



## Board of Trustees Meeting Minutes Tuesday 21 February 2023

### **Meeting Start Time: 5pm in the staffroom**

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

**Apologies:** none

Andrea welcomed everyone to the first meeting of the year

### **Conflicts noted:**

Andrea Fitness:

- Cousin (Sarah Imrie) is a TA at the school
- Ownership in the fundraising company the school use

Murray Barclay: Wife (Linda Barclay) is a relief teacher

Katherine: daughter is at school

Steve: Wife (Jackie Drury) is the school administrator

### **Minutes of the previous meeting:**

Motion: That the Minutes of the Meeting held on 6 December 2022 are accepted as a true and correct record.

Moved: Jake Morgan

Seconded: Daisy Docherty

**CARRIED**

### **Matters arising from previous minutes:**

None

### **CORRESPONDENCE:**

#### **Inwards:**

- Leave application Rebecca Coombe  
Motion: That Rebecca's leave is approved  
Moved: Andrea Fitness  
Seconded: Jake Morgan  
**CARRIED**

## **Outwards:**



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

Moved: Jake Morgan

Seconded: Andrea Fitness

**CARRIED**

## **PRINCIPALS REPORT**

Disjointed start with school closures but have a happy feel in the school. Students have settled well

### **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 Fitness

Seconded: Daisy Docherty

**CARRIED**

### **Budget**

Draft budget figures updates for your approval.

A couple of figures have been changed around but not the final totals

Motion: That the draft budget be accepted

Moved: Andrea Fitness

Seconded: Daisy Docherty

**CARRIED**

### **Finance Repayment to Ministry**

Payments continue to be made as per schedule - 9K per ops grant. Due to large numbers of staff with COVID in Term 4 we will be asking the Ministry to only take payments from April next year. This has now been confirmed.

### **Principal's Delegated Authority**

Motion: That the principal has delegated authority as the Principal on behalf of the BOT.

Moved: Jake Morgan

Seconded: Daisy Docherty

**CARRIED**

Motion: That in the Principal's absence Mr Murray Barclay, Deputy Principal had delegated authority on behalf of the BOT.

Moved: Jake Morgan

Seconded: Daisy Docherty

**CARRIED**

### **Election of BOT Chair for 2023**

Nominations: Andrea Fitness

Duly elected: Andrea Fitness unanimously

### **Board Chair Delegated Authority**

Motion: That the board chair has delegated authority on behalf of the BOT

Moved: Jake Morgan

Seconded: Daisy Docherty

**CARRIED**

### **Confirm Cheque Signatories for 2023**

Katherine Pascoe- Principal

Murray Barclay- Deputy Principal

Andrea Fitness- BOT Chair

Annette Parmiter- Financial Administrator

### **Teachers Registration**

Will honour the ones up to now but moving forward the BOT will no longer pay for the registrations. It has been a good pastoral concept to begin with but due to possible issues around competency it is best the BOT step away.

Possibly a well being idea the BOT could do moving forward.

Idea that the PTA could help financially in some way – this will be discussed at PTA

### **Property**

- Building work on stage 2 - Actual building has finished, painting has started- please note the cost of the painting 20k will come from cyclic maintenance- this was allowed for in the cyclic maintenance budget and was work scheduled for those rooms to be painted in 2022. The Autex is on back order and should be arriving in the next few weeks.

- We have knocked through the two smaller offices in the back of the photocopying room and created an office for Lauren. This will help the SLT work more closely together. We noticed that having Lauren in with Katherine over the last 9 months enabled the team to work really well and we were all more informed of what was happening. Annette will move into Lauren's old office and the meeting room will be able to be used more for meetings and staff for testing.
- Darryl has torn his rotator cuff last year while putting up some flags in the hall. He finally got it seen to and he needs surgery. He has a pre-op meeting with the surgeon on the 16th. Once he gets a surgery date he will be off for 8-10 weeks. We have David Barclay assisting with ground maintenance as needed for bigger jobs and our wonderful Murray Barclay is helping support Darryl too. While Darryl is off we will cover him with David Barclay doing ground maintenance, support from other staff and a temporary person if needed a few hours a day.
- Suggestion of a working bee – possibly 18 March
- Masterplan is with the Ministry for finalisation and we should have a way forward at our meeting on the 20th Feb.

### **Health and Safety**

- Darryl's accident as above- All recorded in the Accident Register
- Leaks in Area 10, Area 10 girl's toilets and Area 17- Ridge flashings need replacing- we have engaged a builder to repair these.
- Leak in Women's toilets caused by flooding- Murray is following this up with an insurance claim with the ministry.

### **Evacuation Procedures**

Fire drill due this term.

### **Issues from the Register:( available at meeting)**

Women's toilet leak as above

Leaks in Area 10 toilets, Area 10 and Area 17

The shade sail just replaced on senior playground has been vandalised- it is to come down as is unsafe and decision made as to replacement as had just been replaced after wind damage.

### **Self-Review Calendar 2023**

#### **Orewa Beach School Board of Trustees Reporting Calendar 2023**

14 February 2023 - Term 1	21 March 2023 - Term 1
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<p>Risk management process/procedures  Confirm all staffing  Professional Development Plan present to Board  Staff Induction programme to commence  Confirm Self Review Schedule - School Docs (NAG 2)  Set goals for Board Training  Conflict of Interest register  Principal's Delegated Authority  Confirm cheque signatories &amp; approve credit cards  Charter/Strategic Plan to be approved  Appoint Chairperson / Confirm cheque signatories  BoT Self Review Process - consultation areas  Board / Board Chair delegated authority  Length of School Day/Year</p> <p><b>Policy Review -</b></p> <ul style="list-style-type: none"> <li>• <b>Legislation and Administration Policy</b></li> <li>• <b>Privacy</b></li> <li>• <b>Official Information requests</b></li> </ul> <p><b>Assurances:</b></p> <ul style="list-style-type: none"> <li>• Risk Management</li> <li>• School Planning and Reporting</li> <li>• Equal Employment Opportunities (EEO)</li> <li>• , Managing Minor/Moderate Injury, Illness</li> <li>• Healthcare</li> <li>• Safety for Students on Work Experience</li> </ul>	<p>Risk management process/procedures  1 March Roll Return sent to Ministry  Strategic Plan update - end of Term 1  Annual Financial papers to the auditor  Property update  GATE Report  Special Needs update  Approve Final Budget  Approve PTA fundraising programme</p>
<b>16 May 2023 - Term 2</b>	<b>20 June 2023 - Term 2</b>
<p>Risk management process/procedures  Curriculum survey consultation</p> <p><b>Policy Review:</b></p> <ul style="list-style-type: none"> <li>• Education Outside the Classroom</li> </ul> <p><b>Assurances:</b></p> <ul style="list-style-type: none"> <li>• Digital Technology and Cybersafety, Cyberbullying</li> <li>• Computer Security and Cybersecurity</li> <li>• Student Attendance</li> <li>• Child protection</li> <li>• Abuse Recognition and Reporting</li> <li>• Emergency Evacuation/ Emergency Kit</li> <li>• Staff Usage and Expenditure (SUE) Reports (in Expenditure)</li> <li>• Monitoring and Auditing School Bus</li> </ul>	<p>Risk management process/procedures  Finance Report  Annual report published  Approval of Cyclical maintenance for 2022  Strategic plan update  ICT report &amp; cybersafety</p>
<b>1st August 2023 - Term 3</b>	<b>5th September 2023 - Term 3</b>

<p>Risk and Safety Management Principal's appraisal update on progress Mid Year Analysis Report 1 July Roll Return prepared and sent to Ministry</p> <p><b>Policy Reviews:</b></p> <ul style="list-style-type: none"> <li>● <b>Learning Support</b></li> </ul> <p><b>Assurances:</b></p> <ul style="list-style-type: none"> <li>● Appraisal of the Principal</li> <li>● Safety Management System/ worker engagement, participation and representation.</li> <li>● Stand down, suspension and exclusion</li> <li>● Searches, surrender, and retention of property.</li> <li>● Physical Restraint</li> </ul>	<p>PE / Health report Term dates confirmed for 2024 Out of zone enrolment priorities for 2024 Review school donation and pupil services fee Annual EEO report to board Strategic Plan update</p>
<b>24th of October 2023 - Term 4</b>	<b>28th November 2023 - Term 4</b>
<p>Risk management process/procedures Pastoral care report Review Strategic goals Arts Report Professional development report</p> <p><b>Policy Review:</b></p> <ul style="list-style-type: none"> <li>● <b>Curriculum and Student Achievement Policy</b></li> </ul> <p><b>Assurances:</b></p> <ul style="list-style-type: none"> <li>● Provisionally Certificated Teachers</li> <li>● Teacher Registration, Certification, and Police Vetting</li> <li>● Appointment Procedure</li> <li>● Length of School Year</li> <li>● International Learners review</li> <li>● Emergency Evacuation/ Emergency Kit</li> <li>● Staff Usage and Expenditure (SUE) Reports (in Expenditure</li> <li>● Safety checking</li> <li>● Police vetting fr Non- Teachers</li> <li>● School Donations</li> <li>● Monitoring and Auditing School Bus</li> </ul>	<p>Risk management process/procedures Budget ready for approval - Draft 2024 Strategic plan ready for approval - Draft Staffing proposal for 2024 Analysis of Variance and EOY data reports Principal's Professional Growth Cycle - Goals for 2024 Teachers Attestation/ Appraisal confirmed</p> <ul style="list-style-type: none"> <li>●</li> </ul>

Motion: That the self-review for 2023 calendar be accepted

Moved: Andrea Fitness

Seconded: Katherine Pasoe

**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

Grading Roll: 429

End of	Feb	March	May	June	August	Sept	Oct	Nov	Dec
2023	391								
2022	398	398	410	412	429	435	453	455	457
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:** 2 and one more in March. All 2-4 weeks.

One of the agents offered for Katherine and Jackie to go to Taiwan – they will pay for one person

## 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**

#### ***Legislation and Administration Policy***

Orewa Beach Primary School has policies and procedures in place that ensure we comply with all relevant New Zealand legislation. Where appropriate, we reference and link to the relevant supporting legislation in our policies and procedures.

**Our policies and procedures meet relevant New Zealand legislation for:**

- curriculum and student achievement
- employment
- finance and property management

- health, safety, and welfare
- attendance
- enrolment
- privacy
- copyright
- the maintenance and storage of records
- the length of the school day and school year.

### ***Compliance with New Zealand legislation***

Orewa Beach Primary School ensures our compliance with New Zealand legislation by:

- monitoring advice and communications from:
  - the Ministry of Education
  - the Teaching Council of Aotearoa New Zealand
  - the New Zealand Qualifications Authority (NZQA)
  - other relevant agencies
- conducting financial audits, including:
  - an annual audit conducted by the school appointed auditor
  - an audit contracted by the Auditor General's Office every three years
- subscribing to SchoolDocs, which:
  - monitors compliance issues
  - responds to and interprets advice to schools
  - updates documentation in consultation with Orewa Beach Primary School
- following the SchoolDocs [scheduled review](#) process, which involves:
  - reviewing our policies and procedures in accordance with the three-year review schedule
  - seeking feedback from our school communities
- completing annual [self-review and board assurances](#).

When our school is reviewed by the Education Review Office (ERO), we use the Board Assurance Statement (BAS) and Self-Audit Checklists to assure ERO that we are meeting our legal requirements.

### ***Privacy***

Orewa Beach Primary School promotes and protects the privacy of all individuals associated with the school, i.e. students, staff, parents, whānau, guardians, and any others. We follow the key principles of the Privacy Act 2020, which describe how we may collect, use, store, and dispose of personal information. The Office of the Privacy Commissioner administers the Act and encourages best practice.

We've used the word "parent" throughout this section to refer to parents and guardians.

Our privacy officer deals with requests for personal information and, if required, liaises with the Privacy Commissioner in any investigations. Our privacy officer is the principal.

Our Privacy Guidelines inform:

- how we collect, store, and dispose of information
- what information we collect
- how we use and disclose information about individuals, including official information requests
- how individuals may access information relating to them that is held by the school
- how to manage the rights of parents regarding information about their child.



It is important that staff understand the school's privacy guidelines, especially in relation to personal information and reporting breaches. See information from the Privacy Commissioner about reporting privacy breaches.

### Official Information Requests

When a person asks Orewa Beach Primary School for information, Orewa Beach Primary School follows the requirements of the relevant legislation and guidelines.

### Types of requests

- State schools are subject to the Local Government Official Information and Meetings Act (LGOIMA), which requires boards to take reasonable steps to ensure that parents of enrolled students can learn the location and timing of board meetings, if they are interested, and allows members of the public to access agendas, reports, and meeting minutes.
- Requests for a person's own information are dealt with under the Privacy Act. See Orewa Beach Primary School's Privacy policy .
- Requests for information can be made under the Oranga Tamariki Act or Family Violence Act.
- Requests for other types of information, including parents' requests for information about their child, are covered by the Official Information Act (OIA). See Parents and the Privacy Act .

### OIA Requests

The board will assess any official information request and respond within 20 working days, as required by the OIA, or may refuse the request, if appropriate. Reasons why a request may be refused include:

- legal reasons for withholding the information
- the information requested is or will soon be publicly available
- the information does not exist or cannot be found
- it would take substantial collation or research to compile the information
- the request is considered frivolous, trivial, or vexatious.

If a request is refused, the board will give reasons for the refusal and ensure the person who requested the information knows they have the right to make a complaint to the Ombudsman.

### Charges

Charges may apply, and Orewa Beach Primary School will ensure the person who requested the information agrees to the costs before proceeding. Requests for information may be amended to lessen estimated costs or because they would otherwise be refused due to the need for substantial collation or research.

### Assurances

## **School Planning and Reporting:**

The school charter/strategic plan including the annual plan has been updated so that the charter/strategic plan remains in place for 2023, and that this will be forwarded with the analysis of variance to the Ministry of Education by 31 March.

A single PDF file of the annual report for the auditor (including audited financial statements and required signatures) is submitted to the Ministry through the School Data Portal by the board by 31 May.

The school charter/strategic plan and annual report is available for public view on our website.

**Equal Employment Opportunities:**

The school complies with the Equal Employment Opportunities (EEO) policy and that an EEO statement is in the annual report (including any issues from the previous year).

**Healthcare:**

The policies and procedures relating to first aid, recording and notification of accidents, managing/administering/recording medication are up-to-date and implemented correctly.

**Safety for Students on Work Experience:**

The work-based learning and work experience situations for students meet the required welfare and safety conditions.

**Connecting with Iwi**

Hone Heke Rankin from Cultural Flow has two staff meetings booked with us this term. One on creating a school pepeha and another on Turangawaewae.

**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**

Please see the Annual plan in the shared drive.

**Analysis of Variance**- To discuss please see separate doc in drive.

No questions on the analysis.

Motion: The analysis of variance be accepted

Moved:Andrea Fitness

Seconded: Daisy Docherty

Laureen spoke briefly about reporting with BSLA in 2023

## **FOCUS AREAS**

Kereru - Connections- establishing class culture.

Piwakawaka - Connections- establishing class culture.

Tui - Connections- establishing class culture.

Kea - Connections- establishing class culture.

Weka - Connections- establishing class culture.

## **STUDENTS OF CONCERN:**

*We moved in committee at 5.40*

*We came out of in committee at 5.45pm*

## **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.

**All staffing for 2023 confirmed and is as is in the Term 4 Principal's report.**

## **Induction Programme**

2023 programme has commenced for Heather Mills and Fleur Pearce.

## **Professional Development Plan**

### **Literacy**

Structured Literacy with Better Start Literacy Approach (BSLA) for Year 1-2 teachers. Laureen Morgan is facilitating this learning with the Year 2 team and Lydia Reis our liaison RTLB is facilitating this for our Year 1 team. This learning is a whole new approach and is a huge commitment by our Junior teachers and will be the main focus of their professional development. This is Ministry funded PLD.

Madeline Lockie is working with the Year 3-6 teachers on "The Code" a literacy approach that looks at improving the way children learn to spell.

### **Aotearoa Histories Curriculum**

Support from Hone Heke from Cultural Flow is in place he is working with the staff on cultural connections with local Ngati Manuhuri. Ronda is leading this learning with support from Ken Ward from Leading learning- All is Ministry funded PLD.

### **Digital Learning**

We have Ministry funding for digital learning for Years 3-4. We have engaged Digital Circus to do this PD with us. We have a meeting later this month with the facilitator to plan the PLD and a staff meeting booked.

### **Leadership Training**

We are doing some "middle leadership" training this year with our Team Leaders focussing on Leadership qualities and skills. This learning is based on the professional leadership

standards for teachers and will be facilitated by Ken Ward from Leading Learning. It comprises of 2 termly meetings. This is Ministry funded PD

### **Principal's PD**

Leadership conference with the SLT team- "Number 8 wire Leadership" Paihia 28th-31st March.

*We will leave a team leader in charge, they will be competent in this role and will be in contact daily with Katherine.*

Principal's conference "Redefining Leadership" Queenstown 11th-13 September.

### **Community Outreach**

- Oranga Tamariki advisory panel
- Women's refuge governance- current board chair
- RTLIT panel

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

Continuing for 2023.

### **2023 Te Ahu o te Reo Māori Programme**

This free programme offered to teachers to help them on their te reo journey has been taken up by 16 of our staff including myself, support staff and teachers.

We are thrilled so many of our staff are committed to this learning. It involves months of online tutorials, two weekend seminars and ongoing professional development.

### **Kāhui Ako**

Rhonda Beet- Across School Leader: Future Ready Team

Cindi Meyer- Assessment

Jo Blake- Wellbeing/ Resilience Project.

The Kāhui Ako Principal team will be meeting for the first time for 2023 later this term.

Please see attached the latest update from the Kāhui Ako leadership Principal's.

The Professional Development (PD) budget has been set and allows for the above learning.

Motion: That the PD plan be approved

Moved: Murray Barclay

Seconded: Andrea Fitness

**CARRIED**

### **NZEI**

Principals and teacher paid union meeting in the afternoon of Wednesday 1 March at 1.30pm in Albany.

We would like to remain open if possible, we will let the community now that the school will be open.

Strike action day 16 March (not a paid day) still to be confirmed if this is going ahead. Once we know, we will let the BOT know so a decision can be made about whether the school can remain open.

Unfortunately, this is bad timing with the closures we have had.

### **Principal's Appraisal**

Actively seeking someone to do this for 2023.

Teachers will all complete Professional Growth cycles as part of their ongoing learning this year as well as ongoing professional development in Te Reo Maori and the Treaty partnership provided by Cultural Flow and MAC.

### **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 and Annual plan 2023**

Approved at the December meeting.

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

- Leave application from Rebecca Coombe from Term 2, Week 1 (24th April- Week 2- 4th May. Returning to school on Friday 5th May. This is the leave for her honeymoon.
- Very smooth start to school for all pupils. Teachers have done a great job of preparing rooms and programmes. School has been very settled to date.
- Sarah Thornhill has a third-year student teacher for a few weeks.
- The Fluro run is on Thursday the 16th. Enjoy. Hoping the weather will let this go ahead.
- The raised pedestrian crossing will be in place soon where the existing pedestrian crossing currently is. Nicole the transport person has been working with the school regarding this.
- Constable Walker has been in to train road patrol children.
- Student Council elections today  
Head Girl: Nicole Corke  
Head Boy: Ethen Heke  
Events Coordinator: Dallas Lintag  
Sports Leader: Isaac Mcgonagle  
Secretary: Pippi Morgan  
Cultural Leader: Mary Hunt

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

Goals for Board training for 2023

- Board training (face to face) through STA
- Better Start Literacy Approach (BSLA) information afternoons

STA (School Trustee Association) will come in and speak to the BOT if requested  
Katherine will bring information to the next meeting on what STA can offer.

*We moved in committee at 6.10*

*We came out of in committee at 6.14pm*

Motion: That the principal report be accepted

Moved: Andrea Fitness

Seconded: Ben Gibson

**CARRIED**

**Next meeting: Tuesday 21 March**

**The meeting was declared closed at 6.15pm.**

Further Meeting Dates 2023

- 9 May
- 13 June
- 1 August
- 5 September
- 24 October
- 28 November