



Board of Trustees Meeting Minutes 10 August 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 15 June 2021 are accepted as a true and correct record.

Moved: Jake Morgan

Seconded: Andrea Fitness

CARRIED

Matters arising from previous minutes: None.

CORRESPONDENCE:

Inwards:

Orewa Northwest update

Outwards:

Letter to MOE re recent expulsion of a student.

1st July roll return submitted to MOE

Motion:

That the Inwards Correspondence is received, and Outwards Correspondence is ratified

Moved: Murray Barclay

Seconded: Daisy Docherty

CARRIED

PRINCIPALS REPORT

We have had a settled start to the term, and we hold our Parent Teacher Conferences this week where mid-year reports will also be available to parents.

DOMAIN 1 - Stewardship

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

Finance Report

Please see Team drive.

We are in deficient but the fundraising we plan to do will correct this

Reliever's budget is only at about ½ which is good

Motion:

That the finance report be accepted.

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

Property.

- Designer/ Architect has been in the Junior quad over the holidays to scope works for Areas 1-3 and canopy over the summer break-
- New permanent building on track for front of school, Darryl and SLT team met in Week 1 with MOE, Architect, and supplier. Position, colours etc decided. Geotech visit was last week.
- Outside sensor lights have been installed.
- Next production we will need to light up the court area more.
- We have approx. \$6000 left after a wash up of all previous SIP money spent – been earmarked for turf in junior quad

May get a new alarm system out of capital works

Health and Safety

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

Incident Report

Exclusion took place last term.

Stand down this term.

Both will be discussed in committee.

Evacuation procedures

Lockdown, earthquake, and fire drills to be completed this term.

Do we have a policy in place if lockdown happened just before the bell – do they go to the hall?

What do we do if a bus load of children returns to school from a trip and there is a lock down?

We do have a policy, but Katherine will check answers to above questions.

Issues from the register:

Risk/ Harm register including property register available at the meeting.

DOMAIN 2 – Leadership for Equity and Excellence

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

Staffing: 21.6

Roll: 421 Grading Roll: 426

Number of International Students: 1

End of	Feb	March	May	June	August	Sept	Oct	Nov	Dec
2021	403	407	414	418	421				
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

DOMAIN 3 – Educationally Powerful Connections and Relationships

(BOT Goal 5 / NAG 2 and 5)

Reviews for this term

Concerns and Complaints

This policy provides staff members, parents/caregivers, and the wider school community with clear guidelines for raising and resolving concerns and complaints.

Most concerns can be resolved informally through discussions with the people concerned. See [Guidelines for Raising Concerns](#). The school also has a procedure for making a [formal complaint](#) if informal discussion doesn't resolve the issue.

For complaints concerning harassment, see [Harassment](#). For allegations of theft or fraud, see [Theft and Fraud Prevention](#). School employees needing to make a protected disclosure, see [Protected Disclosure](#).

We will be able to manage your concerns and complaints more effectively if you raise them with us promptly.

Complaints about events that occurred more than three months earlier, do not involve you or your children, or which have been made anonymously, will not usually be formally investigated. [Legislation](#)

- Employment Relations Act 2000

Behaviour Management

Managing behaviour relies on consistently applying both our school's behaviour plan and strategies to promote positive student behaviour. We also expect high standards of [conduct](#) from our school community, which includes modelling good behaviour for students.

Guidelines used when necessary/appropriate:

[physical restraint guidelines](#).

[stand-down, suspension, or exclusion](#)

[Care and Management of Students](#) .

See our [Behaviour Management plan](#) for more information.

Parents' concerns about student behaviour

If a parent has a concern about an incident at school, the parent should contact the school and the school will deal with the concern. The school believes that parents should not approach other students or parents about school behaviour incidents. This also applies to incidents that occur out of school time or off school grounds but when students are still connected with the school e.g., at EOTC events, while wearing school uniform, or travelling to and from school.

Assurances

- **Surrender and Retention of Property and Searches** – All procedures relating to search, surrender, and retention have been followed. All authorised staff have confirmed their status. All instances are recorded on e-tap.
- **Physical Restraint** – All procedures relating to physical restraint have been followed, and that all requirements to notify, monitor, and report have been met. This has not needed to be actioned so far this year.
- **International Students** – The school is meeting the Code of Practice requirements.

New procedure around use of smart watches etc. in school/classroom. Katherine will bring it to the next meeting

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

(BOT Goals 1 to 4/NAG 5)

Strategic Planning 2021-2023 Update

The following table which displays the Strategic Goals with the success indicators from the Annual plan for 2021 was shared and discussed.

Enhanced Learning Outcomes for all.	An environment where everyone feels safe and secure	Culture of Success for all
<ul style="list-style-type: none">• Create access to digital learning in Weka and Tui	<ul style="list-style-type: none">• Creative spaces to engage our students in their environment.	<ul style="list-style-type: none">• Values incentive programmes promoting

<ul style="list-style-type: none"> • Creating Localised Curriculum • 80% of students at or above the expected level in mathematics and Literacy by the end of 2021 	<ul style="list-style-type: none"> • Three discretionary days for all staff to promote wellbeing and value. • Engaging stakeholders through deliberate acts of service • School counsellor available for all students and staff 	<p>students displaying our values.</p> <ul style="list-style-type: none"> • 2 values explicitly tight each term school wide. • Celebrate our diverse cultures through deliberate acts of teaching and school events. • Programmes, events, hui, and physical environment that support and celebrate our biculturalism.
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<p><u>Progress towards:</u></p> <p>-Localised Curriculum next steps TOD with Ken on last day of Term 2.</p> <p>-School wide Localised curriculum planning format created.</p> <p>-New School management system for 2022. Hamish and Katherine had 3-hour PD on implementation for 2022.</p> <p>-Extra devices leased are in classrooms and being used.</p> <p>-Tui Team working with PD provider and making good inroads.</p>	<p><u>Progress towards:</u></p> <p>-Relationships with Kensington with food parcels</p> <p>-Relationship formed with St Chads- Trees for planting at school.</p> <p>-School counsellor- Successful funded until the end of the year.</p> <p>-Discretionary days being taken.</p> <p>-Supporting staff wellbeing for families</p>	<p><u>Progress towards:</u></p> <p>-Values incentive programmes continuing to be successful.</p> <p>-Equity and Cultural Awareness being taught explicitly at assemblies and in classes.</p> <p>-Termly powhiri</p> <p>-Hui at Marae each term.</p> <p>-Houses up and running.</p> <p>-Hosting Tua Mai festival this Term at OC.</p>
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Across school Kahui Ako teachers are working well in the school towards our goals.

FOCUS AREAS

Kereru: Discovery Time

Ruru: Mini beasts

Piwakawaka: Mini Beasts

Tui: Olympics

Weka: Ballroom Dancing/ Olympics

Community Consultation

Work on this has started and a draft will be ready for approval at the next meeting.

STUDENTS OF CONCERN:

To be discussed in committee.

We moved in committee at 7.20pm.

We came out of in committee at 7.25pm.

DOMAIN 5 – Professional Capability and Collective Capacity

(BOT Goal 4 / NAG 1 and 2).

Induction Programme

2021 completed with all new staff so far this year.

Professional Development update

We had our Teacher Only Day on the 9th of July with Ken Ward from Leading Learning where we continued work on the Localised Curriculum. We are tracking well with creating this. We have two times set aside to continue work on this and get community feedback.

Kahui Ako

- Looking at a conference for Teachers in Kahui Ako on the 1st of Feb 2022 this would be a TOD.
- In school leaders attend the fortnightly meetings and feed back to staff. Both very active and engaged in roles.

NZEI

NZEI members attended a paid union meeting on the 1st of July to discuss terms for a new collective agreement proposal.

DOMAIN 6 – Evaluation, Inquiry and Knowledge Building for Improvement

(BOT Goal 4 / NAG 1 and 2)

Analysis of Variance for Mid-Year to be shared by Laureen Morgan

Questions on outcome from structured literacy course some teachers went on. Are we going down that track? Teachers are using parts, but we are not purchasing the whole programme.

Motion:

That the 2021 Mid-Year Analysis of Variance be accepted

Moved: Andrea Fitness

Seconded: Jake Morgan

CARRIED

Parent /Teacher conferences on Thursday. Reports are given out on the night to encourage attendance.

7. Staff Report/ Student Report- Murray Barclay

- Term three has begun very smoothly with only a couple of hiccups.
- The chocolate fundraiser was very sweet, almost \$13,500 net was raised.

- Our school show will be a highlight of many kids' years. A great success. The lighting was amazing.
- The TOD Day with Ken Ward was well received by staff and has brought us closer to completing our Localised Curriculum understanding and documentation.
- The ASB lady "Unique" spoke to all Tui and Weka classes about saving so watch those bank balances go up now!
- Renovations in the Area 13/14 resource room have provided a space for COSMDBRIC as Area 7 is almost ready for occupation at the start of week 4. The new furniture looks super.
- Judith Douche dance has begun again with Yr. 2 and 3 girls
- Weka Tech will resume once a week this term.
- Leonie Hall has begun to take her cultural group of Yr. 3-6 students. This has a Pasifika theme.
- The first horse riding session has been a big success so far. Children are listening, participating well etc. it is a therapy for the children.
- Kate Friedwald has returned to work with Tui teachers and classes
- New devices and existing ones have been redistributed by Hamish.
- Been a good start to the term.
- Fields aren't too bad with the rain we've had
- Bike track is moving closer. Discussion on adding integrating path to tsunami gate as it is used a lot by parents. Murray said he would look into this as it is a possibility.

Principal's update

Appraisal- Students, Parents and a group of staff spoken to at last meeting.

Professional Learning-

Māori Achievement Challenge- PD done with staff in Week 1 staff meeting- What do we want our students to do, know and understand about Te o Māori.

Professional Learning Group with Education Group- Currently looking at work on Trauma and anxiety by Kathryn Berkett. Pod casts on resilience and past trauma are brilliant.

Kahui Ako

Hibiscus Coast Principals

Community Outreach

- Oranga Tamariki panel
- Women's Refuge Governance
- RTLit panel for Hibiscus Coast

8. General Business/Points for Discussion

8.1 Fundraising committee update

- Will break even on the Comedy evening to date – may rise more if more tickets sold from now on. A great community event.
- Quiz night is a possibility in the future.
- Hamish Ross' dad has volunteered his time for grants.

8.2 Bike Track – Sarah Thornhill the main driver of this. Discussed different quotes

\$107000 v \$57000. Cheaper quote doesn't include consents, ground testing. It also has compacted clay hills instead of asphalt.

There will be additional costs of a container for storing bikes, purchasing bikes, helmets etc. Other schools have had bikes gifted.

Discussion on cost of bikes and maintenance. Will need a disclaimer about not taking responsibility for personal bikes used and the track being used by the community out of hours.

Motion:

That we go ahead with the money from the grants (specifically for the bike track) to engage the company Wharehine to start works on the bike track. Also, as funds become available the purchase of bikes, helmets, and the container (for storage) can go ahead.

Moved: Jake Morgan

Seconded: Andrea Fitness

CARRIED

Murray noted the work Sarah Thornhill has done on this bike track and the grants.

Discussion on different donations that are coming in for various things e.g., trees

Motion:

That the Principals report be accepted.

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

Next meeting: Tuesday 14 September

The meeting was declared closed at 8.05pm.

The next meeting will be held at 7:00pm 14 September 2021.

Remaining Board Meeting dates 2021

14th September

9th November

December

