



## Board of Trustees Meeting Minutes 16 February 2022 – Zoom Meeting 4 pm

**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 November 2021 are accepted as a true and correct record.

Moved: Jake Morgan

Seconded: Andrea Fitness

**CARRIED**

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

### **CORRESPONDENCE:**

Inwards:

- Letter/s re not vaccinating a child- Also sent to the BOT chair, Andrea has sighted. Katherine has responded.

Outwards:

Motion:

That the Inwards Correspondence is received and Outwards Correspondence is ratified

Moved: Andrea Fitness

Seconded: Jake Morgan

**CARRIED**

### **PRINCIPALS REPORT**

We opened the school on 3 February to students in COVID Traffic Light Red Setting which required a different layer of organisation and safety. We have had our Senior Advisor from the Ministry let us know that the plan we have in place is robust, safe and impressive!

As you will see lots of exciting property work is happening. Today a huge fence went up for the new building/classroom coming on the front lawn area. This is due to arrive next week Friday

We are fully staffed and our numbers are comparable with last year

## **1. Stewardship**

(BOT GOALS 1 TO 6 / NAG 2, 3, 4, 5 and 6)

### **Finance Report**

Please see Team drive.

Motion:

That the finance report be accepted.

Moved: Andrea Fitness

Seconded: Murray Barclay

**CARRIED**

Made changes to the draft budget

\$500 to Weka and Kea – This is off set by reducing student activity amount

Property from \$2K to \$5 K

Have \$29k as a buffer

Payment plan for overdraft through the ministry we will pay 70% of any fundraising money we make.

Motion:

To accept changes to the budget

Moved: Andrea Fitness

Seconded: Jake Morgan

**CARRIED**

### **Finalised Budget for Approval**

This will be with us at the next meeting as it is with the accountant.

### **Principal's Delegated Authority**

Motion:

That Murray Barclay has delegated authority as the Principal.

Moved: Andrea

Seconded: Daisy

**CARRIED**

### **Election of BOT Chair for 2022**

Nominations: Andrea Fitness

Duly elected: Andrea Fitness

Motion:

That Andrea Fitness be elected BOT chairperson

Moved: Jake Morgan

Seconded: Steve Drury

**CARRIED**

## **Board Chair Delegated Authority**

Motion:

That the board chair has delegated authority on behalf of the BOT

Moved: Murray

Seconded: Daisy

**CARRIED**

## **Confirm Cheque Signatories for 2022**

Katherine Pascoe- Principal

Murray Barclay- Deputy Principal

Andrea Fitness- BOT

Annette Parmiter- Financial Administrator

## **Property**

- Areas 1-3 refurbishments going as planned and we are thrilled with the outcome so far!
- New classroom/library to arrive Friday 25 Feb in early hours of the morning, safety fences went up today.
- Our old Library opened as the “Nikau Room” with 11 students on the first day!
- We are still hopefully going to have our new library onsite in April//May
- Our Communications project is booked for the holidays
- The bike track is finished. The bike track was able to be extended to include a wider entrance point and a link to the tsunami gate, thanks to Jake Morgan and friends for funding this. Will officially open to students on 2 March once staff have completed safety instruction
- We had a burst water pipe outside the staffroom during the holidays which has been fixed.
- The back shed is currently being used for bike and helmet storage.

## **Health and Safety**

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

Pandemic plan for Red level has been shared with BOT via email on 04/02/2022.

Ministry tool kit for COVID has been received and has been updated twice.

## **Incident Report**

N/A.

## **Appoint Returning Officer for Board Elections**

Motion:

That Jackie Drury be appointed returning officer for BOT elections

Moved: Andrea Fitness

Seconded: Daisy Docherty

**CARRIED**

## **Evacuation Procedures**

Fire drill to be completed this term.

## **Issues from the register:**

None

## 2. Leadership for Equity and Excellence

(BOT GOALS 1 TO 6 / NAG 2 and 3)

Staffing: 21.7

Roll: Grading Roll: 429

End of	Feb	March	May	June	August	Sept	Oct	Nov	Dec
2022	398								
2021	403	407	414	418	427	429	429	434	434
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

**Number of International Students: 0**

Discussion on the possibility of allowing international students

**Staffing for 2022 is confirmed.**

### **Orewa Beach School Board of Trustees Reporting Calendar 2022**

15 February 2022 - Term 1	22 March 2022 - Term 1
<p>Risk management process/procedures            Confirm all staffing            Professional Development Plan present to Board            Staff Induction programme to commence            Confirm Self Review Schedule - School Docs (NAG 2)            Set goals for Board Training            Conflict of Interest register            Principal's Delegated Authority            Confirm cheque signatories &amp; approve credit cards            Charter/Strategic Plan to be approved            Appoint Chairperson / Confirm cheque signatories            BoT Self Review Process - consultation areas            Board / Board Chair delegated authority            Length of School Day/Year  <b>Policy Review</b> -</p> <ul style="list-style-type: none"> <li>• <b>Health and Safety Management</b> -              Safety Management System, Risk Management, Health and Safety Induction, Visitors</li> <li>• <b>Emergency, Disaster, and Crisis Management</b> -              Emergency Planning and Preparation, School Closure, Emergency Management, Disaster Management, Crisis Management, COVID-19 Information</li> </ul> <p><b>Assurances:</b></p> <ul style="list-style-type: none"> <li>• Risk Management</li> </ul>	<p>Risk management process/procedures            1 March Roll Return sent to Ministry            Strategic Plan update - end of Term 1            Annual Financial papers to the auditor            Property update            GATE Report            Special Needs update            Approve Final Budget            Approve PTA fundraising programme</p>

<ul style="list-style-type: none"> <li>• School Planning and Reporting</li> <li>• Equal Employment Opportunities (EEO)</li> <li>• Reporting and Recording Accidents, Medicines, Managing Minor/Moderate Injury, Illness</li> <li>• Police Vetting for Non-Teachers</li> </ul>	
<b>17 May 2022 - Term 2</b>	<b>21 June 2022 - Term 2</b>
<p>Risk management process/procedures Curriculum survey consultation</p> <p><b>Policy Review:</b></p> <ul style="list-style-type: none"> <li>• <b>Healthcare</b> - First Aid, Medicines, Accidents and injuries, Health Conditions and Illness, Infectious Diseases</li> <li>• <b>Behaviour Management</b> - Bullying and Online Bullying, Surrender and Retention of Property and Searches, Physical Restraint, Stand-down, Suspension, and Exclusion Procedures</li> </ul> <p><b>Assurances:</b></p> <ul style="list-style-type: none"> <li>• Digital Technology and Cybersafety, Cyberbullying</li> <li>• Computer Security and Cybersecurity</li> <li>• Student Attendance</li> <li>• Health Education</li> <li>• Abuse Recognition and Reporting</li> </ul>	<p>Risk management process/procedures Finance Report Annual report published Strategic plan update ICT report &amp; cybersafety</p> <p><b>Assurances:</b></p> <ul style="list-style-type: none"> <li>• Emergency Evacuation/ Emergency Kit</li> <li>• Staff Usage and Expenditure (SUE) Reports (in Expenditure)</li> <li>• Monitoring and Auditing School Bus</li> </ul>
<b>9 August 2022 - Term 3</b>	<b>13 September 2022 - Term 3</b>
<p>Risk and Safety Management Principal's appraisal update on progress Mid Year Analysis Report 1 July Roll Return prepared and sent to Ministry</p> <p><b>Policy Reviews:</b></p> <ul style="list-style-type: none"> <li>• <b>Student Wellbeing and Safety</b> - Child Protection, Abuse Recognition and Reporting, Care and Management of Students, Supporting Student Wellbeing, Food and Nutrition, Sun Protection Separated Parents, Day-to-Day Care, and Guardianship</li> <li>• <b>Staff Wellbeing and Safety</b> - Staff Wellbeing, Harassment</li> </ul> <p><b>Assurances:</b></p> <ul style="list-style-type: none"> <li>• Appraisal of the Principal</li> <li>• Safety Management System</li> <li>• International Students *</li> <li>• Surrender and Retention of Property and Searches</li> <li>• Physical Restraint</li> </ul>	<p>PE / Health report Term dates confirmed for 2023 Out of zone enrolment priorities for 2023 Review school donation and pupil services fee Annual EEO report to board Strategic Plan update</p>
<b>1 November 2022 - Term 4</b>	<b>6 December 2022 - Term 4</b>

<p>Risk management process/procedures          Pastoral care report          Review Strategic goals          Arts Report          Professional development report  <b>Policy Review:</b></p> <ul style="list-style-type: none"> <li>• <b>Safety On and Off School Grounds -</b>          Alcohol/Drugs and Other Harmful Substances, Dogs topics (optional), Digital Technology and Cybersafety, Getting to School Safely, School Bus Transport (optional), Swimming Off Site (optional), Storage and Use of Hazardous Substances</li> </ul> <p><b>Assurances:</b></p> <ul style="list-style-type: none"> <li>• Provisionally Certificated Teachers</li> <li>• Teacher Registration, Certification, and Police Vetting</li> <li>• Appointment Procedure</li> <li>• Length of School Year</li> <li>• International Students (if applicable)</li> </ul>	<p>Risk management process/procedures          Budget ready for approval - Draft 2023          Strategic plan ready for approval - Draft          Staffing proposal for 2023          Analysis of Variance and EOY data reports          Principal's Performance appraisal - Goals for 2023          Teachers Attestation/ Appraisal confirmed</p> <p><b>Assurances:</b></p> <ul style="list-style-type: none"> <li>• Emergency Evacuation/ Emergency Kit</li> <li>• Staff Usage and Expenditure (SUE) Reports (in Expenditure)</li> </ul>
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Motion:

That the Trustee Reporting Calendar for 2022 be accepted.

Moved: Murray Barclay

Seconded: Andrea Fitness

**CARRIED**

Digital fluency policy was approved prior by BOT

### **3. Educationally Powerful Connections and Relationships**

**(BOT GOAL 5 / NAG 2 and 5)**

Digital User Policy was passed by BOT via email on 04/02/22 and has been uploaded to School Doc's.

#### **Reviews for this term**

##### **Student Wellbeing and Safety**

Orewa Beach Primary School is committed to ensuring a safe and supportive learning environment for all students. It does this through:

- our [child protection](#) policies and procedures
- [care and management of students](#) practices
- [supporting student wellbeing](#)
- [recognising and reporting the signs of child neglect abuse](#)
- class programmes, e.g. Keeping Ourselves Safe
- a clear [complaints process](#)
- robust [staff recruitment and appointment practices](#)
- rigorous staff attestation, [registration](#) and [performance management](#) processes
- clear expectations of [staff behaviour](#)
- [EOTC](#) risk management processes and guidelines around supervision of students at school and away from school.

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## Legislation

- Children's Act 2014
- Oranga Tamariki Act 1989
- Children, Young Persons, and Their Families (Oranga Tamariki) Legislation Act 2017

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## Resources

- [Netsafe](#)
- [Oranga Tamariki – Ministry for Children](#)
- NZ Police: [Keeping Ourselves Safe](#)
- Oranga Tamariki – Ministry for Children: [Children's Teams](#)

## **Staff Wellbeing**

As part of our commitment to health and safety, we value the wellbeing (hauora) of our staff and aim to create a safe physical and emotional environment that creates a positive, inclusive culture for both students and staff and supports effective teaching and learning.

The school monitors the health of workers as part of its [primary duty of care](#), and discusses workload and stress levels at [health and safety meetings](#) and during professional conversations. Free counselling is available for many New Zealand teachers through the Employee Assistance Programme (EAP), or through a general practitioner (GP).

At Orewa Beach Primary School:

- we provide appropriate induction and professional guidance
- we recognise [stress in the workplace](#) as a hazard to be managed
- workplace [harassment](#) or [bullying](#) is unacceptable
- staff may request access to professional development and mentoring, as required, to increase competency and confidence and reduce stress
- staff may request [leave](#) as required
- in the case of injury or illness, we recognise [support and rehabilitation](#) as an important part of our safety management system
- when a staff member is made aware that they are the subject of a concern or complaint raised by a member of the school community, they are informed about the [concerns and complaints](#) process and are offered appropriate support
- if a staff member is involved in a confrontation with a student (physical or verbal), they are offered support appropriate to the situation, which may include an incident debriefing
- if a staff member becomes aware that a colleague is at risk of self-harm or suicide, they consult with senior staff. In the case of the imminent threat of suicide of a staff member, we ensure the person's immediate safety and ring 111 or the regional mental health services [crisis assessment team](#) .

**Please see School Docs for full information.**

## **Assurances**

### **EEO**

The Principal Katherine Pascoe attests that all employment is equal, fair and robust with all policies followed at all times, all police vetting done, follow up with at least 2 referees and team do all interviews and agree on the best person for the children, team and school.

### **Police vetting for Non- teachers**

ALL staff are police vetted. The Deputy Principal keeps a roster and non-teaching staff are vetted every 3 years. Any person working or volunteering at school goes through this process, including for camps.

### **10-year property plan**

All done and signed off 2021.

### **Reporting and recording accidents & medicines**

Incidents are recorded digitally in the sick bay, parents are notified via phone call for any head knocks as per policy. We have an accident and safety register for both staff and students that is completed when necessary. Medication is not administered on site without written parental permission.

### **Managing minor/moderate injury & illness.**

Day to day monitoring is done by the admin team, as is followed up with support of SLT. All incidents recorded. Parents rung to collect students when and where needed.

### **Risk Management**

As per school doc, Risk and Harm register and RAMS forms.

Parent Help:

Only taking vaccinated adults/parent help on school trips.

Katherine checking on how to sight vaccine passes – what the process is?

## **4. Responsive Curriculum, Effective Curriculum and Opportunities to Learn.**

(BOT GOALS 1 TO 4 / NAG 5)

### **Strategic Planning**

Shared and passed the Annual plan at the last meeting, this will be uploaded onto the ministry site by 1 March

### **FOCUS AREAS**

**Kereru:** New classes

**Piwakawaka:** New Classes

**Tui:** New classes/ Water Safety

**Kea:** New Classes/ Water Safety and Farms

**Weka:** New classes/ Water Safety

### **STUDENTS OF CONCERN:**

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## **5. Professional Capability and Collective Capacity**

(BOT GOAL 4 / NAG 1 and 2)

### **Coaching**

Coaches will be selected next week for the coaching programme to begin.

### **Induction Programme**

2021 programme not applicable this term as no new teaching staff. All relievers have attended Team meetings so they are aware of what's happening in classrooms should they be needed for extended periods due to COVID.



## **Professional Development Plan 2022**

Please note our major focus is for students to be settled and concentrating on Reading, Writing and Maths as core subjects alongside our contextual curriculum.

<b>Term</b>	<b>Major Focus</b>	<b>Minor focus</b>
<b>Term 1</b>	Localised Curriculum	Digital Technologies- Tui, Weka and Kea teams. Water Safety
<b>Term 2</b>	Localised Curriculum	Digital Technologies- Tui, Weka and Kea teams.
<b>Term 3</b>	Localised Curriculum	Digital Technologies- Tui, Weka and Kea teams.
<b>Term 4</b>	Localised Curriculum	Digital Technologies- Tui, Weka and Kea teams.

### **Localised Curriculum**

Ken Ward from Leading Learning will continue developing our NZ Localised Curriculum with us school wide and focussing on Transitions to school, Transitions from Year 1-2 and from Year 6 to college. We will initially be doing this via zoom.

-Direct link to Strategic plan.

This is all fully funded PLD from the Ministry.

### **GATE ( Gifted and Talented Education)**

This will continue in Weka, Tui and Kea delivered by expert teachers in these areas.

### **Digital Curriculum**

150 PLD Ministry funded hours to continue.

Kate Friedwald will be facilitating this Professional Development.

### **Leadership Development**

Workshops to resume in house once we reach Orange setting.

### **Junior Literacy**

We are continuing to prioritize this as we are noticing trends where children are coming to school with less literacy knowledge. We will look into ways of supporting our parents.

### **Principals PD update**

- Orewa Principal's PLD group with Education Group- Continuing

### **Principal's Appraisal Update**

To commence, goals set.

### **Community Outreach**

- Oranga Tamariki panel
- Women's refuge governance
- RTLIT panel

### **MAC- Maori Achievement Challenge**

Continuing past initial 24 months due to COVID interruptions- Meeting with facilitator this term. Some good stuff around local communities at a recent meeting with Brenda.

## Kahui Ako

- No new news from the Leadership team at this stage. TOD was cancelled due to COVID.

## NZEI

## 6. Evaluation, Inquiry and Knowledge Building for Improvement and Innovation.

(BOT GOAL 4 / NAG 1 and 2)

Strategic planning- As above.

## 7. Staff Report/ Student Report- Murray Barclay

- Water Safety Programme: Linley form Drown Prevention. There are in class lessons and we are also using a private pool for “in water” lessons. It is a piolet programme and the Y4/5 Team will also be participating in a beach aspect to the programme.
- It has been a very smooth start to school and teachers have reported back that their classes are all operating very well.
- Masks are being worn with only a relative handful of mask exemptions.
- The bike track has been a real talking point and we are looking forward to being able to use it very soon.
- We have 40 bikes and helmets ready to go with spare helmets. These are all currently being stored in the back shed.
- Starting the process of looking at storage for bikes long term for bikes.
- We are looking forward to the bike track fences being removed so our Yr.3-6 pupils can then use the fields again.
- The “old” library has had an amazing transformation and Jo and Michaela are very much enjoying their larger shared space to teach in.
- Students can now play on fields with the track being completed.

## 8. General Business/ Points for Discussion

8.1

Motion:

That the water safety/drowning prevention programme we are undertaking (which uses a private pool and a beach visit) to be approved.

Moved: Jake Morgan

Seconded: Steve Drury

**CARRIED**

Question around procedures in place for sanitising the private pool we are using

Murray said water is being tested and information going home to advise parents of this. The pool will also be tested at the completion of the swimming programme.

All the proper ratios are being observed 1:4 in the water as per ministry guidelines.

We will need to budget for pool use in the future but it wasn't practical in the current budget.

8.2

Motion:

That the Senior Leadership Team (SLT) and Jackie Drury (office administrator) receive 5 well-being discretionary days in the current school year.

Moved: Andrea Fitness

Seconded: Jake Morgan

**CARRIED**

8.3

Fundraising idea

In place of our scheduled Fun Run which can't take place at Red level, "Raise it" have suggested a "Wheelathon" with having the new bike track

A suggestion around a walk a-thon with a competition added and over a few days – decided this put too much on staff at this stage.

Motion:

That we have a "wheel-a-thon" fundraiser

Moved: Katherine Pascoe

Seconded: Daisy Docherty

**CARRIED**

8.4

COVID General Discussion

–If there is a positive case in a classroom we will deem the whole class (including the teacher) as close contacts. We will do onsite learning for this class if practical: ie if they aren't all sick.

SLT are currently working on a roster system (2 on site – 1 working from home)

Katherine may have to inform classes they are conducting lessons from home if a reliever can't be found.

If needed due to high numbers self-isolating, the school will be open for online learning and essential workers at school. We are keeping open as long as possible.

Every precaution is being put in place to keep students and staff safe.

There is a tool kit informing the school/principal on what to do in different scenarios. We have template letters and scenarios to answer parent questions.

The rules and requirements can change and do change.

Katherine hoping to put out a few scenarios to parents to help keep them informed and answer questions they may have.

Pay for teachers.

If teachers are positive they isolate for 10 days and it will come off their sick leave but can apply to get this reversed (disregarded).

In the case of waiting for test results Katherine would like to pay paid discretionary leave to staff.

Motion

That staff who are waiting for a COVID test result where they are symptomatic therefore unable to attend school until they get a negative result will be paid discretionary leave.

Moved: Andrea Fitness  
Seconded: Daisy Docherty  
**CARRIED**

Discussion on RAT

8.5

Andrea Fitness approached Dylan Turner from Ray White for fundraising/donation. Andrea had a positive response. Katherine along with Andrea to meet to discuss options.

8.6

Jake has a contact who would love to help with the new library with scholastic fair and promoting books.

Motion

That the Principals report for the 16<sup>th</sup> of February 2022 be accepted.

Moved: Andrea Fitness  
Seconded: Jake Morgan

**CARRIED**

**Next meeting:** Tuesday 22 March

**The meeting was declared closed at 5.12pm.**