



## Board of Trustees Meeting Minutes Tuesday 21 March 2023

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

**Present:** Andrea Fitness, Steve Drury, Katherine Pascoe,  
Ben Gibson, Murray Barclay and Lauren Morgan

**Apologies:** Daisy Docherty, Jake Morgan

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

Motion: That the Minutes of the Meeting held on 21 February 2023 are accepted as a true and correct record.

Moved: Andrea Fitness

Seconded: Murray Barclay

**CARRIED**

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

None

### **CORRESPONDENCE:**

#### **Inwards:**

- Ruiterman family donated a BBQ to the school as a thank you for giving their girls a great start.
- Physical Restraint Policy has been received, read and uploaded to School Docs

#### **Outwards:**

- Charter and Variance of Analysis sent to the Ministry.

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

Moved: Andrea Fitness

Seconded: Katherine Pascoe

**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.

The May report has a large amount coming out due to timing and GST. It will come back and the figures overall work. We will be having the Fun Run to bring that fundraising in earlier. We are also asking/looking for a sponsor for the Resilience Project expense. A cash flow issue not a budget issue.

We are getting more International Students for July/August which is great.

6211 Curriculum Resources – question around Kereru expense (a trip and art order) they are fundraising with a bake sale for the trip.

Motion: That the finance report be accepted

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

## 2023 Budget

Finalised at the last meeting.

## 31st March Roll Returns

Completed and sent to the Ministry.

## Finance Repayment to the Ministry

Payments continue to be made as per schedule.

## Property

- Building work on stage 2 – Finished – teachers moving in next week 😊
- Darryl has torn his rotator cuff last year while putting up some flags in the hall. The surgeon has now decided to do a quarter zone injection and monitor. This took place on Thursday the 9th.
- Masterplan - awaiting an update
- Getting quotes from an arborist to remove branches in front of milk room and by TA room. Also looking at the Acmena tree (Monkey apple) next to the staff room.

## Health and Safety

- Leaks in Area 10, Area 10 girls' 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.
- Darryl injured his shoulder moving goal posts – needs to be low duties. Recorded in the Health and Safety Register.
- Sarah Thornhill tripped on steps. Recorded in the Health and Safety Register.

## **Evacuation Procedures**

Fire drill took place on: Tuesday 14<sup>th</sup> March

## **Issues from the Register**

(available at meeting)

Darryl's recent accident recorded in the accident book.

## **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	401							
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:** 0, have had 5 in the last few weeks.

We are not seeing an impact on our numbers with the new school opening (Nukumea Primary)

## **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.

## **Updates to Physical Restraint 2023**

Updates came into effect on the 7th of February 2023. Updated in School Docs policy.

All teachers to complete a learning module on physical restraint and filling in physical restraint forms by 7th Feb 2024.

SLT have completed the module and staff will need to complete the module and give Katherine completion certificates by the 15th Dec 2023.

*Major changes are:*

Clearer guidelines on physical restraint and physical contact.

Guidelines in dealing with a triggered child: Recognise, Respond and Restore.

Mandatory form to fill out (Principal to do with staff member for our school) to be completed online, printed and kept on file.

After physical restraint has occurred, inform the Principal immediately, do steps to complete online form with Principal, inform parents before the end of the day, SLT to offer support to all involved and witnesses. Parents to have an opportunity to discuss with school within 3 days of restraint.

BOT are aware of the new policy / requirements and an outline of the content after a discussion.

### **Reviews for this term**

Done at last meeting.

### **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 has been forwarded with the analysis of variance to the Ministry of Education via the portal.

A single PDF file of the annual report for the auditor (including audited financial statements and required signatures) will be 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.

The school finishes our 3 year review this year. We will look at this when more information has been released on new curriculum release.

#### **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.

#### **PTA plan for Approval**

Term 1: Fluro Run (2k raised) and Disco (Friday 31 March)  
Term 2: Trivial Pursuit night and major "Raise It" event e.g. bike/wheel-a-thon or a School House event  
Term 3: mini "Raise It" (pay it forward-a-thon) event, Disco and Chocolate sales  
Term 4: Supermarket Grab and End of Year BBQ

Motion: That the PTA fundraising plan be approved

Moved: Ben Gibson

Seconded: Steve Drury

**CARRIED**

#### **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 and Principal's report.

#### **Wellbeing days approved for SLT and office manager.**

Motion: That the 5 well-being days for SLT and Office Manager be approved for 2023.

Moved: Andrea Fitness

Seconded: Ben Gibson

**CARRIED**

#### **Special Needs Report**

- Learning Support Hui's are attended by Laureen (usually 2 a term)
- Teaching Assistants are either doing programmes for students and have started these after assessments have taken place or are assigned to a student through specific funding.
- Outside agencies are onsite where needed as a part of individualised plans and/or referrals.
- Children with behavioural needs are being supported by MoE Learning Support. Aslo waiting for a psychologist to be appointed for 3 students (referrals have been received by the Ministry)
- Ministry Funded Students (other than behavioural)
  - 1x Ongoing Resource Scheme (ORS)
  - 2x High Health Needs (HHN) 1 x term 1 only, another terms 1 & 2, the other ends 2025
  - 1x Language Literacy Intervention (LLI) terms 1 & 2 only
- Amazing teaching assistant (TA) team who work with our students

#### **GATE REPORT**

Assessments and observations taking place for students and individualized programmes and support taking place in classrooms where needed.

## **FOCUS AREAS**

Kereru - Connections: Ourselves

Piwakawaka - Connections: Whanaungatanga

Tui - Connections: Environment

Kea - Connections: Forces

Weka -Connections: Our class, our beach, our community.

Water Safety- In all teams.

Swimming sports was well organised – with swimming, water safety and water playground

## **STUDENTS OF CONCERN:**

To be discussed in committee if needed.

*Went into committee 4.40pm*

*Came out of committee at 4.48pm*

## **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.

## **Curriculum Refresh**

The Ministry has granted two days as Teacher Only days this year over and above what the Board has set as “Curriculum Refresh” to give staff training for the new updated curriculum due out. These days are to be used this year and the first one in the first 6 months of the year. Currently about 90% of schools have chosen to go with 24th of April. This the first day of Term 2. This date makes sense as Anzac Day is the 25th of April.

We have requested support from the Ministry to run this day as information for schools will not be available until the 13th of March.

Motion: The Teacher Only Day (TOD) on the 24<sup>th</sup> April be approved

Moved: Andrea Fitness

Seconded: Ben Gibson

**CARRIED**

## **Induction Programme**

2023 programme is nearly complete for Heather Mills and Fleur Pearce. Both have settled into the school so well.

## **Professional Development update**

### **Literacy**

Code work for Years 3-6 Staff have started the assessments and a workshop has been booked for the TOD on the 2nd of June.

BSLA continues to be the major PD for Y1&2's

### **Aotearoa Histories Curriculum**

Two staff meetings this term with Hone Heke from Cultural Flow.

### **Digital Learning**

“Digital Circus” have run a staff meeting and have met with all Year 3-6 teachers and lessons to be modelled will occur in all classes this term.

### **Leadership Training**

Ken Ward has taken his second session with our Team Leaders. He has won another position and we will be engaging a colleague of his to deliver the remaining hours this year to complete this leadership training.

### **Principal's PD**

Leadership conference with the SLT team- “Number 8 wire leadership” Paihia 28<sup>th</sup>-31<sup>st</sup> March. Katherine, Laureen and Jackie will be attending. Unfortunately, Murray has had to pull out due to a family commitment. Jackie is going as she leads the office staff/team and it will be great PD for Jackie Drury.

Principal's Conference “Redefining Leadership” Queenstown 11th-13 September- Booked

### **Community Outreach**

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

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

Continuing for 2023. Conference in October.

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

Starts 6th May there are 15 staff enrolled. For everyone who completes this course the school gets \$500

### **Kahui Ako**

Rhonda Beet- Across School Leader: Future Ready Team

Cindi Meyer- Assessment

Jo Blake- Wellbeing/ Resilience Project.

### **NZEI**

We have had feedback from a staff member that they were disappointed with the decision by the BOT not to shut the school for the paid union meeting. The staff member has expressed an interest to share their concerns with the Board.

The Board discussed how important it is that all staff feel secure and valued regardless as to whether they strike or not or whether they are union members.

The BOT advises to put their feelings in writing to the board. Katherine to pass this on.

The BOT is here for the students first.

There is talk of a possible strike next week. The Board agreed if this does occur they will need to close the school.

## **Principal's Appraisal**

As Katherine belongs to a principal's professional learning group (PLG), Katherine can apply to have her professional growth cycle/appraisal completed by this group. Katherine to investigate further. There is no cost for this.

Katherine will appraise a Principal in the PLG and one will appraise her.

BOT would like it checked out as to whether it would be impartial/unbiased.

## **Professional Growth Cycle**

Teachers are all completing 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**

- Successful Fluro Run with great community engagement.
- Triathlon was well supported by parents and our students showed lots of resilience! Children had a blast
- Parent teacher conferences next week.
- Water Safety Days completed by all Year groups.
- The school council has been elected and also the House leaders.
- Year 1 and 2 teachers working very hard with BSLA assessments and professional learning.
- Great participation and organisation at our recent swimming sports.
- Year 5 /6 Bike training occurred last week.

A busy term – may look at doing water safety in term 4, 2024

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

- 8.1 It would be great to keep the container (currently in junior playground) put next to the shed out the back for storage – value is probably 6K if we wanted to purchase. Something to consider.
- 8.2 Etiquette at the front gate with parents crossing the road (not using the crossing), u-turns, notify its 30km now etc. To go out in the school newsletter.
- Be aware COVID is still in the community and could effect our budget if teachers are needing release.

Motion: That the principal report be accepted

Moved: Andrea Fitness



Seconded: Steve Drury  
**CARRIED**

**Next meeting: Tuesday 9 May**

**The meeting was declared closed at 5.23pm.**

Further Meeting Dates 2023

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