



Board of Trustees Meeting Minutes 8 November 2022

Meeting Start Time: 4.30pm in the staffroom

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

Apologies: none

Minutes of the previous meeting:

Motion: That the Minutes of the Meeting held on 13 September 2022 are accepted as a true and correct record.

Moved: Murray Barclay

Seconded: Daisy Docherty

CARRIED

Matters arising from previous minutes:

No further correspondence from a letter of complaint after BOT responded.

CORRESPONDENCE:

Inwards:

- Resignation letter from Renee Maurice
- Confirmation of Code of attestation completed.
- Staffing - see Principals Report
- Property procurement for stage 2 junior class modernisation project
- Terry Gillooly has applied for medical leave

Outwards:

- Code of International Practice attestation submission completed.

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

Moved: Daisy Docherty

Seconded: Andrea Fitness

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.

Motion: That the finance report be accepted

Moved: Daisy Docherty

Seconded: Murray Barclay

CARRIED

Budget

Taken as read- any questions?

We are tracking fine. Ministry are okay that we can't make lump sum payments.

Finance repayment to Ministry on track. Payments continue to be made as per schedule - 9K per ops grant.

Katherine explained how we have just received \$30/40 thousand back from Ministry for relieving.

Budget is there in the draft form for 2023. More for relieving will need to be set aside in 2023

Health and Counselling is paid for by a donation made from a person from the community.

Resilience project book/expense will be put against stationery.

Property

Heat pumps were installed into the hall during the holidays.

Concrete that had been identified around the school that was uneven has all been "ground down" in the holidays. This has been very effective, we are very impressed - \$500 well spent!

Stage 2 of our Junior Renovation project has been out to tender and we have met and done a walk through with the builder who won the tender. Work is to commence in next week or two with a handover of February. We are updating the corridors in this stage.

Stage 1 is looking incredible and children are really enjoying the new quad space.

Accessibility work is hopefully grinding to a close!

Master Plan was shared with BOT

Health and Safety

COVID policies and processes continue to be followed. We have seen an increase in numbers over the last two weeks which reflects what is happening nationally.

Evacuation Procedures

We have done an earthquake/tsunami

drill for this term and intend to do a fire drill as well.

Issues from the register:

This is available at the meeting.

Term dates 2023

Amended Proposed dates as follows:

Teacher Only Day Wednesday 1st of February- The Resilience Project

Term 1

2nd 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- Tuesday 19th December

Staff appointments/ Resignations/ leave 2023

That the Board approves the appointment of Heather Mills in a fixed term capacity in Year 2 for the 2023 school year. This appointment is to fill the vacancy of Jessica Keating who we have previously approved leave for 2023.

Selena Oxborough has been appointed permanent team leader.

Terry Gillooly has applied for medical leave for 2023. This needs to be approved. He will work in a part time capacity in 2023 at our school.

Approval for Fleur Pearce to fill the fixed term vacancy for Terry Gillooly in a .8 (4 days a week position) the fourth day will be covered internally. She will be in a Y4/5 team.

We have had requests from the following teachers to go to .8 (four days a week)

- Helen Jury
- Jenna Le Mouton

We have had a resignation from Renee Maurice due to her family moving to Nelson. As Renee and Sarah Plummer shared a permanent part time position when one of them resigns we are able to offer the position full time to the remaining teacher, we have done this and Sarah Plummer has accepted. This needs to be approved by the Board also.

The BOT needs to approve the Kāhui Ako position of Across School leader for 21st Century learning position she has won. This means that she will be teaching 3 days and in the Kāhui Ako position 2 days. We will cover this position with one of our part time teachers.

Motion: That the above appointments be accepted.

Moved: Jake Morgan

Seconded: Andrea Fitness

CARRIED

2. Leadership for Equity

(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: 22.9

Roll: Grading Roll: 429

End of	Feb	March	May	June	August	Sept	Oct	Nov	Dec
2022	398	398	410	412	429	435	453		
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

Few enrolments from the “safe house” recently

Number of International Students: 0

Our International Teacher Yoshi started with us after Labour weekend and has settled in really well. He has asked to extend his stay by a week.

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

Please review on School Docs

Safety on and off the School Grounds

Topics in this review include:

[Alcohol/Drugs and Other Harmful Substances](#)

[Animal Ethics](#)

[No Dogs on School Grounds](#)

[Digital Technology and Cybersafety](#)

[Getting to School Safely](#)

[Plant and Machinery Safety](#)

[Storage and Use of Hazardous Substances](#)

[Safety in Technology Education](#)

Discussion around dogs on the grounds. BOT is leaving at “no dogs allowed”

Need to make sure it is clearly advertised/marked “no dogs allowed”

Assurances

Evacuation / Emergency Kits and Supplies – Staff and students have completed trial evacuations each term, that 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 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) –Completed as previously assured by our Deputy Principal Murray Barclay

Provisionally Certificated Teachers – Our mentoring/ induction programme of our provisionally certificated teacher is nearing completion at the end of this year and we look forward to celebrating this with her later in the month.

Teacher Registration, Certification, and Police Vetting – All teaching staff are certificated, and therefore vetted.

Appointment Procedure – Appointment procedures, including appointment committee delegations and referee and background checks, are being carried out as stated.

Length of School Year – The school has been open for the statutory number of 378 half-days and hours per day in the current year. We are required to be open for 386 half days for instruction for 2022. The difference was due to “Accord Days”/ school being shut for COVID and flooding.

International Learners – The Code of Practice self-review attestation has been submitted by the due date – 1 December each year. We have received confirmation of this.

Connecting with Iwi

The SLT team together with Rhonda Beet and Ken Ward (Leading Learning) have met with Ngati Manuhuri in Warkworth to discuss connections with our local iwi in the creation of our Aotearoa Histories curriculum. This was extremely valuable, a great connection and a positive way forward. Hone Heike is coming to talk to the staff

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

Arts Report

The Arts consist of visual arts, dance, drama and music.

Students experience visual art in a variety of forms within their classrooms using media such as crayon, paint, clay, paper mâché, chalk, pastels and all sorts of media. It is wonderful to see so many different types of art work displayed in our classrooms.

Dance is offered in various ways at our school with the support of outside agencies.

Year 5 and 6 had ballroom dancing with the dancing organisation "You too can Dance". At the end of the dancing sessions there was a competition held in the school and a social evening (formal dance) which was enjoyed by all who attended. Positive feed back from the community/parents on this activity.

Judith Douche dance took place in Term 3 for Year 3/4 students and is currently being offered to Year 5 and 6 students.

Drama is taught in classrooms through plays and play based learning.

Kapa Haka is run each Monday by Hamish Ross with the support of our Kuia Whaea LeeAnne and this year has included Taiaha and Poi lessons. Unfortunately, the Tua Mai festival was again cancelled this year due to COVID.

Pastoral Care Report

Student Pastoral Care

This is the responsibility of all our staff at Orewa Beach School, primarily with the classroom teacher and supported by the Team Leader and Senior Leadership Team (SLT) where needed. The principal will make any reports of concern to various agencies with the support of the Learning Support Coordinator where necessary. The health and wellbeing of our students is of paramount importance to us.

Staff Pastoral Care

Staff pastoral care is monitored closely by the Senior Leadership Team and support is given where needed/ necessary. All staff have access to our onsite counselor. Staff wellbeing and supporting this is extremely important to our school. We have placed resourcing, time and energy into this as evident in the Wellbeing day for staff.

FOCUS AREAS

Kereru - Haurora- Health and Wellbeing

Piwakawaka -Tracking stars/ Matariki
Tui - Ocean around us
Kea - Where in the world am I?
Weka - Outdoors/ Camp/surfing

STUDENTS OF CONCERN:

None to report.

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 through Key Assets.

Selected staff have completed the second stage of Trauma training. Hoping we can get this for other staff.

Literacy

We have applied as part of the Kāhui Ako for a Professional Learning and Development programme (fully funded) for 2023 for Structured Literacy Training for our Year 1 and 2 teachers. Laureen and our liaison RLB Lydia Reis will be training to be facilitators as part of this programme.

Localised Curriculum

Team meeting with Ngati Manuhiri as mentioned above.

Digital Learning

Hamish has recently done a practical session with Staff on digital platforms and safety.

Community Outreach

Oranga Tamariki panel

Women's refuge governance

RTLIT panel

Trauma Informed Conference

03/11/2022- Katherine and Laureen

Feedback and action points to be shared at the meeting.

This was at Henry Hill School in Napier (they won a well being award). Great buy in from their community. Fantastic sensory garden and quiet space -would be an asset doing something similar at OBS

Very humbling stories were shared.

MAC- Maori Achievement Challenge

Termly update with MAC facilitator. - Done

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

Feedback and action points to be shared at the meeting

- strong emphasis on Maori achievement
- Feeling safe at school

Kāhui Ako

Cameron Lockie (Silverdale) and Gillian Bray (Wainui) have been appointed as the Principals lead team. We have a teacher applying for an Across School Position and should know the outcome by our meeting. Depending on this outcome we will know how many in school positions we will have. As there is uncertainty about the future of Kāhui Ako any positions we offer will be for 2023 only (Ministry advice)

NZEI

Admin staff have received pay equity and had new payments in the last pay round as well as back pay.

Principals and Teacher bargaining has started. We will have staff attending paid union meetings on the 22nd of November 1:30-2:30pm.

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 update above.

7. Staff Report/ Student Report

- Ken Ward was back in the school for localized curriculum
- World Teachers Day 28/10/22
- Teachers busy writing reports and will be shortly placing students in classes for 2023
- Leeanne Wilson has done a great job of organising touch teams
- Teacher Only Day 11th November- Assessment
- Students enjoyed the Disco last term.
- We are hoping to finish selling the last of the chocolates soon
- End of Year BBQ 9th December (weather permitting)- BOT sausage sizzle? They are happy to.
- Kea bake days have been incredible – making about \$350 each time.
- Crazy Hair Day 28/10/22- Student council initiative
- Senior athletics yesterday was great
- Year 5 tramp today – did a shorten tramp due to the weather but still a great day.
- The Year 6 Camp coming up and currently being organised (parent meeting tonight)
- Kea and Weka Surfing December
- Shannon a TA who is currently working here for a short period is going to put together a water safety programme for the Juniors in 2023. He is a trained swim instructor.

8. General Business/ Points for discussion.

We have our classrooms in place.

Katherine went through the teacher/class/level organisation for 2023.
Will start the class placements over the next few weeks.

Discussion on young children walking by themselves to and from school.
Some children are waiting for their parents/caregivers for a long time further down the road
- can something be put in the newsletter advising – *“if the parent doesn’t turn up walk back to school”*.

Ben is in charge of organising the BOT roster for school BBQ.

Motion: That the principal report be accepted

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

Next meeting: Tuesday 6 December 2022

The meeting was declared closed at 5.30pm.