



Board of Trustees Meeting Minutes 8 December 2020

Present: Jessica Ashley, Steve Drury, Katherine Pascoe, Andrea Fitness,
Jake Morgan, Andrea Dunn, Murray Barclay and Laureen Morgan

Welcome Daisy

Apologies: None

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: Jake Morgan

Seconded: Katherine Pascoe

CARRIED

Matters arising from previous minutes: None.

CORRESPONDENCE:

Inwards:

1. Resignation of Board Chair Jessica Ashley
2. Letter approving 150 PLD hours for Localised curriculum over next 2 years.
3. Employing Ken Ward from Leading Learning.
4. Letter of interest for Co-option to the Board.

Outwards:

1. Accepted

Motion:

That the Inwards Correspondence is received and Outwards Correspondence is ratified

Moved: Andrea Dunn

Seconded: Andrea Fitness

CARRIED

PRINCIPALS REPORT

Katherine presented the final copy for approval of our strategic plan.

Katherine expressed how together with the BOT and our community the plan was worked on all this year and she really thrilled with the collaborative effort.

Katherine thanked the BOT for their support in what has been a challenging year, it's appreciated very much.

Thank you to Jess, her common sense, support and love for our school has made it a privilege to have worked with you. We will miss you!

DOMAIN 1 - Stewardship

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

Finance

Please see team drive

Motion:

That the finance report be accepted.

Moved: Jess Ashley

Seconded: Murray Barclay

CARRIED

Draft Budget for Approval

Please see Team drive and hard copies available at the meeting if needed.

Discussion around purchase of TV/electrical items that need replacing– Jake Morgan has a contact that may give a good price.

Questions around possibility of International Students next year but being cautious as not to expect that income.

Motion:

That the draft budget be accepted

Moved: Jess Ashley

Seconded: Murray Barclay

CARRIED

Attestation and Appraisals 2020

The principal verifies coaching has taken place for appraisals in 2020 and attestations are all completed.

Property

- 10-year property plan- Plans around future proofing for as we grow. We will share plans at the meeting to discuss.

Teaching spaces – we are entitled to 18 (which we have) At 440 students entitled to more spaces – we are at that number now (442) but losing Y6’s – therefore we need to wait for more rooms. This in mind we are going to open up Area 7 (currently a resource room). Resources are moving to an area next to the tech rooms (this needs some alterations/shelving). We are not altering the library at this stage.

- SIP - Working on installation now!
- Property modifications for wheelchair access including ramp access, smoothing out concrete etc. to take place from mid-November.

Health and Safety

Risk Management processes and procedures can all be found on School Doc’s.

There is risk assessment for work currently being done on the playground.

Incident Report

N/A.

Evacuation Procedures

Fire drill, Tsunami and lockdown to be completed this term.

Issues from the Register

None

DOMAIN 2 – Leadership for Equity and Excellence

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

Staffing: 21.7

The roll is currently at 442 (Grading roll 391) plus 1 International Student.

| End of | Feb | March | May | June | August | Sept | Oct | Nov | Dec |
|--------|-----|-------|-----|------|--------|------|-----|-----|-----|
| 2020 | 375 | 378 | 385 | 398 | 420 | 427 | 435 | 442 | 442 |
| 2019 | 342 | 346 | 356 | 361 | 371 | 381 | 395 | 398 | 403 |
| 2018 | 345 | 352 | 359 | 369 | 377 | 386 | 389 | 393 | 397 |
| 2017 | 314 | 319 | 333 | 339 | 365 | 366 | 373 | 381 | 384 |
| 2016 | 302 | 307 | 324 | 329 | 340 | 344 | 345 | 348 | 349 |
| 2015 | 278 | 283 | 289 | 299 | 302 | 317 | 322 | 331 | 332 |

Discussion on growth Orewa Beach School is experiencing.

Assurance

At previous meeting

DOMAIN 3 – Educationally Powerful Connections and Relationships

(BOT Goal 5 / NAG 2 and 5)

Reviews for this term:

Done at previous meeting

Pastoral Care

As per Principal's report.

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

(BOT Goals 1 to 4/NAG 5)

Strategic Planning 2021-2023 Final Version

Please see Team Drive

Motion:

That the strategic plan 2021-2023 final version be accepted

Moved: Jess Ashley

Seconded: Jake Morgan

CARRIED

Analysis of Variance and EOY reporting

Will be in Term 1 2021.

FOCUS AREAS

Kereru: Christmas

Piwakawaka: Christmas

Junior choir sang singing at Evelyn Paige and Kensington

Tui: Christmas

Weka: Christmas/ Camp/ Hike

Students of Concern

Stand down has taken place this term for 2 days for a student for gross misconduct. All correct procedures followed and family have been very supportive. The child is on an individual learning programme.

We moved in committee at 6.25pm.

We came out of in committee at 6:28pm.

DOMAIN 5 – Professional Capability and Collective Capacity

(BOT Goal 4 / NAG 1 and 2).

Coaching

Staff are planning next year's goals.

Staff Professional Development

Plans for next year to focus on finishing Autism training and GATE training.
Main focus is wellbeing and Localised Curriculum.

Leadership Development

The SLT team really appreciated the Wellbeing conference last months and learnt some great skills to support their wellbeing, they really appreciate the talk from Kathryn Burkett on wellbeing for all including supporting students with anxiety.

Kathryn Burkett is booked to work with our staff next year on one of our Teacher Only Days.

Principals PD Update

- Springboard Trust Strategic Planning for Principal's- Complete and graduated!
- Empowering women's Principal's group- once a term PLD group- ongoing
- Orewa Principal's PLD group with Education Group- Continuing

Principal's Appraisal Update

Report to be presented.

We moved in committee at 6.32pm.

We came out of in committee at 6:37pm.

Motion:

We appoint Ken Ward for Katherine's appraisal next year

Moved: Jess Ashley

Seconded: Andrea Fitness

Professional Learning Goals for 2021

- To grow and develop an environment where everyone feels safe and secure.
- To strengthen our ties with our local community concurrently with developing our local curriculum.
- To embed our new revisioning into our school.

Community Outreach

Oranga Tamariki panel

Women's refuge governance

RTLIT panel

MAC- Maori Achievement Challenge

Going well, have set goals for next year.

Do we want any further support as a BOT? Yes, interest from the BOT

Kāhui Ako

Kāhui Ako Lead Principals have been appointed. Jess Ashley to report.
It took 12 hours to appoint the new principal to the Kāhui Ako
There were 2 dual applications only to find out one wasn't eligible.

Discussion around staying/or not in the Kāhui Ako. Financially it doesn't help us but it creates leadership pathways.

New Achievement challenges to be developed.

Across and in school leaders to appoint (we will be eligible for 2 in school leaders) we will also encourage teachers to apply for an across teacher position.

NZEI

Hosted graduation for Jess who has completed her 2 years as a beginning teacher. Eleven staff were there to support her last month at her graduation ceremony.

DOMAIN 6 – Evaluation, Inquiry and Knowledge Building for Improvement

(BOT Goal 4 / NAG 1 and 2)

Strategic planning – as above

7. Staff Report

- Fun Run - November 2nd raised 24K. This will be used for staffing.
- End of Year BBQ this Friday 4th Dec
- Year 6 Camp
- Year 5 tramp
- Jackets have arrived which PTA agreed to fund for staff.
- End of year staff dinner 11th of December
- End of year lunch 16th of December
- Junior Playground ready to go

Staffing for 2021

Ruru - Year 0/1

Louise Boot- Area 2- Team Leader

Sarah Thornhill- Area 1

Grace Mills - Area 3

Ellie Levy- Area 8

Kereru- Year 0/1

Debbie Waller- Area 9- Team leader

Piwakawaka Year 2

Michaela Hansen Area 5 - Team Leader (There will be 8 Year 1's in this class)

Joanna Blake Area 4

Jessica Keating Area 6

Tui Year 3/4

Madeline Lockie Area 19- Team Leader
Cindi Meyer Area 18
Rhonda Beet Area 17
Renee Maurice/ Sarah Plummer Area 16
Selena Oxborough Area 15

Weka Year 5/6

Ngairé Burrell Area 14- Team leader
Terry Gillooly Area 13
Helen Jury Area 12
Rebecca Coombe Area 11
Hamish Ross Area 10

Release Teachers:

Ellie Levy- CRT Term 1 then taking next New Entrant class in Area 8 at the beginning of Term 2
Jude Holm CRT release .2 (1 day) and Beginning Teacher Release .2 (1 day)
Leadership release- Sue Chapman .2
Maori- Leonie Hall .2
Singing/ Drama- Renee Maurice .1

Teacher Registration

For the past few years the BOT has paid this for teachers at \$220 once every 3 years.

From April 2021 the cost will be \$150 per teacher, per year (The ones that expire in 2021)
The cost for next year will be \$1200. We usually allow 2k.
What would the BOT like to do for 2021?

Motion:

That the BOT pay for the teacher registrations for 2021 based on their attestation

Moved: Jess Ashley

Seconded: Jake Morgan

CARRIED

8. General Business/Points for Discussion

Teacher Only Days for 2021:

February 2

April 1st

June 4th

November 8th

8.1

We regretfully accept the resignation from Jess Ashley as Board Member and chairperson of the Orewa Beach School Board of Trustees. This resignation is accepted today the 8th of December.

8.2

The Board of Trustees has decided to elect a new Chairperson so we have a chairperson in place immediately.

Nominations: Andrea Fitness

Motion

That Andrea Fitness be the new Board Chair

Moved: Steve Drury

Seconded: Murray Barclay

Welcome to Andrea our new Board Chair.

8.3

Motion that due to the special skill set that Daisy Docherty has, currently working in a school as an experienced teacher of 13 years. She has 2 boys at our school. She has expertise around education that the Board would benefit from which we are currently needing on our therefore we would like to co-opt her onto the Board.

Please note we tabled advice from STAR to help us make this decision. It is also noted that Daisy Docherty is a long standing community member with children at our school and another one joining us next year.

Motion:

Moved that Daisy Docherty be co-opted onto the BOT

Moved: Jess Ashley

Seconded: Jake Morgan

CARRIED

Out of zone enrollment application – Special Needs Basis

Only the Secretary of Education can make the decision on taking out of zone enrollments. The decision is out of the BOT hands. Advice taken from NZSTA

Katherine will respond to the application

Motion:

That the Principals report be accepted.

Moved: Andrea Fitness

Seconded: Andrea Dunn

CARRIED

Next meeting: Tuesday 16 February 2021

The meeting was declared closed at 9.30pm.

The next meeting will be held at 7:00pm 16 February 2021

Board Meeting dates 2021

16th February

23 March

11th May

15th June

3rd August

7th September

2 November

30 November

