



Board of Trustees Meeting Minutes 14 September 2021 – Zoom Meeting

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

Apologies: None

Andrea welcomed everyone

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: None

Outwards: None

Motion:

That the Inwards Correspondence is received and Outwards Correspondence is ratified

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

PRINCIPALS REPORT

It's been a very trying few weeks for our students and staff and all of them are VERY much looking forward to some resemblance of normal.

We have received incredibly positive feedback from our community for the communication and expectations focussing on health and wellbeing from our parents and caregivers.

I'd like to acknowledge the incredible amount of resilience and care our staff have undertaken looking after our children during the lockdown.

We have supplied hard packs and devices to all families requesting them and topped up hard packs as and when needed both by contactless deliveries to homes.

We have also supplied food to families in need.

DOMAIN 1 - Stewardship

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

Finance Report

Please see Team drive.

Discussion on the deficit that is showing. Katherine and Annette have found \$30,000 from cyclic maintenance.

Motion:

That the finance report be accepted.

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

Property.

- Designer/ Architect has met with us to go over preliminary drawings, Katherine and Laureen to meet with her to decide colours, fittings etc so it can be approved and sent into council. A fire safety hazard has been identified where we will have to change sliding doors to hinged doors.
- New permanent building, lots of work has been going on with this, signing off by Board, location of building, colour/ composite choices, Architect drawings and permission all granted from ministry to keep this project moving.
- We wrote to the Ministry asking for our "Communications project planned for next year in our 10 YPP to be bought forward as we have previously discussed it's a Health and Safety issue with our bells and intercom system not working in all areas. This request was accepted and Nick will begin working on this project ASAP

Health and Safety

Risk Management processes and procedures are all in place and can all be found on School Doc's. We will have a COVID 19 Safety Plan in place for Level 3. WE will follow all Ministry guidelines at this level and safety for students and staff are paramount.

Incident Report

2 broken arms just before lockdown, both documented in accident register.

Evacuation procedures

Lockdown, Earthquake and fire drills did not take place due to lockdown.

Issues from the register:

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

Out of Zone enrolment priorities for 2021

Recommendation: That Orewa Beach School continue with accepting ONLY in zone enrolments to protect our school numbers and on ministry recommendation.

Motion:

That we only accept in zone enrolments

Moved: Jake Morgan

Seconded: Murray Barclay

CARRIED

Term Dates 2022

The Wednesday 2nd of February to the 16th of December. Two accord days as per collective agreement will occur within these dates, to be confirmed in Term 1 2022.

Motion:

That we accept the above start and finish dates along with the 2 accord days for 2022

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

School Donations/ Fees for 2022

Recommendation to keep doing the government scheme for 2022 as this has worked and the money is guaranteed especially in these trying times.

In light of COVID this is good for our families.

Motion:

That we continue to belong to the government scheme for fees in 2022

Moved: Jake Morgan

Seconded: Andrea Fitness

CARRIED

DOMAIN 2 – Leadership for Equity and Excellence

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

Staffing: 21.6

Roll: 427 Grading Roll: 426 plus 1 International Student.

| End of | Feb | March | May | June | August | Sept | Oct | Nov | Dec |
|--------|-----|-------|-----|------|--------|------|-----|-----|-----|
| 2021 | 403 | 407 | 414 | 418 | 421 | 427 | | | |
| 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 |

Once we get to 429 we will be applying for extra staffing.

Area 8 Gemma Martens/Nicole Corke class will go to 18/20 students and we will put support in with a TA if numbers go beyond this.

Looks like we will have similar numbers this year to last.

Annual EEO Policy

The Equal Employment Opportunities policy ensures that all employees and applicants for employment are treated according to their skills, qualifications, abilities, and aptitudes, without **bias or discrimination**. All schools are required by the State Sector Act to be “good employers”, that is:

- to maintain, and comply with their school's Equal Employment Opportunities policy, and
- to include in the annual report a summary of the year's compliance.

To achieve this, the board:

- appoints a member to be the EEO officer – this role may be taken by the principal
- shows commitment to equal opportunities in all aspects of employment including recruitment, training, promotion, and conditions of service
- recognises the value of attracting people from all possible sources of talent
- selects the person most suited to the position in terms of skills, experience, qualifications, and aptitude
- recognises the value of diversity in staffing (for example, ethnicity, age, gender, disability, hours of work, etc.) and the employment requirements of diverse individuals/groups
- ensures that employment and personnel practices are fair and free of any bias.

The EEO officer (Principal Katherine Pascoe) ascertains we are compliant for 2021 in EEO policies regarding staff and employment.

P. E & Health Report

Classes do daily fitness; P. E lessons are done at least twice a week and are skill based and are related to the focus for the term e.g., small ball skills. This is usually in teams with teachers teaching to strengths. Water awareness and boating skills will be done in Term 4 for all students. Year 5 and 6 do sailing and surfing in term 1. Health is taught as part of integrated curriculum studies. Our biannual mandatory Health report was done last year.

This year we did the “Keeping Ourselves Safe” programme which looks at body awareness and how to get help if you need it. One of our Weka female teachers does a puberty talk with our Year 6 girls at the end of the year.

We also will be running the Fun Run/ Colour Run next term.

We may not be able to run the cross country this term and will look at the Fun Run being both.

Been a good up take on sport across the school.

Mr Hamish Ross leads the Senior school P.E. and interschool sports especially for the senior area. He is also responsible for the daily distribution of PE equipment to students and teachers Y3-6, the purchasing and maintenance of the PE equipment and the PE storage shed for senior school. He has introduced some new ideas and initiatives this year such as:

- Whole school Triathlon.
- Whole school-based Water awareness programme for Term 4.
- Optional Cross-country courses for fun and for competitive students.
- Friendly/ competition games with Orewa Primary school.
- Whole of Weka Team doing Swimming sports.
- Frisbee challenge
- More teams engaging in Sports teams.
- Staff/student termly games
- Lunchtime games

Mrs Sarah Thornhill supports the Sports Leader and largely looks after the PE programme and sport in the Junior area. Sarah also organises hockey and soccer teams that play against other schools on a regular basis and on school zone days.

Sarah is responsible for the purchasing and maintenance of the PE equipment and the PE storage shed for junior school.

Moving Forward 2022

- Looking at implementing a movement focus Physical Education programme
- Looking at how we involve our community more (coaching, agencies etc)
- Continue to grow whole school sporting events

Needs

- We are needing to do a stock take and then look at buying new equipment to either replace or add to the resources we have.
- Uniforms possibly with the change of name.

DOMAIN 3 – Educationally Powerful Connections and Relationships

(BOT Goal 5 / NAG 2 and 5)

Reviews for this term

Shared at the last meeting

Assurances

Shared at the last meeting

Community Consultation

We are continuing to work on this and hope to have it ready to go out next term or later this term. SLT will be looking at a survey to go out beginning term 4.

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

(BOT Goals 1 to 4/NAG 5)

Strategic planning 2021-2023 Update

Please note due to lock down these are the same as at the last meeting. Please refer to 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.

FOCUS AREAS

Kereru: Choice Boards/ Home learning

Ruru: Choice Boards/Home Learning

Piwakawaka: Choice Boards/ Home Learning

Tui: Choice Boards/ Home Learning

Weka: Choice Boards/ Home Learning

STUDENTS OF CONCERN:

None to share currently, we are supporting all our families.

We are going to about 12 families with food/hard packs on a weekly basis

Given out 19 devices

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

Huge professional development going on right now adjusting to teaching remotely. We have taken pressure off our staff and are concentrating on their wellbeing at this time.

Ken, SLT and Rhonda (Kahui Ako In school leader for Localised Curriculum) met online last week to ensure we are still progressing towards our 2021 goals.

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.
- Nothing new to add since last meeting.

NZEI

Draft proposals being negotiated now. Support staff paid union meeting later in the month. All applicable for staff are able and welcome to attend. Probably will be a zoom meeting.

DOMAIN 6 – Evaluation, Inquiry and Knowledge Building for Improvement

(BOT Goal 4 / NAG 1 and 2)

Reporting

Reports were given out at conferences earlier this term.

We are planning to have some form of reporting at the end of the year, this may look different according to COVID restrictions and timelines.

Possibly OTJ's in reading, writing, and maths and a tick on key competencies. Will be an update from ministry on requirements due to COVID

7. Staff Report - Murray Barclay

- Sadly, we were only a week and a bit into school when this latest lockdown hit so as you can imagine not a lot has been happening at school as such but teachers have been very busy online as have many of the students.
- The Tu Maia festival has been cancelled.
- Hockey field day, cross country, both cancelled.
- Comedy night postponed until Term 1 2022.
- Teachers have been giving good feedback as to how well the kids have been engaging in their class learning and zooms. Hamish has done a great job with choice boards etc.
- Zooms are the highlight of the day for many of our students.
- We had a few student teachers booked to join our staff this term. This will not take place until Level 2 kicks in.
- Teachers making decisions now about what needs to be covered in term 4 and what needs to be dropped e.g., formal dance for Weka.
- Staff quiz nights by Selena, Jess and Gemma have all been very popular on the Friday nights.

Principal's update

Appraisal- students, parents and a group of staff spoken to at last meeting.

Professional Learning-

Māori Achievement Challenge - marae visit and termly catch up with Hibiscus Coast team both cancelled.

Professional Learning Group with Education Group-Currently on hold.

Community Outreach

- Oranga Tamariki panel – not happening over zoom
- Women's Refuge Governance
- RTLit panel for Hibiscus Coast (not happening while at level 4)

8. General Business/Points for Discussion

8.1 At Level 3

- 10 in a bubble
- everyone sanitised in and out
- following Ministry guidelines
- met at the gate morning and afternoon
- 1 teacher and 1 TA in the morning working together with the students in the bubble and another teacher and TA afternoon (same teachers across bubble/s)
- Library and area 8 will be the 2 proposed areas for the bubbles

Question around checking whether children should be at school in level 3

- We will look how we can do that diplomatically and within reason as we are not meant to ask for proof
- We will make it very clear that it is only if there is NO adult at home or accessible

Unlikely holidays will be brought forward, it has been asked and answered by Ministry several times.

Teachers are amazing and working hard during this lockdown.

8.2 Bike track- Contract signed.

Motion:

That the Principals report be accepted.

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

Next meeting: Tuesday October

The meeting was declared closed at 7.34pm.

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