



## Board of Trustees Meeting Minutes 30 March 2021

**Present:** Andrea Fitness, Steve Drury, Katherine Pascoe, Jake Morgan,  
Daisy Docherty, Murray Barclay and Laureen Morgan

**Apologies:** Andrea Dunn

**Conflict of Interest:** None

### **Minutes of the previous meeting:**

Motion:

That the Minutes of the Meeting held on 16 June 2020 are accepted as a true and correct record.

Moved: Andrea Fitness

Seconded: Jake Morgan

**CARRIED**

**Matters arising from previous minutes:** None.

### **CORRESPONDENCE:**

#### **Inwards:**

Request for enrollment - from Emma Parsons and Steve Morris –

*Katherine to reply regrettably we can't enrol children at this stage but look forward to enrolling once you are in zone*

URF \$4289.78 received for supporting attendance.

URF \$5760 for counselling

URF\$2075.2 for behaviour support at lunchtime

*Katherine explained how the URF is being used (also mentioned briefly in Learning Support update)*

10 Year property plan has been approved

Ministry Funded PLD application approved 200 hours for Localised curriculum.

#### **Outwards:**

1st March Roll returns submitted

Financials for 2020 sent to the Auditor

Letter to the Ministry requesting support for high behaviour needs

3 URF applications submitted for Behaviour, Attendance and Counselling support

Motion:

That the Inwards Correspondence is received and Outwards Correspondence is ratified

Moved: Andrea Fitness

Seconded: Murray Barclay

**CARRIED**

## **PRINCIPALS REPORT**

We continue to grow with our Year 1 classes now full, we will be opening our New Entrant classroom with Mrs Ellie Levy and approximately 11 students at the beginning of the term. We anticipate this room being full sometime in Term 3.

We have had an “interesting” start to the year, or shall we say stop start to the year! Our newly developed website during COVID level 3 was received well by our community and the resilience of our staff has been great to see.

### **DOMAIN 1 - Stewardship**

(BOT Goals 1 to 6/ NAG 2,3,4,5 and 6)

#### **Finance**

Please see Team drive.

Query around SIP – meaning and property spent on

Motion:

That the finance report be accepted.

Moved: Andrea Fitness

Seconded: Daisy Docherty

**CARRIED**

### **2021 Budget**

#### **Finalised Budget for Approval**

This is available for approval

Motion:

That the finalised budget be accepted.

Moved: Andrea Dunn

Seconded: Daisy Docherty

**CARRIED**

**Annual Financial papers are done and have been sent to the auditor.**

#### **Property**

- 5 YA- Area 7, Library and Tapa room nearly completed. Waiting on an extra door for the Tapa Room- arrived today

- Tidy up of grounds took place over lockdown.
- 10 YA has been approved.
- A1 tree removal coming in to remove designated trees and trim hedge down driveway

Will be looking at redoing junior area/quad as next major project

### **Health and Safety**

Risk Management processes and procedures all in place and can all be found on School Doc's.

### **Incident Report**

N/A.

### **Evacuation procedures**

Fire drill to be completed this term.

Tsunami plan- we revised this due to recent events and are confident with the plan in place and the decisions made to remain at school until instructed by civil defence and/or on the alarm.

### **Accident and Hazard Register**

Up to date

## **DOMAIN 2 – Leadership for Equity and Excellence**

(BOT Goals 1 to 6 / NAG 2 and 3)

Staffing: 21.6

The roll is currently at 410 (Grading roll 426) plus 1 International Student.

Area 2 is now full, new Y0 class to open up in term 2

At this stage it is predicted we will be at 427 by end of term 2 – will need to open up area 7 term 3. Katherine to keep ministry advised as may need another space term 4

## **DOMAIN 3 – Educationally Powerful Connections and Relationships**

(BOT Goal 5 / NAG 2 and 5)

### **Reviews for this term**

#### **Done at previous meeting.**

#### **Approve the PTA fundraising programme**

- Mothers and Father's Day raffle
- 2 Discos May and October
- Chocolates
- End of Year BBQ
- Fun/ Color run
- Diabetes and Pink Shirt day- Proceeds to the foundations.

Motion:

That the PTA fundraising programme be accepted.

Moved: Murray Barclay

Seconded: Andrea Fitness

**CARRIED**

## **DOMAIN 4 – Responsive Curriculum, Effective Teaching and Opportunities to Learn**

(BOT Goals 1 to 4/NAG 5)

### **Strategic Plan 2021-2023 Update**

Please see table in principal's report which displays our Strategic Goals with the success indicators from our Annual plan for 2021. It also displays progress towards these indicators.

Tracking well

Values being specially taught each term. Have an incentive "sparkle value box" with prize draw at assemblies

### **Special Needs Update**

### **GATE Report**

Gate update (Gifted and Talented Education)

Sessions with Brooke Trenwith continue this year as PD for staff (carried over from last year due to COVID).

Gifted register being created with Brooke- ongoing

Tracking of well above students.

Parent session for parents of gifted students- later this year.

COSMDBRIC for student's extension where needed.

### **Focus Areas**

Kereru: Ourselves and healthy eating

Ruru: Ourselves and healthy eating

Piwakawaka: Environment- Looking after our beach

Tui: Electives and Digital connectedness.

Weka: Swimming sports, surfing and classroom set up.

### **Students of Concern**

Have set up programmes at lunchtime for behavioural issues through URF

May be asked to take a child that was excluded previously from our school – but unlikely

## **DOMAIN 5 – Professional Capability and Collective Capacity**

(BOT Goal 4 / NAG 1 and 2).

### **Coaching**

Coaches- Time set aside this term for the first session.

### **Induction Programme**

2021 programme has one more session left. Staff included are: Ellie Levy, Hamish Ross, Rebecca Coombe and Grace Mills.

### **Professional Development update**

All tracking well, Digital curriculum work with Tui has started as has the Localised Curriculum. On the 18th of March we had notification that we have received 200 hours for a facilitator through Ministry funding for this PD. We have booked Ken Ward as our facilitator.

### Kāhui Ako

- New Achievement challenges are being developed and are to be confirmed hopefully this week. Please see Drive for latest draft/ update.
- Across school leader positions were advertised on the 22nd of March and close and shortlist on 5th April. Interviews 7th of April. All Principals in Kāhui Ako on the appointment panel.
- In School Positions: Digital Fluency and Localised Curriculum (Well Being is a community position that will be advertised at a later time) were advertised on the 22 March, close and shortlist on the 29<sup>th</sup> March and Interviews on the 31st March- To be appointed by the end of the term. Andrea Fitness is part of the selection committee.

### NZEI

Nothing to report at this stage

## **DOMAIN 6 – Evaluation, Inquiry and Knowledge Building for Improvement**

(BOT Goal 4 / NAG 1 and 2)

Strategic planning as above

### Reporting

Parent/ Teacher Conferences Thursday 15<sup>th</sup> April

## **7. Staff Report**

- Teacher Only Day on the 1st of April moved to the 9th of July due to lockdowns
- School Triathlon 13/04
  - Y1/2 course at beach and adjacent park
  - Y3-6 Commonwealth Course (no competitive and reduced length)
  - Y3-6 Olympic Course
- Swimming carnival- All of Weka involved 18/03
- Orewa Beach got Talent 01/04
- Surfing with Weka was really successful
- Ultimate frisbee challenge with Orewa Primary.
- Localised Curriculum- Ken Ward working with Teams 30th March and 1st April

### Principal's Update

- Katherine spent 4 days at Maori Women's Leadership Hui – amazing learning experience as well as ideas she can bring into school
- Maori Achievement Challenge- Now in second year. PD to be done with staff on Tikanga and to complete work started earlier in the term around the treaty.
- Professional Learning Group with Education Group- Currently reading “Dare to Lead” by Bene Brown
- Kāhui Ako
- Hibiscus Coast Principals

## **Community Outreach**

Oranga Tamariki panel

Women's Refuge governance – recently used premises for PD and donated money to the school. Katherine has used this money to set up an account to help families financially for school expenses

RTLit panel for Hibiscus Coast

## **8. General Business/Points for Discussion**

- Bike Track- Approval letter for sponsors we are happy for Sarah to approach.

Motion:

That the bike track approval letter be accepted and are in favour of seeking funding.

Moved: Murray Barclay

Seconded: Daisy Docherty

**CARRIED**

Murray clarified where we stand from a safety position if we provide bikes. If children go through a training we are covered. Katherine checked this with police/community constable.

Question around:

- safety with sharing helmets
- maintenance on track/bikes
- safety while using
- locking up bikes which belong to school

Sarah Thornhill has done a lot of work on this – including funding application

Motion:

That the principals report be accepted.

Moved: Jake Morgan

Seconded: Murray Barclay

**CARRIED**

**Next meeting:** Tuesday 11 May

**The meeting was declared closed at 8.07pm.**

**The next meeting will be held at 7:00pm 11<sup>th</sup> May 2021.**

## **Further Board Meeting dates 2021**

15th June

3rd August

7th September