



**OREWA
BEACH
- school -**

Board of Trustees Meeting Minutes 24 May 2022 – Zoom Meeting

Meeting Start Time: 4.30pm

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 22 March 2022 are accepted as a true and correct record.

Moved: Andrea Fitness

Seconded: Andrea Dunn

CARRIED

Matters arising from previous minutes: None.

CORRESPONDENCE:

Inwards:

Letter giving approval from the Ministry for school closure on the 21st March due to flooding.

Letter giving approval from the Ministry for school closure on the 19th May due to water pipe being cut and water needing to be turned off.

Outwards:

Occupation to Occupy with Kelly club using our hall received from the ministry- This has been signed and sent back to the Ministry.

Motion:

That the Inwards Correspondence is received and Outwards Correspondence is ratified

Moved: Jake Morgan

Seconded: Daisy Docherty

CARRIED

PRINCIPALS REPORT

We have had a nasty strain of COVID at school with several staff member being away. Teachers are needing more than the 7 days.

Katherine is contacting ministry about ARF to come back into play from day 4 (instead of day 8) for teacher absences due to COVID

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.

The overdraft of \$71000 is now down to \$55000

Would like to move \$24 000 from the PTA fund into the school operating account

Andrea Dunn happy with how the accounts look

Motion:

That the finance report be accepted and that \$24000 be moved from the PTA fund to the school operating account

Moved: Jake Morgan

Seconded: Andrea Dunn

CARRIED

Finalised Budget for Approval

This is still at the auditors

Annual Reports

Waiting on auditor's report

Finance Repayment to Ministry

Has been approved by the ministry and is being actioned- this was presented at the last meeting.

Property

- Areas 1-3 refurbishments are looking close to finishing and we are working with the team on rectifying a few issues as we hopefully get closer to finishing in the next few weeks.
- Areas 4-6 (Stage 2) is set to take place later this year. There is a plan for this to occur.
- We are finally seeing some progress happening on our accessibility access and ramps which are being worked on in stages around the school. All going to schedule the Junior quad area should be starting work on decking and ramps in Week 8. This will take up to a month to complete. There will be no access to the quad at all during this time so we are working on a plan to relocate Areas 4,5 and 6 while this work happens.
- Our Communications project has been installed and after a few teething problems is working well.
- We have met with our property advisor Yasmin Briden for a walk around our school to assess our needs. We are waiting on that report. We have followed up with Nick as a result of this meeting. Some work will be required in Area 17 after the storm with leaking in the roof- He will assess. We also have noted in the property book some maintenance which Darryl is working through.

Health and Safety

We continue to follow all Ministry of Education policies and procedures for COVID. We have put in some extra precautions as we have seen cases rise over the last two weeks. Staff are continuing to become exposed and some are getting some nasty doses. We are waiting on the ministry to help support us with reliever costs as they did last term- Principals are working hard with the ministry to make this happen.

A Risk Assessment Meeting was held on the 08/04/22 and minutes are on the drive for all Board members to access.

We would like to request that we continue to pay any staff sick with COVID from discretionary for Term 2 2022- This doesn't affect our costs, it just stops it coming from their sick pay.

Motion:

That we continue to pay any staff sick with COVID from discretionary for Term 2, 2022

Moved: Daisy Docherty

Seconded: Steve Drury

CARRIED

Incident Report

Broken arm- All recorded in the accident register.

A staff member tripped on the ranch slider opening in the staffroom. She fell down the 2 steps outside onto the concrete. She is okay but bruised. She was sent home. The incident is in the accident register.

Evacuation Procedures

Fire drill completed last term. This term a lockdown and earthquake/ tsunami drill will be done.

Issues from the register:

This is available at the meeting, 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	414						
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

There are 1 or 2 more new entrants (Y0) to start next week in the Nikau Room, then 10 will start week 1 term 3.

The new teacher in this area of the school will start week 6 term 3.

Number of International Students: 0

We have been made aware that International Students will still be able to come to Primary Schools with robust systems in place- which we currently have.

Katherine just completed a survey from the ministry re international students

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 are meeting this term within the next few weeks and should have a plan for us at the next meeting.

Reviews for this term:

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Healthcare - First Aid, Medicines, Accidents and injuries, Health Conditions and Illness, Infectious Diseases

Behaviour Management -

Bullying and Online Bullying, Surrender and Retention of Property and Searches, Physical Restraint, Stand-down, Suspension, and Exclusion Procedures

Please see School Doc's for further information and detail. If you have any changes or updates to suggest please bring these to the meeting.

Assurances

- Digital Technology and Cybersafety – The policies are being implemented and the school holds copies of signed digital use agreements for all staff and students, as required.
- Computer Security and Cybersecurity – The school's computer security and cybersecurity are reviewed and up to date. We recently reviewed and strengthened our security through “Hapara” our filtering system, with Board approval. New updated cybersafety agreements were approved earlier this year and have been actioned.

- Student Attendance – Student absences are correctly recorded, monitored, and followed up. We continue to try and engage all of our learners into school during the pandemic.
- Health Education (every 2 years) – This is due to be done this year. The board must adopt a statement about the delivery of the health curriculum.
- Abuse Recognition and Reporting – Staff are engaged with the abuse reporting procedure and indicators of abuse.
- Emergency Evacuation / Emergency Kit – Staff and students have completed trial evacuations each term, emergency planning and procedures are up to date and in hard copy, emergency kits have been checked and contain all necessary items (with current dates).
- Staff Usage and Expenditure (SUE) Reports (in Expenditure) – The presiding member (Board Chair) has checked the processes and authorisations used to make payments to staff members, the principal, and others responsible for the school payroll.
- Monitoring and Auditing School Bus (if applicable) – Complete an audit of the school's bus transport compliance- Mr Barclay has attended a meeting in relation to this recently and can attest our buses are compliant.

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	One discretionary day 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 mathematics and Literacy by the end of 2022	Engaging stakeholders through deliberate acts of service	Celebrate our diverse cultures through deliberate acts of teaching and school events
	School counselor available for all students and staff	Programmes, events, hui and physical environment that support and celebrate our bi-culturalism.

<p>Progress towards:</p> <ul style="list-style-type: none"> • PD hours from ministry continue with the Weka team now working with Kate. • The new improved license for “ Hapara” for digital safety has been used and is working well. • Localised curriculum document is complete and iwi links are being formed. • We are working on Learning goals on HERO as a staff at the moment. • We are starting to unpack the Aotearoa Histories curriculum. 	<p>Progress towards:</p> <ul style="list-style-type: none"> • Focus continues to be on ensuring our staff and students are safe at school. • We have a welcoming team at the gates morning and afternoon. • Monitoring behaviour at the moment with all kids in all areas again for first time since August! • TOD- Focus on wellbeing. • Kahui Ako position for Student Wellbeing. 	<p>Progress towards:</p> <ul style="list-style-type: none"> • Values incentive programme has continued • Resilience and Empathy being taught explicitly in classes. • Kahui Ako approved hours for Mai rako i happening with classes with Whaea Leanne until the end of the year. • Individualized testing is taking place in all rooms.
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FOCUS AREAS

Kereru - Weather

Piwakawaka - Horticulture, Rongo

Tui - Volcanoes

Kea - What happens when?

Weka - Rocket Challenge, How do rockets fly

STUDENTS OF CONCERN:

To be discussed in committee.

We went into committee at 4.48pm

We left in committee at 4.52 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

Teams are following the professional growth cycle within teams collaboratively.

Coaching on pause due to COVID.

Induction Programme

2022 programme not applicable this term as no new teaching staff.

Professional Development Update

Localised Curriculum

Completed document. Working on implementing the Aotearoa Histories curriculum to weave into our localised curriculum.

Digital Learning

Kate Friedwald who we have PLD hours with is starting some extension work with the Weka team as Tui are all up and running now.

Community Outreach

Oranga Tamariki panel

Women's refuge governance

RTLIT panel

MAC- Maori Achievement Challenge

Continuing past initial 24 months due to COVID interruptions- We had a cluster Principal's meeting here last week.

Kahui Ako

An extra leadership "community" position was available which we advertised at the end of last term which Jo Blake has won for "Student Wellbeing" We have had an external review done by the Kahua Ako of Staff wellbeing with very good results. The SLT will analyse these with Jo to see what improvements can be made.

NZEI

Upcoming support staff meeting, all informed.

Paid Union Meetings 7 - 10 June

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 it is safer..

7. Staff Report/ Student Report- Murray Barclay

- Main concern is children and staff being away with COVID or COVID related but still a great start to the term. Students so happy to be playing with kids from other rooms.
- Hamish has worked with Entity to solve Wi-Fi issues which have now been largely resolved. We wait now for updated Wi-Fi boxes to be installed from N4L
- The bikes continue to be a real hit with the kids. Darryl has located an older bloke from Kensington who has offered to do basic maintenance on the bikes.

- The 2 quotes received for putting a roof on the concrete block bays (for bike storage) have come in at \$24000 and \$20000. Darryl now looking at the cost of purchasing a container for the bike storage.
- Netball and Ripa teams are now underway and we hope for fine weather to allow the sports days to go ahead.
- Staff wish to thank the Board for the continuation of discretionary leave for Covid. (in anticipation of it actually happening)
- We have three student teachers with us for the next four weeks. Area 14, 11 and 7 are the lucky winners.
- Five children attend riding for the disabled in Silverdale, this term.
- Piwakawaka children have been making Kawakawa balm. They have made it, packaged it (very professional looking) and will be selling it. Amazing learning for Y2 students – this sort of thing is often done at the Y6 level.
- Great teams for sport this term.

8. General Business/ Points for discussion

- Teacher Only Day (TOD)- 3rd June -Well-being focus. We want to take staff off site for this. It is being funded from a well-being fund the school recently received from the Ministry
- Teacher Only Day on the 11 November – 8th accord day from NZEI

Motion: That the BOT gives approval to take the staff off site for the TOD on the 3rd June and that the TOD on 11th Nov be approved

Moved: Daisy Docherty

Seconded: Andrea Dunn

CARRIED

- BOT elections coming up in September this year.
- Would love to be able to show the BOT around the property works at the next meeting.

Motion:

That the principals report be accepted

Moved: Murray Barclay

Seconded: Jake Morgan

CARRIED

Next meeting: Tuesday 21st June

The meeting was declared closed at 5.05pm.