



**OREWA
BEACH
- school -**

Board of Trustees Meeting Minutes 21 June 2022 – Zoom Meeting

Meeting Start Time: 4.30pm

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 24 May 2022 are accepted as a true and correct record.

Moved: Andrea Fitness

Seconded: Jake Morgan

CARRIED

Matters arising from previous minutes: None.

CORRESPONDENCE:

Inwards:

ESOL funds and Special needs funds letters received.

Additional 5k from MoE to support 5-year olds into school

Outwards:

Motion:

That the Inwards Correspondence is received and Outwards Correspondence is ratified

Moved: Murray Barclay

Seconded: Jake Morgan

CARRIED

PRINCIPALS REPORT

No COVID cases reported in the last 24 hours. Two thirds of staff have previously had 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.

Motion: That the finance report be accepted

Moved: Andrea Dunn

Seconded: Daisy Docherty

CARRIED

Finalised Budget for Approval

This is still at the auditors

Annual Reports

Finalised and published.

Finance Repayment to Ministry

Has been approved by the ministry and is being actioned- this was presented at the last meeting. 9k at each Ops grant installment as tabled. There will be 18K coming out in the next one as the Ministry missed the last one. We have allowed for this 9K in the last quarter.

Property

Areas 1-3 - We have CPU and license to occupy and are waiting on the Code of compliance to come through- This is when we will receive back our 44k from the ministry that we are covering until the Code of Compliance goes through.

Classes will be moving back into spaces the week beginning the 21st of June.

Areas 4-6 (Stage 2) is set to take place later this year. We are trying to move this forward as we have the space to do so. Nick is getting tenders out.

Our accessibility access and ramps are being worked on in stages around the school. This should be completed in the first half of Term 3.

Our Communications project has been installed and now that Areas 1-3 are complete this work is being carried out in these rooms also.

We have added hedging plants to the Area in front of the "library" (new name "he waka haumarū" – a place of shelter this was named at the blessing)

Our new lost property box is in action in the Quad.

Health and Safety

The Ministry has approved that any staff sick with COVID from discretionary for Term 2 2022. We will still have a significant overspend with Relievers due to COVID we are working on any extra income supporting this overspend.

Incident Report

Fingers caught in the door- Smashed tips and a fingernail needed reattaching. - All processes followed and written up in the accident register.

A child had an anaphylactic episode and all BOT were notified of procedures followed an incredible team dealt with this.

Evacuation procedures

Fire drill completed last term. This term a lockdown and earthquake/ tsunami drill will be done. Teachers have been briefed on procedures for these. It went amazingly well.

Issues from the register:

This is available at the meeting.

We had a student kick a ball through the window in Area 17. Was written up in the register and dealt with immediately.

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

Roll: Grading Roll: 429

End of	Feb	March	May	June	August	Sept	Oct	Nov	Dec
2022	398	398	410	412					
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

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

Another 12 students starting in term 3 in new entrant area.

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 have met and have the following plan to present to the Board for approval.

PTA Plan 2022

PTA Onesie day - 8th July Bring a can/nonperishable

PTA members will stand in their onesies at the entrances with trolleys. We will do this last day of term

Darryl will get trolleys ready

Red nose/shirt day - Friday 29th July 2022

Gold coin donation

Whole school skipping with skipping ropes donated by Jumping June

Disco - 19th August

School leaders will decide the theme Jo to talk to Selena about this

Ben is going to DJ this disco

Ben going to sort ideas for spot prizes

\$5 at the door

Pizza slice

Ice blocks

Let's support WASTE FREE!

Quiz night - 16th September

Social event for adults in our community. Can make a little bit of money through raffles \$15 or \$20 a head?

BYO

Spot prizes/stickers under the seat

Chocolates - Term 3 Week 8?

Jackie will handle the money for this through the PTA

PTA can help with the organisation of this

Supermarket grab TERM 4

Discussed how this would work. \$5 per ticket sold beforehand and at BBQ, would appeal to everyone around Christmas time

-Katherine is happy to advertise for the following year if they are able to sponsor this event

-Ben is happy to reach out alongside the board chair possibly?

Motion: That the PTA plan be accepted.

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

Reviews for this term

Shared at last meeting.

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.

ICT Report

Currently we have our in-school leader for ICT Mr Hamish Ross leading Digital learning.

As part of this role he looks after our digital home learning site, liaises with our ICT support provider Entity with any digital communication issues. He also deals with staff and student digital issues and has a system in place for doing this. Hamish has done a huge amount of work in implementing the HERO our Classroom Management system into the school.

Kate Friedwald is helping with access to Digital programmes and broadening the scope of these with Kea and Weka. (Ministry of Education PLD funded)

The chrome books ordered for Tui at the end of last year were processed and are being utilised to give more children digital access and experience.

Our Chrome books were lent out during the lockdown and it was wonderful to be able to give our children the access they needed.

Some positives came out of lockdown in the digital world... Staff and children learnt more ways to access information digitally relevant to their learning needs. Programmes such as Maths Whizz, Epic, Google classroom, Mathseeds and Reading eggs, ensured students were still able to work at current levels digitally and in “real time” for teachers to still be able to give feedback.

We saw the creation and development of our “Digital Learning site” mentioned above during our lockdown. This became interactive with live cooking shows, reading aloud to students and assemblies! We certainly all learnt to use zoom too!

Students and teachers are now very comfortable with collaborative learning and this is becoming common practise within the classroom environment.

We have seen substantial growth in digital learning in the last twelve months, largely because it became necessary due to lock downs and having to learn differently.

Laureen has had PD on data analysis through Hero.

Next Steps:

- Consolidation of HERO for all staff and working towards a digital report in HERO at the end of the year.
- Entity and Hamish are currently working on a SNUP upgrade and updating Wi-Fi boxes in all rooms before the end of the year.
- When we can afford to purchase more chrome books (NOT in this budget!) for access for more students we will.
- Continued teaching of programmes that help students learn creatively.

New staff member

That Gemma Martens be appointed in a fixed term capacity to take the new intake of New Entrant teachers from Term 3 Week 6.

Motion: That the appointment of Gemma Martens be accepted

Moved: Jake Morgan

Seconded: Daisy Docherty

CARRIED

Strategic planning update

See below- Same as Previous meeting this term.

Enhanced Learning Outcomes for all.	An environment where everyone feels safe and secure	Culture of Success for all
<ul style="list-style-type: none"> • Create access to digital learning in Weka and Tui • Creating Localised Curriculum • 80% of students at or above the expected level in mathematics and Literacy by the end of 2021 	<ul style="list-style-type: none"> • Creative spaces to engage our students in their environment • One discretionary day for all staff to promote wellbeing and value • Engaging stakeholders through deliberate acts of service • School counselor available for all students and staff- this is funded by a community member. 	<ul style="list-style-type: none"> • Values incentive programme promoting students displaying our values. • 2 values explicitly tight each term school wide. • Celebrate our diverse cultures through deliberate acts of teaching and school events • Programmes, events, hui and physical environment that support and celebrate our bi-culturalism.
<p><u>Progress towards:</u></p> <ul style="list-style-type: none"> • PD hours from ministry continue with the Weka team now working with Kate. 	<p><u>Progress towards:</u></p> <ul style="list-style-type: none"> • Focus continues to be on ensuring our staff and students are safe at school. 	<p><u>Progress towards:</u></p> <ul style="list-style-type: none"> • Values incentive programme has continued

<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 - Matariki/ NZ Histories learning from the sky/ seasons.

Tui - Volcanoes

Kea - What happens when?

Weka - Rocket Challenge, How do rockets fly

STUDENTS OF CONCERN:

None to discuss

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

Trauma training

Selected staff working with a challenging student will be undergoing trauma training on the 22nd of June.

Literacy

IDEAL programme- (supports phonological awareness) has been implemented by the school and a teacher aide and a teacher are currently learning the programme to implement with our New Entrants next term.

Madeline (Literacy leader) and myself have observed Structured Literacy in action at Gulf Harbour school and are looking at the “Better Start “programme for our Year 1 students if we can get Ministry funding for next year.

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 doing some extension work with the Weka team as Tui are all up and running now.

Staff are working on assessment in HERO for learning goals at the moment. This is extensive work for all staff and will take place during Terms 2-3.

Community Outreach

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

MAC- Maori Achievement Challenge

Termly update with MAC facilitator.

Kahui Ako

- Wellbeing- Jo has attended a Kahui Ako In schools meeting and discussed findings from our wellbeing report and we have discussed options for staff needing mental health support.

New principal leads are coming up again in September – Cameron Lockie and Gillian Bray are looking to put their names forward again to co-lead.

Katherine is likely to go on the application panel on behalf of our school

NZEI

Support Staff week went really well.

Last week online Paid Union meetings were held for Teachers for the next round of collective bargaining.

There is something being put forward for Admin staff in regards to pay rise.

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

7.1 Letter from staff member requesting leave for all of 2023

Motion: That we grant Jess Keating her requested leave from January 27 2023 to 27 January 2024.

Moved: Jake Morgan

Seconded: Andrea Fitness

CARRIED

Report from Murray Barclay:

- Wellbeing Bus Tour- (Teacher Only Day) Well received and very much appreciated.
- Inter -school soccer was well played by both teams. It was great to have Kurtis Mogg there as a coach and role model for the kids!
- Despite the rain our field remains open.
- Conferences 30th June.
- Staff have been working on Reading goals and Report Writing. Lauren put a lot of work into getting this sorted with staff.
- Our new PTA have met and have shared their plan with us
- The Readathon has gone incredibly well and we will exceed our goal.
- Blessing for the library took place with Kereama on Monday 20th. This was important to do. Katherine provided a lovely breakfast for our guests.
- Matariki is being celebrated in classrooms and we have our first Matariki public holiday this Friday 24th of June.
- Ken from Leading learning was here yesterday for Principal appraisal and Localised Curriculum

8. General Business/ Points for discussion.

8.1 Health curriculum and consultation for Localised Curriculum/ Aotearoa NZ Histories Curriculum.

Query around question 2 – this is to be separated into 2 separate questions.

Motion: That the BOT give permission to send out the survey including the alteration to question 2.

Moved: Jake Morgan

Seconded: Steve Drury

CARRIED

8.2

Discussion on an option to reinstate Y7/8

Went into committee to discuss at 5.10pm

Come out of committee at 5.25 pm

If we go ahead we would need to put a team together to move forward with this as there is a bit of work with this process.

We will discuss at the next BOT meeting the next steps as to whether we proceed with the consensus.

We are aware if a submission is made the decision will still sit with the ministry.

8.3

We have received the new curriculum for NZ Histories and our In School Localised curriculum leader is reviewing this- Met with Ken Ward from Leading Learning to path a way forward.

Motion:

That the principals report be accepted

Moved: Andrea Fitness

Seconded: Jake Morgan

CARRIED

Next meeting: Tuesday 9 August 2022

The meeting was declared closed at 5.35pm.