASSESSMENT

- All teachers are currently gathering information about the level of achievement of the students to be entered by the end of Term 1. As a part of the follow up from our ERO report we will be inquiring into our assessment and reporting processes to make sure these are meeting our needs and providing useful information when it is required.

HEALTH AND SAFETY

TRIPS:

- All event planners and RAM's required are being completed fully and approved in anticipation of events outside of the school in accordance with EOTC health and safety guidelines.
- Senior student science crew – Experiencing Marine Reserves (on-going throughout the term)

BEHAVIOUR

- At a recent SWiS governance meeting the issue of behaviour was discussed at length as this is becoming an increasing issue in many schools this year. I have been in contact with the Ministry of Education about our concerns and asked what support they are able to provide to assist through this difficult phase currently being experienced. I have followed this up with several phone calls and emails and am waiting to hear back from them about what support can be provided by the Ministry of Education. We will be signing our Partnership Agreement for having a SWiS before the end of this term.

FINANCES:

- We had two auditors from Deloitte at school working with me and our bursar on Wednesday 28th March. We will have all required documentation with them prior to the May 31st deadline when our 2107 audit will be completed. Deloitte will work closely with Education Services during this process also.

GENERAL:

- We had a very successful Aiga/Pasifika Fono meeting for our Pasifika families on Wednesday 14th March. The main purpose of this was to discuss the Polyfest in Term 2 as well as how parents could be involved and support their children.
- We were blessed to have the Minister of Environment, Mr David Carter, visit our school and spend some time with our students on Thursday 22nd March to celebrate World Water Day. Mr Carter accompanied some of our students and teachers to the Stokes Valley stream to see the work they have been doing in our local environment. He was impressed that our school and students took such an active part in caring for our waterways and environment.
- I had a meeting with my Ministry of Education Senior Advisor to discuss a variety of topics that are impacting on the start of our school year. It was good to touch base with her, share what is going well, what we are focussing on with our work for this year, concerns I have for outside factors that are influencing how we are
- I have arranged with my Senior Advisor from the Ministry of Education to have a meeting on site about exploring the process involved with moving from Level 3 to Level 2 for our bi-lingual classes. this will happen before the end of this term.

Dave Lamont
Principal

Operations Grant Instalment Notice

(All Amounts are GST Exclusive)

School No. : 2100
Koraunui School
17 Kairimu Street
Stokes Valley
Lower Hutt 5019

Previous Payment Date: 03-Jan-2018
Current Payment Date: 02-Apr-2018

Financial Summary

Description	Entitlement	Manual Payments Paid
Initial Entitlement CoL Allowances and Grants already paid	\$492,345.75 1,000.00	
Adjustments		
2017 TARG ADJUST 15-Dec-2017	186.09	186.09
Recalculation 19-Dec-2017	885.10	
Recalculation 22-Mar-2018	39,268.85-	
Initial Entitlement and Adjustments	455,148.09	186.09
Instalments Paid	124,307.71	
Manual Payments Paid	186.09	
TOTAL YEAR TO DATE	124,493.80	
Balance Outstanding	330,654.29	
% of Outstanding Balance	33.3%	
Instalment (less Manual Payments Paid)	110,107.88	
Nett Instalment	\$110,107.88	
GST	\$16,516.18	
Gross Instalment	\$126,624.06	

PROPERTY and EQUIPMENT REPORT 11th April 2018



- The painting work planned to be carried out on Kauri Block has been postponed until the Christmas break at the end of this year due to the front gate project beginning soon and so there is as little disruption to the operation of the school as possible.
- The installation of the front gates has been moved back mid-April. This work is now planned to be completed in the term break.
- A maintenance schedule and outline of expenditure for our pool area has been developed with works spread over the next 5 years. We will plan work with pool contractors so this happens when the pool is not in use.
- We have had our ride on mower in for repair work to be carried out. We will need to consider our options and whether replacement of this machine in the next 3-4 years is something we need to consider.
- I have contacted the Ministry of Education again about the faulty asphalt. They are in conversations with the contractors about this and possible solutions to repair the area affected. I am waiting to hear the outcome of these conversations.
- We have had leaks in the KCC building roof repaired. This has been an issue with this building in the past and we will continue to monitor this as winter approaches.
- We have had an initial sketch drawing of the administration area drawn up as we look to create a leadership space for our SENCO/Deputy Principal. If we progress with this option we will need to consider the impact this has on our administration area as a whole.

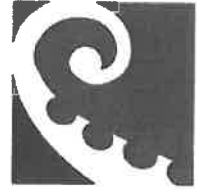
Actions

- Contact Asbestos companies requesting quotes for school inspection and plan for asbestos management/removal. **Completed**
- Contact Security companies requesting quotes for the installation of security cameras. **Completed**
- Develop a 5-year maintenance/upgrade schedule with Wrights Pools for our school pool to assist with budgeting and to ensure the pool is kept in an effective operational condition. **Completed**

Report completed by Dave Lamont
April 2018

Koraunui School

Produced 2018-04-08




Board Report

For period 2018-03-08 to 2018-04-08

	Staff	Students	Other	Total
Number of minor injuries/incidents requiring on site treatment only	1			
Number of injuries/incidents said to require further medical investigation				
Number of serious harm injuries (reported to Work Safe)				

Comments on injuries

Completed by: Dave Lamont Position: Principal

Signed 

Date 08 / 04 / 2018

