



Board of Trustees Meeting Minutes 13 September 2022

Meeting Start Time: 4.30pm in the staffroom

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

Apologies: Jake Morgan

Welcome to the Board: Ben Gibson

Welcome to Kathy Harding from the Resilience Project

- Kathy presented the Resilience Project to the BOT

Questions / Comments:

- exciting but sad as well (hearing the statistics)
- as a culture, we are not good as a nation at emotional literacy
- if we don't allow our children to come up against struggles they won't know how to deal with it when they are older
- have to let children know at times life isn't fair
- we have become a little precious about allowing our children to lose.

Thank you to Kathy for the presentation

Andrea Fitness handed over to Katherine Pascoe for election of Chairperson

Andrea Fitness was the only nomination

Motion: That Andrea Fitness be elected as BOT Chairperson

Moved: Steve Drury

Seconded: Murray Barclay

CARRIED

Conflict of Interest:

Andrea Fitness – owner of "Raise It" a fundraising organisation the school uses

- cousin to Sarah Imrie (TA)

Steve Drury – married to Jackie Drury (school office manager)

Katherine Pascoe – daughter a school

Daisy Docherty – long term friendship with Jenna Le Mouton

Murray Barclay – wife works as a relieving teacher

Ben Gibbons – is on the PTA

Minutes of the previous meeting:

Motion: That the Minutes of the Meeting held on 21 June 2022 are accepted as a true and correct record.

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

Matters arising from previous minutes:

It was raised that we can't second Andrea Dunn on and off the BOT, it would have to be official.

The BOT feel they will be okay without the secondment of Andrea Dunn

CORRESPONDENCE:

Inwards:

1. Concerns raised by a parent. (to be discussed in committee)
2. Suspension and exclusion of child (to be discussed in committee)
3. Consultation in relation to a possible direction to enrol an excluded student (to be discussed in committee)
4. Kelly Club report
5. Resolution for funding application to North and South Trust for Rugby and football posts to the amount of \$14, 265.00 ex GST.

Outwards:

1. Response from Principal to concerns raised by a parent (to be discussed in committee)
2. Enrolment scheme ratification at last board meeting- sent

Motion: That the Inwards Correspondence is received and Outwards Correspondence is ratified

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

PRINCIPALS REPORT

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.

We are tracking well for the end of the year.

Happy with the repayments for the interest free loan from the Ministry (we haven't had to increase the loan).

We are planning on using the fundraising money from the chocolate sales but the Ministry are okay if we need to use this elsewhere.

Motion: That the finance report be accepted

Moved: Murray Barclay

Seconded: Andrea Fitness

CARRIED

Budget

Taken as read

Annual Reports

Auditors should now finally have these ready.

Finance repayment to ministry

Payments continue to be made as per schedule - 9K per ops grant.

Property

- Areas 1-3 -completed waiting on CC and final “fix up” jobs are completed. One door to be fixed and decking completed as part of accessibility work so it’s all tied in.- [Update, we are still waiting!](#)
- Ramps for outside areas 1-2 and Area 6 have finally had the concrete poured and we are now waiting on handrails.
- Our architect for the Stage 2 work on the renovation has finalised drawings with us.
- We are waiting on our next meeting for our “Master plan” for buildings due to upcoming roll growth.
- Nukumea School started with us using Laureen’s office to meet at 29.09.2022 they will use this space until the end of the year.
- Lots of people have been in to the school in regards to the “master plan”
Katherine explained the preliminary thinking of the proposed master plan.
The big thing they need to figure out is making 64 carparks (currently approx.32)
Traffic representative (sub contract) was here looking at our traffic flow today

BOT member brought:

- up the toilet situation – Murray explained we have the correct ratio
- A plastic cover is needed on the water pipe by area 13 – unpleasant odour – Murray will sort this
- Heat pumps will be going up in the hall. Board will need to pay a $\frac{1}{3}$ contribution as we own a third of the hall. This cost is approximately \$3k.

Motion: That the installation of the heat pumps in the hall go ahead

Moved: Murray Barclay

Seconded: Daisy Docherty

CARRIED

Health and Safety

COVID policies and processes continue to be followed. We have very low numbers at present 1-2 cases a week.

Incident Report

Incident involving a parent- To be discussed in committee.

Evacuation procedures

We have done a fire drill and an earthquake drill for this term.

Issues from the register:

This is available at the meeting. Nothing to note

Term dates 2023

Proposed dates as follows:

Teacher Only Day Thursday 2nd of February- The Resilience Project

Term 1

7th of February- Thursday 6th April

Term 2

Monday 24th of April- Friday 30th June

Term 3

Monday 17th of July- 22nd September

Term 4

Monday 9th October- Wednesday 20th December

Motion: That the term dates for 2023 be accepted

Moved: Andrea Fitness

Seconded: Katherine Pascoe

CARRIED

Out of Zone priorities for 2023

None noted as we don't take any out of zone enrolments.

School Donation/ pupil services fee

Does not apply as we have opted into the school donation/ services scheme.

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	Marc h	Ma y	Jun e	Augus t	Sep t	Oct	No v	De c
2022	398	398	410	412	429	435			
2021	403	407	414	418	427	429	429	434	434

2020	37 5	378	385	398	420	427	43 5	442	44 2
2019	34 2	346	356	361	371	381	39 5	398	40 3
2018	34 5	352	359	369	377	386	38 9	393	39 7
2017	31 4	319	333	339	365	366	37 3	381	38 4
2016	30 2	307	324	329	340	344	34 5	348	34 9
2015	27 8	283	289	299	302	317	32 2	331	33 2

We have just been advised by the Ministry the staffing allocation will be given to schools by the end of the term not the 16th September as original told.

We think we will finish with a school roll between 440 -450.

It isn't viable to open another Y0 class, if numbers get too big we may pop a TA into the existing Y0 reception class.

Number of International Students: 0

We have an International Teacher coming to us from our partner organisation in the next few weeks from Japan. We have had an agent visit the school recently also, really good to see this moving.

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.

Reviews for this term

Student Wellbeing and Safety

- Child Protection
- Abuse Recognition and Reporting
- Care and Management of Students
- Supporting Student Wellbeing
- Food and Nutrition
- Sun Protection

Assurances

Safety Management System

Report to the board on the internal audit conducted by the health and safety committee/ delegated person of the school's health and safety compliance and practices.

Check against the Performance Measurement section of this topic.

International Learners

Conduct a self-review of how the school is meeting Code of Practice requirements and report to the board. The self-review should be documented for the school's records, as well as possible external review.

Surrender and Retention of Property and Searches

All procedures relating to search, surrender, and retention have been followed. We can confirm that all authorized staff have confirmed their status in writing, and that a written record has been kept of all instances of search, surrender, or retention of property.

Physical Restraint

All procedures relating to physical restraint have been followed, and all requirements to notify, monitor, and report have been met. As relevant, any non-teaching staff have been authorized in writing. Relevant training and support of staff authorized to apply restraint.

Connecting with Iwi

The SLT team together with Debbie Waller, Andrea and Ken Ward (Leader of Te O Maori) and Andrea, are going to meet with Ngati Manuhiri in Warkworth to discuss connections with our local iwi in the creation of our Aotearoa Histories curriculum.

We have been connected with Hone Heke who is helping us connect with iwi.

Annual EEO Policy

The Equal Employment Opportunities policy ensures that all employees and applicants for employment are treated according to their skills, qualifications, abilities, and aptitudes, without bias or discrimination. All schools are required by the State Sector Act to be "good employers", that is:

- to maintain, and comply with their school's Equal Employment Opportunities policy, and
- to include in the annual report a summary of the year's compliance.
- To achieve this, the board:
 - appoints a member to be the EEO officer – this role may be taken by the principal
 - shows commitment to equal opportunities in all aspects of employment including recruitment, training, promotion, and conditions of service
 - recognises the value of attracting people from all possible sources of talent
 - selects the person most suited to the position in terms of skills, experience, qualifications, and aptitude
 - recognises the value of diversity in staffing (for example, ethnicity, age, gender, disability, hours of work, etc.) and the employment requirements of diverse individuals/groups
- ensures that employment and personnel practices are fair and free of any bias.

The EEO officer (Principal Katherine Pascoe) ascertains we are compliant for 2022 in EEO policies in regards to staff and employment.

P.E/ Health Report

Shared at the 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

See principals report

FOCUS AREAS

Kereru - Haurora- Health and Wellbeing

Piwakawaka -Tracking stars/ Matariki

Tui - Ocean around us

Kea - Haurora- Health and Wellbeing

Weka - People that inspire us/Ballroom dancing

STUDENTS OF CONCERN:

To be discussed at the end of the meeting in committee together with a parent's concerns raised.

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.

Induction Programme

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

Professional Development update

Trauma training

Selected staff have completed the second stage of Trauma training. The team from Key Assets will share this with all staff at a staff meeting in Term 4.

Literacy

IDEAL programme- still early stage

We are working on applications for grants for the decodables as we look towards starting a structured literacy approach next year.

Localised Curriculum

Team meeting with Ngati Manuhiri on the 14th of September.

Digital Learning

Staff continue working on assessment in HERO for learning goals at the moment.

Community Outreach

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

Trauma Informed Conference

03/11/2022- Katherine and Laureen

MAC- Maori Achievement Challenge

Termly update with MAC facilitator.

Term 4 the MAC conference in Manukau 1-3 November. Debbie as Lead for Maori at our school will also be attending with Katherine.

Kahui Ako

Positions for 2023 will be advertised over the next two terms.

No one is contesting Cameron Lockie and Gillian Bray so they will be the lead principals again.

We do have a staff member interested in the Across School position

Katherine explained the 4 focus areas of the Kahui Ako and how the *In School* and *Across School* positions work.

There is talk that the *In-School* positions may be scrapped/dissolved next year.

NZEI

Admin staff have received pay equity.

Principals and Teacher bargaining has started.

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.

GATE Update

Rebecca Coombe is supporting GATE students in Weka and Kea this term and sharing resources and ideas with the teaching teams.

7. Staff Report/ Student Report

- School disco is planned and much anticipated by the students for this Friday.
- Mr Ross has been great at applying for funding for sport equipment.
- Ballroom dancing competition and social is the 28th of September.
- Members of staff have attended Trauma Training through Key Assets organisation
- Teachers challenged the students to a game of hockey, Teachers won.
- Interschool hockey was held at Millwater park and although our teams did not place they played well and represented our school proudly.
- Area 6,7,8 and 9 had successful Stardome visits.
- Bryony Botha, a gold medal cyclist, visited school last week and spoke to our senior classes.

- We were able to have a very successful school Cross Country with an excellent day weather wise.
- We have two student teachers with us at the moment and another three arriving in two weeks. We are a very sort after school.
- Sadly, our fields and playgrounds are a slosh again and so fields will be shut for a while until they dry up a bit.
- Mr Ross has been preparing games and puzzles that the students can use on the concrete areas during times when the fields are closed.

8. General Business/ Points for discussion.

8.1 In committee discussion re parent concern

8.2 In committee discussion on the exclusion that occurred in the school

8.3 In committee consultation in relation to a possible direction to enrol an excluded student

Went into committee at 5.52

Came out of committee at 6.45

Motion: That the principal report be accepted

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

Next meeting: Tuesday 1 November 2022

The meeting was declared closed at 6:48pm.