



Board of Trustees Zoom Meeting Minutes 2 November 2021

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

Apologies: None

Conflict of Interest: None

Minutes of the previous meeting:

Motion:

That the Minutes of the Meeting held on 14 September 2021 are accepted as a true and correct record.

Moved: Andrea Fitness

Seconded: Andrea Dunn

CARRIED

Matters arising from previous minutes: None.

CORRESPONDENCE:

Inwards:

International Code Self Review Attestation received 20/10/21

Outwards:

International Code Self Review Attestation 2021- Submitted.

Application to Ministry for reimbursement of Hard Pack delivery costs

Application to Ministry for counselling for students returning in Term 4 due to COVID anxiety.

Motion:

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

Moved: Daisy Docherty

Seconded: Murray Barclay

CARRIED

PRINCIPALS REPORT

Well, here we still are in lockdown, so grateful for our incredible Level 3 staff who are soldiering on here at school. Our staff at home are working so hard too!

We feel so much for our students who are missing being at school and really hope we can get our students back even for a week or two at the end of the year, especially to somehow farewell our Year 6 students.

Discussion on bubbles and possible future increase

Had positive comments from parents re current learning and communication. Starting up parent portal page with suggestions of activities that don't require adult input.

We feel we are doing okay

DOMAIN 1 - Stewardship

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

To have a highly effective Board of Trustees that will work with the Principal. To ensure smooth running of the school and fully support the Principal.

Finance

Discussion on loan/overdraft required due to loss of fund raising from lockdown restrictions

Mentioned by BOT it is travesty that schools in these times must go to the bank rather than the ministry stepping up, there is a wash up payment to cover costs from loss of income, unsure when it will be given and amount.

Tried for small business loan but didn't qualify.

Motion:

Permission from the BOT to action going to the Auckland Savings Bank to get a \$90,000 overdraft to cover expenses for 2021.

Moved: Andrea Dunn

Seconded: Jake Morgan

CARRIED

Motion:

That the finance report be accepted.

Moved: Andrea Dunn

Seconded: Jake Morgan

CARRIED

Property.

Designer/ Architect has met with us to go over preliminary drawings, Katherine and Laureen met online 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 the Board, location of building, colour/ composite choices, Architect drawings and permission all granted from the Ministry to keep this project moving.

Property works carried on

We wrote to the Ministry asking for our "Communications project planned for next year in our 10 YPP to be brought 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. All Ministry of Education and Ministry Health guidelines are being followed at different alert levels.

Incident Report

None to report.

Evacuation Procedures

Fire drill to take place this term.

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: 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 | 429 | 429 | |
| 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 |

As we have gone over the staffing allocation we have applied for extra staffing.

DOMAIN 3 – Educationally Powerful Connections and Relationships

(BOT Goal 5 / NAG 2 and 5)

Reviews for this term:

Māori Educational Success

Orewa Beach Primary School is guided in our thinking, planning, and actions for Māori learners by the cross-agency strategy for the education sector, [Ka Hikitia Ka Hāpaitia: The Māori Education Strategy](#) . We support its vision to help Māori learners to enjoy and achieve educational success as Māori, as they develop the skills to participate in te ao Māori, Aotearoa, and the wider world. In keeping with the National Administration Guideline (NAG) 1, the board and staff also consult with the school's Māori community when developing policies, plans, and targets for improving the progress and achievement of Māori students.

Please see Principal's report for more information on this review. Taken as read

Religious Instruction

We provide the opportunity for religious instruction for students whose parents approve of it. Parents are required to give written consent for a student to attend the programme and can withdraw this approval. Students without signed consents on file are deemed "non-consenting" and cannot take part.

The board, in consultation with the principal, approves that religious instruction may be held at the school for half an hour per week as allowed by the Education and Training Act 2020 (Section 56).

Religious instruction may develop a student's spiritual dimension by encouraging an understanding and appreciation of religious beliefs and values through a non-denominational Christian programme of instruction. This programme is available for parents' perusal.

Please see Principal's report for more information on this review. Taken as read

Harassment

Schools are required to provide a safe physical and emotional environment and to treat all people with dignity and respect. See our [Health, Safety, and Welfare Policy](#).

This policy describes the steps to take when there is harassment involving employees in the workplace. Harassment between students or by students towards staff members is usually dealt with using the [Bullying](#) policy. Harassment involving parents is dealt with using [Community Conduct Expectations](#). Harassment, and bullying behaviour, is not tolerated at Orewa Beach Primary School.

Pastoral Care Report

Student Pastoral Care

This is the responsibility of all our staff at Orewa Beach School, primarily with the classroom teacher and supported by the Team Leader and Senior Leadership team where needed. The principal will make any reports of concern to various agencies with the support of the Learning support coordinator where necessary. The health and wellbeing of our students is of paramount importance to us.

Staff Pastoral Care

Staff pastoral care is monitored closely by the Senior Leadership Team and support is given where needed/ necessary. All staff have access to our onsite counselor. Staff wellbeing and supporting this is extremely important to our school. We have placed resourcing, time and energy into this especially this year reflected in our budget.

Taken as read

Assurances

Literacy support is supplied both in class and through Learning support programmes.

Appointment procedures are robust and involve both the members of the BOT and SLT

Appraisal of staff/ professional growth cycle

Attestation is confirmed for 2021

Provisionally, Certificated Teachers. We have one and a full programme of release and Professional Development is supplied.

Teacher registration, certification- All monitored and complete.

Police vetting carried out by Murray Barclay on all new staff/parent helpers and existing every 3 years

SUE reports checked by AP/ Office Manager and Principal and signed and sighted by BOT chair.

Emergency Evacuation/ Emergency kit. Onsite and checked and maintained.

Monitoring and auditing school bus - Murray Barclay checks who travels on the bus and whether they are “legally” traveling on it according to where children live

Length of the school year. Approved at last meeting

Taken as read

2022 Dates

Monday 31 January - Auckland Anniversary Day

Tuesday 1 Feb Kahui Ako Conference at Orewa College NZEI Accord Teacher Only Day (staff only)

Wednesday 2nd School Open NZEI Accord Teacher Only Day.

Thursday 3rd ***First day for students***

Schools/teachers were given 8 NZEI Accord Teacher Only Days in the NZEI agreement, to be used by June 2022. We used 1 in 2019, 2 in 2020, 3 planned for 2021 but only used 2. This leaves 3 for 2022

Friday 3rd June NZEI Accord Teacher Only Day (staff only /no students)

The last NZEI Accord Teacher Only Day to be decided

Last day of school for 2022 is Thursday 15th December

Motion:

That the above-mentioned Accord Teacher Only Days be accepted for 2022

Moved: Daisy Docherty

Seconded: Andrea Fitness

CARRIED

Community Consultation Questions

1 In thinking about our local area and community, what would you and your whanau consider to be important matters to learn about?

Comment box

2 What do you and your family value as most important to include when teaching our tamariki about NZ history?

Comment box

3 We would love to tell the stories of Orewa History and are trying to gather resources and Taonga. Are you able to help in any way and how could you do this?

Comment box

4 Affirming Diversity - assesses the extent to which the background of different families is acknowledged and valued

| | Almost Never | Rarely | Sometimes | Often | Almost Always |
|---|-----------------|--------|-----------|-------|------------------|
| At this school, my family's culture and background are acknowledged | 1 | 2 | 3 | 4 | 5 |
| At this school, my child/children are encouraged to learn about different cultures. | 1 | 2 | 3 | 4 | 5 |
| At this school, there is respect for social issues (such as race, disabilities). | 1 | 2 | 3 | 4 | 5 |
| At this school, there is respect for sensitive issues (such as gender) | 1 | 2 | 3 | 4 | 5 |
| At this school, different cultures are valued. | 1 | 2 | 3 | 4 | 5 |

Motion:

That the Community Consultation Questions be accepted

Moved: Andrea Fitness

Seconded: Jake Morgan

CARRIED

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

(BOT Goals 1 to 4/NAG 5)

Strategic planning 2021-2023 Update

Annual Plan 2021 Review Taken as read

The 2022 Annual Plan will be shared with everyone

Arts Report

The Arts consist of visual arts, dance, drama and music.

Students experience visual art in a variety of forms within their classrooms using media such as crayon, paint, clay, paper mâché, chalk, pastels and even buttons! It is wonderful to see so many different types of artwork displayed in our classrooms.

Dance is offered in various ways at our school with the support of outside agencies. Judith Douche dance took place in Term 2 Year 5 and 6 students did dance as part of our school show.

Drama is taught in classrooms through plays and play based learning. We also have Performance Net, a dance and drama company onsite that students can opt into. Again, drama was part of our show for Years 3-6 students.

We have various providers that come into school that offer paid lessons with instruments that consist of a school band. Trumpet, saxophone, clarinet, guitar, keyboard and drums. Mrs. Maurice also has an ukulele group at lunchtimes.

Successful school show - "Best Foot Forward".

Kapa Haka is run each Friday by Hamish Ross with the support of our Kuia Whaea LeeAnne and this year has included Taiaha and Poi lessons. Unfortunately, the Tua Mai festival was again cancelled this year due to COVID

Professional Development Report

See Principals report

FOCUS AREAS

Online learning with an emphasis where possible on or on return to school:

Kereru: Flora and Fauna " How Does Our Garden Grow? "

Ruru: Firewise

Piwakawaka: Art around the world

Tui: Summer

Weka: Environment - Our Big Outdoors.

STUDENTS OF CONCERN:

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

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

Online learning!

Kahui Ako

- Conference for Teachers in Kahui Ako on the 1st of Feb 2022 is confirmed.
- In school leaders attend the fortnightly meetings and feedback to staff. Both very active and engaged in roles.
- Nothing new to add since last meeting.

NZEI

Support staff paid union meetings took place on zoom in late September. Principals claim being negotiated.

DOMAIN 6 – Evaluation, Inquiry and Knowledge Building for Improvement

(BOT Goal 4 / NAG 1 and 2)

End of term reports see the revised “summary report” at end of principal’s report.

7. Staff Report

- Murray Barclay

Interesting start with being back at schools in “bubbles”

A huge thank you to our part time teachers and TA’s who attended our four bubbles over the last two and half weeks of term three.

Many thanks also to our awesome teachers who provided a steady stream of amazing food to bubble workers, diets were not an option at this time.

Darryl has been able to spend a good amount of time getting the school ready for term four.

Well done to the SLT team for their careful consideration and deep discussions towards preparing for term four and also planning for the start of 2022 (from BOT)

Several activities have been postponed or cancelled.

We are wondering whether we will see school back this year, but we are hoping we will especially for a Y6 graduation.

We of course will not be able to give out our usual awards at the end of the year.

Class teachers are going to give out participation certificates to all students.

Principal’s update

Will be available at the next meeting.

Professional Learning-

[Māori Achievement Challenge](#)-. Booked Term 4 catch up.

[Professional Learning Group with Education Group](#)-Currently on hold.

Community Outreach

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

8. General Business/Points for Discussion

8.1 Copy of end of Year Summary- For your information

8.2 At this stage all staff are coming back in 2022. There could possibly be personnel questioning the vaccine mandate but nothing currently.

8.3 Discussion on school coming back and some of the *interesting* suggestions e.g. staggered entry from the government.

Anxiety that is being caused in school community

Motion:

That the Principals report be accepted.

Moved: Steve Drury

Seconded: Daisy Docherty

CARRIED

Next meeting: Tuesday 7 December

The meeting was declared closed at 3.12pm.

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

