



## Board of Trustees Meeting Minutes 22 March 2022 – Zoom Meeting

**Meeting Start Time: 4pm**

**Present:** Andrea Fitness, Steve Drury, Katherine Pascoe, Jake Morgan,  
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 15 February 2022 are accepted as a true and correct record.

Moved: Jake Morgan

Seconded: Andrea Fitness,

**CARRIED**

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

### **CORRESPONDENCE:**

Inwards:

- Occupation to Occupy with Kelly club using our hall received from the ministry- Andrea has a copy.

Outwards: Letter to Ministry notifying of an emergency closure due to flooding on 21/03/2022

Motion:

That the Inwards Correspondence is received and Outwards Correspondence is ratified

Moved: Andrea Fitness,

Seconded: Murray Barclay

**CARRIED**

### **PRINCIPALS REPORT**

COVID: wonderful that we haven't had to close the school so far. Had about 50 students with COVID in the school, several others isolating due to being a family close contact

Mandate information tomorrow is important as we have 3 staff that have notified Katherine they won't be getting their booster vaccination. Katherine will be seeking advice on the legal

procedure for this. Daisy pointed out the BOT hire the staff so may possibly need to seek advice from our school lawyer

## **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 Report**

Please see Team drive.

Question around GST, Katherine explained this

Motion:

That the finance report be accepted

Moved: Andrea Dunn

Seconded: Daisy Docherty

**CARRIED**

### **Finalised Budget for Approval**

This is with the accountant, will be circulated as soon as we have it or presented at the next meeting.

### **Annual Reports**

These are with the Auditor.

### **Property**

Areas 1-3 refurbishments have had COVID, lack of materials and consent issues. Consent finally came through on 14/03 so we are hoping to see some action again. We are now looking at midterm 2 for access to these rooms-

Our new library is onsite and handover is tomorrow 23/03/22

Hedges trimmed along front of the school

Our Communications project (Entity) with paging and phones etc is being installed during the April holidays.

The bike track has gone so well. We look forward to the Wheelathon marking this great new space for kids.

We are getting the shade sails at the back of the field fixed 5YA.

We are hoping to meet with our property advisor Yasmin Briden for a walk around our school to assess our needs ASAP. We have had a zoom meeting with Yasmin and found out our bike track had needed to be approved by the ministry, had we had a property advisor this would have been noted. We have let them know it's here, it's done and they have noted it. If the Ministry needs the space for classrooms at any point and it goes over the track it's on us to fix or sort the track.

## **Health and Safety**

We continue to follow all Ministry of Education policies and procedures for COVID.

## **Incident Report**

N/A.

## **Evacuation Procedures**

Fire drill has been completed this term.

## **Issues from the register:**

There are no issues to present at this meeting.

## **2. Leadership for Equity and Excellence**

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

To have highly effective leadership practices which have a significant impact on the collective goal of achieving equity and excellence for student outcomes.

Staffing: 21.7

Grading Roll: 429

End of	Feb	March	May	June	August	Sept	Oct	Nov	Dec
2022	398	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

Katherine just completed a survey from the ministry re international students

## Roll Return

Confirming the 1st of March Roll return has been sent to the ministry.

## 3. Educationally powerful connections and relationships

(BOT GOAL 5 / NAG 2 and 5)

To establish and develop educationally powerful connections with parents, whanau and the wider community in order to positively influence the development, learning and well-being of our students.

### School Fundraising Plan

The PTA has not yet met for this year as in Red Level, when they do we will get a plan for you.

The school will be doing our wheelathon this term as approved at the last meeting and are looking at doing the chocolates in Term 2 or 3

### Reviews for this term

Student Wellbeing and Safety

Staff Wellbeing

### Assurances

Shared at last meeting

## 4. Responsive Curriculum, effective curriculum and opportunities to learn.

(BOT GOALS 1 TO 4 / NAG 5)

To provide high quality education outcomes for our students by enabling a breadth and depth of learning opportunities at school.

### Strategic planning update (taken as read)

Enhanced Learning Outcomes for all.	An environment where everyone feels safe and secure	Culture of Success for all
Create access to digital learning in Weka and Tui	Creative spaces to engage our students in their environment	Values incentive programme promoting students displaying our values.
Creating Localised Curriculum	Three discretionary days for all staff to promote wellbeing and value	2 values explicitly tight each term school wide.
80% of students at or above the expected level in		Celebrate our diverse cultures through deliberate

mathematics and Literacy by the end of 2022	Engaging stakeholders through deliberate acts of service  School counselor available for all students and staff	acts of teaching and school events  Programmes, events, hui and physical environment that support and celebrate our bi-culturalism.
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<p>Progress towards:</p> <p>PD hours from ministry continue with the Tui team focussing on using the device in the classroom, setting up for and caring for the device.</p> <p>The new improved license for “Hapara” for digital safety has been introduced to staff through a staff meeting and incidents have been recorded and followed up with parents by the SLT team.</p> <p>Localised curriculum document is nearly complete and iwi links are being formed.</p> <p>Upskilling, PD and learning all taking place for our new school management system- HERO</p>	<p>Progress towards:</p> <p>Focus for Term 1 has been on ensuring our staff and students are safe at school.</p> <p>We have a welcoming team at the gates morning and afternoon.</p> <p>We have safe spaces to play for classes</p> <p>We are transparent and open in our communication relating to COVID with daily updates</p> <p>Daily check ins with staff</p> <p>Checking in with families with COVID and those self-isolating.</p>	<p>Progress towards:</p> <p>Values incentive programme has continued</p> <p>Resilience and Empathy being taught explicitly in classes.</p> <p>Kahui Ako approved hours for Mai rako and Poi happening with classes with Whaea Leanne</p> <p>Ground breaking ceremony held for our new building.</p> <p>An official blessing will take place when we open our new building</p> <p>Individualized testing is taking place in all rooms.</p>
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#### Discussion

80% of students at or above the expected level in mathematics and Literacy by the end of 2022 may be difficult to meet as teachers reporting lower academic levels with lock downs last year.

#### FOCUS AREAS

Kereru: Family and Friends “Whanaungatanga”

Piwakawaka: Growing sustainable plants to eat/use

Tui: Digital, Water, Bike and Sun Safety

Kea: Farmer Time

Weka: The Sea Surrounds us

### **STUDENTS OF CONCERN:**

To be discussed in committee.

We went into committee at 4.23 pm

We left in committee at 4.25 pm

## **5. Professional capability and collective capacity**

(BOT GOAL 4 / NAG 1 and 2)

To ensure that teachers are continuously engaged in professional learning that increases their knowledge and develops their adaptive expertise.

### **Coaching**

To get underway- This has been challenging to start with staff absences. Teams are following the professional growth cycle within teams collaboratively.

### **Induction Programme**

2021 programme not applicable this term as no new teaching staff.

### **Professional Development** (taken as read)

### **Localised Curriculum**

This is working well across teams and contextual plans with a place-based focus are being experimented with.

We are compiling our "Localised Curriculum" draft to share hopefully at the next meeting. Ken from Leading Learning has talked through next steps with our In-School leader and SLT team and is now zooming with teams to see what next steps the teams are ready for. Katherine to liaise with iwi contacts.

### **Digital Learning**

Kate Friedwald who we have PLD hours with has helped settle in Tui with google accounts and setting up.

Books to support phonemic awareness have been purchased in Years 1-4 to support our Junior Literacy programmes.

### **Community Outreach**

Oranga Tamariki panel

Women's refuge governance

RTLIT panel

## **MAC- Maori Achievement Challenge**

Continuing past initial 24 months due to COVID interruptions- Have met with facilitator this term.

## **Kahui Ako**

Have had a Principals team meeting. In school leaders are doing really well.

End of year there will be a re-elect.

## **NZEI**

Upcoming support staff meeting, all informed.

## **6. Evaluation, inquiry and knowledge building for improvement and innovation.**

(BOT GOAL 4 / NAG 1 and 2)

BOT ensures that evaluation, inquiry and knowledge building processes are purposeful and focus on specific areas of impact.

Strategic planning- As above.

## **GATE Update**

This is timetabled however due to it being across classes it is on hold until orange level.

## **Special Needs Update**

Kahui Ako Learning Support Hui's are attended by Laureen via zoom (usually 2 a term)

Teaching Assistants are currently in rooms instead of operating programmes, this is due to programmes operating across teams/classes. They have also been incredible in the morning greeting students.

Outside agencies are allowed on site as long as they are fully vaccinated and wear a mask. Observations are completed in the playground and if they need to work 1:1 with a child this happens in a withdrawal situation with parents' permission.

We have a larger than normal contingent of students requiring speech language therapy (mainly in the junior rooms).

Children with behavioural needs are being supported by MoE learning support

Ministry funded students (other than behavioural or speech): 2x Ongoing Resource Scheme (ORS), 1x High Health Needs (HHN), 1x enrolling later this term with HHN funding and 1x waiting for funding to come through which will make (3 in total for HHN).

Analysis of variance for the end of 2021 was presented to BOT at the end of 2021.

Teachers are reporting concerns on the low academic levels they are seeing across all levels in reading, writing and mathematics due to the 2021 lockdowns. We are encouraging our staff to do the best they can with parent support.

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

Student teacher with Louise Boot currently.

The water safety programme was unfortunately cancelled, however, we were able to go ahead with a Yr 5 pilot class which is Area 10. They will have had a pool session and a beach day tomorrow on the 16th.

We have had a reasonable turn out of students all considered and last week the numbers have slowly increased.

Masks are being worn willingly by most but this hot weather is a challenge for some.

The bike track has been hugely popular. The remainder of the bikes have arrived and have been assembled. The whole school is now involved in using the bikes.

We are currently exploring options to store the bikes so they are accessible for all users and to provide an area where the bikes can be maintained and cleaned. Dividing the back shed in half has been another suggestion and quite viable.

The overall tone of the school has been extremely positive. The staggered intervals and lunchtimes are working well and the extra activity of biking has been a bonus.

We had a successful zoom to all classes from Riley Hathaway representing Young Ocean Explorers. It was of high interest and the website is very interactive for children to use.

The workmen on site over the past few weeks have been very grateful and delighted at the response to them from staff and pupils. They cannot believe we have been so accommodating, they have even received ice blocks! They wanted us to know, as at many schools they visit their welcome is not so inviting.

## **8. General Business/ Points for discussion**

- Interviews will be done on zoom the week beginning the 4th of April. Parents will be notified in the newsletter on Monday.  
Interest from BOT in the uptake of zoom parent/teacher interviews.
- Drowning Prevention (pool session) was excellent and something we would like to do for the whole school.
- Going forward meetings will be at 4pm with google meet.

Katherine thanked the BOT for their support. She will be keeping you updated if mandates change anything.

Motion:

That the principals report be accepted

Moved: Murray Barclay

Seconded: Andrea Fitness



**CARRIED**

**Next meeting:** Tuesday 17 May

**The meeting was declared closed at 4.40pm.**