



## Board of Trustees Meeting Minutes 9 August 2022 – Zoom Meeting

**Meeting Start Time: 4.30pm**

**Present:** Steve Drury, Katherine Pascoe, Jake Morgan,  
Andrea Dunn, Daisy Docherty, Murray Barclay and Laureen Morgan

**Apologies:** Andrea Fitness

**Conflict of Interest:** None

**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: Murray Barclay

Seconded: Andrea Dunn

**CARRIED**

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

### **CORRESPONDENCE:**

#### **Inwards:**

1. Adjustment to our Enrolment Zone Scheme from the Ministry
2. Master Plan for future buildings to cater for increased roll from the Ministry

#### **Outwards:**

1. Completed brief for Master Plan Agreement for growth sent to the Ministry.

Motion:

That the Inwards Correspondence is received and Outwards Correspondence is ratified

Moved: Murray Barclay

Seconded: Daisy Docherty

**CARRIED**

### **PRINCIPALS REPORT**

Katherine thanked Andrea Dunn for her work on the BOT. We may second her when required for finances.

#### **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.

Query re furniture budget of \$12000 – as \$3000 was budgeted for.  
\$9000 is for the new build which we received so on track.

Fantastic receiving the grant of approximately \$11000 for netball uniforms/markings/fields/courts

Motion: That the finance report be accepted

Moved: Andrea Dunn

Seconded: Jake Morgan

**CARRIED**

### **Budget**

We have been made aware we were not getting the correct number of subsidized computers from TELA and are entitled to receiving 5 more. This is very welcome news as some staff were using outdated/ substandard devices.

These devices will be an extra \$294.00 in total for the remainder of the year and \$578.00 each year which we will obviously add to the budget ongoing from 2023.

### **Annual Reports**

Finalised and published.

### **Finance Repayment to Ministry**

18K (9K per term as agreed) has come out from the ops grant so far, another 9k each quarter for this year and next year.

### **Enrolment Scheme**

From consultation due to Nukumea School opening in 2023 and the new enrolment scheme being put in. We need to approve the new enrolment zone for Orewa Beach School.

Motion: That the new enrollment scheme for Orewa Beach School be adopted.

Moved: Daisy Docherty

Seconded: Jake Morgan

**CARRIED**

### **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.

Areas 4-6 have been "evicted" while our accessibility work is completed. This process has taken far too long with the construction company and we have sought support from the Ministry (as they employed the company) and are finally seeing some movement. Handrails will be timber and should be arriving for installation soon! Laureen has been very good at sharing an office with me while her office is the "site office" for the building teams.

Our architect and property manager (Nick) have been in for measuring and scope of works for stage 2 of the junior renovation block.

We have had an initial "Master Plan" for buildings due to upcoming roll growth last week. Meeting with urban planners, ministry, school. They are still acknowledging the roll growth expected in this area. It is obvious that we will need to go up as not to give up field area.

They are talking about 2x two storey blocks – one where Weka currently are and the other by where area 15/16 currently are. This would mean removing area 8 & 9 to open the middle area up. There is no plan or anything at this stage just possibilities. SLT have another meeting with Olga from the Ministry next week. These meetings will be fortnightly moving forward.

Decile ratings have gone, we now have “equity index numbers” – our number is 436. We are probably a 6 (on the old decile rating) while schools around us are a 9.

Question on why are the Ministry not looking at putting another school further north.

The plus for us is that our classrooms are old and very “hodge podge” so it will be lovely getting new buildings. The down side is they are allowing growth for a total of 800 pupils.

The BOT will be part of any plans but at this stage it is still a while away.

### **Health and Safety**

COVID policies and processes continue to be followed and we have followed ministry advice in communication with parents regarding mask wearing for Years 4-6.

Currently have no new cases this week and only 5 last week.

Bomb threats have been an issue for a couple of schools lately. We are currently putting a plan in place for evacuating students.

Things to consider:

Toilets if are evacuated for a while

Considering 2 areas to evacuate to: grass area in front of Kensington café or Arundel park (north end of Orewa Beach).

Question around the possibly of asking the council to establish toilets at Brunton Park which is opposite the school.

We will have a drill for this year

### **Incident Report**

No incidents to report

### **Evacuation Procedures**

Last term we did a fire and lockdown drill both were successful.

This term will be another fire drill and an Earthquake drill.

### **Issues from the Register**

This is available at the meeting.

### **1st July Roll Return**

As previously reported the 1st of July roll return has been completed and sent to the ministry.

## **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	429				
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 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.

We are getting \$280 a week for an adult student (will be like a TA) to observe at our school for 3-7 weeks in term 4

### 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.

		Unimportant	Somewhat Important	Important	Essential
1	How important is PE and Health in the school curriculum?		2	10	31
2	How important is body care / personal hygiene in the school curriculum?	1	5	13	24
3	How important is physical safety (road safety, sun safety, fire & water safety) in the school curriculum?		3	11	30
4	How important is food and nutrition in the school curriculum?	2	6	16	19
5	How important is outdoor education (camps, school trips, outdoor activities) in the school curriculum?	1	5	18	19
6	How important is physical activity (athletics, swimming cross country, fitness, etc.) in the school curriculum?	1	4	15	23

7	How important is mental health (peer pressure, identity, coping with feelings) in the school curriculum?	1	4	8	30
8	How important is sports studies (fair play, skills for participating, winning & losing) in the school curriculum?	1	7	20	15
9	How is important is sexuality education (body image, caring for ourselves , correct names for body parts, friendships) in the school curriculum	6	5	11	21

At what level of the curriculum do you think sexuality education should be taught?

Earlier than Year 4	Year 4	Year 5	Year 6	After Year 6
5	6	5	10	17

Question 10: Is there anything else you'd like to share:

60 percent of comments had nothing further to add or were happy with what we were currently doing.

Some suggestions/ comments were:

- Prefer to stick with core curriculum subjects.
- Prefer schools to teach more of these subjects so parents don't have to.
- Some comments say that we should be teaching more mindfulness and yoga.
- It doesn't have to be through the school day it can also be through after school opportunities that Orewa Beach school is amazing at providing- Thank you.
- You all do a great job.
- Leaving sexual education to parents to teach (2 comments)
- Parent education course would be beneficial too.
- Water safety/ swimming is so important.
- Provide sunblock and time for children to apply it in the school day.
- Sun Shade sails in Year 1-2.

Next Steps:

- Continue with Life Education bi annually which covers Healthy eating, body parts and
- Continue teaching Kia Kaha programme ( anti bullying and being a good friend) bi annually and the Keeping Ourselves Safe programme which teaches where to go for help, appropriate and inappropriate touching, body parts and support.
- A contextual curriculum approach towards
- A varied and developmental PE and sport programme.
- Opportunities for a variety of after school sports.
- Year 6 girls talk about periods towards the end of the year.

- Resilience Project 2023 – Katherine and Laureen have a meeting next week regarding this. We will be able to give more information after the meeting.

## **Reviews for this term**

### **Term 3 Review Topics**

Board Review:

**Student Wellbeing and Safety**

Child Protection

Abuse Recognition and Reporting

Care and Management of Students

Supporting Student Wellbeing

Food and Nutrition

Sun Protection

Please review these on School docs and make any suggestions directly.

## **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.

#### **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 - Who inspires you? / Ballroom dancing

#### **STUDENTS OF CONCERN:**

None to be discussed.

#### **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 the second stage of Trauma training

Literacy

IDEAL programme- This support has started.

Literacy: \$6000 worth of books are arriving and being processed for our children thanks to the Readathon last term.

Localised Curriculum

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

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**

Laureen Morgan and myself will be attending this conference in November as we have students suffering from trauma and anxiety at alarming rates. The speakers are the best in NZ and the strategies they teach us will work for ALL children. This will be paid for from our existing PD budget from which we have funds available.

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

Termly update with MAC facilitator.

Term 4 the MAC conference in Manukau.

### **Kahui Ako**

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

### **NZEI**

Admin staff have received pay equity.

Principals and Teacher bargaining has started.

Have had an indication that one or two teachers may be interested in the “across school” positions.

## **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**- Please see **Analysis of Variance** in Drive- Laureen to speak to.

Read through discussion points.

Will there be support financially for the school to do PD on Structured Literacy? Katherine will put in an application of PD.

There will be a need for resourcing (books) as well, once the PD is completed – good idea to approach organisations/grants to help fund this.

Grant for subscriptions for the structured literacy where text is digital.

### **GATE Update**

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

### **Pay Equity**

Admin staff received pay equity. We will get a lump sum payment in October from the Ministry to cover this.

## **7. Staff Report/ Student Report**

- Staff at the moment are COVID free.
- A number of the staff had COVID over the holidays.
- One of our TA's who teaches our ESOL students has had shoulder surgery and is taking extended leave for recovery. This is ACC funded. Louise Boot has a plan to cover this leave.
- Weka and Kea have started “dancing” a highlight of the Term!
- In week one we had red nose day to support cure kids.
- Last week we had a pajama/ onesie day organised by our PTA where students brought a contribution for our food pantry
- At the end of last term we said farewell to our student teachers.
- Seven children started with Gemma Martens who we have moved to Area 3.
- Fields were shut in the first week due to muddy weather!



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

1. Year 7 / 8 at our school in the future. Further discussion

After talking about the roll may increase to 800 students and points mentioned at the last BOT meeting it probably wouldn't work.

Motion: That the possibility of having Y7/8 at Orewa Beach School has been discussed and it was decided not to go ahead with this.

Moved: Jake Morgan

Seconded: Steve Drury

**CARRIED**

2. Farewell dinner for Andrea Dunn.

Thursday 18th at 7pm. Katherine will make a booking a Tasca in Orewa

Motion: That the principals report be accepted

Moved: Daisy Docherty

Seconded: Andrea Dunn

**CARRIED**

**Next meeting: Tuesday 13<sup>th</sup> September 2022**

**The meeting was declared closed at 5.20pm.**