



Board of Trustees Meeting Minutes 9 May 2023

Meeting Start Time: 3pm 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 21 March 2023 are accepted as a true and correct record.

Moved: Jake Morgan

Seconded: Steve Drury

CARRIED

Matters arising from previous minutes:

None

CORRESPONDENCE:

Inwards:

- Letter from Krystal Bayer requesting leave
- Director of Education has rung to say if schools need to close due to weather that's the school's choice.

Outwards:

- Response to Krystal Bayer's letter

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

Moved: Ben Gibson

Seconded: Jake Morgan

CARRIED

PRINCIPALS REPORT

Twilight market was a success. It was great to see so many people supporting this event even though the weather wasn't the best.

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: Ben Gibson

CARRIED

Meeting with Accountant

Budget for 2022 done for auditors was 80k in red in 2021 and 50k in black as at December 2022.

Finance Repayment to Ministry

Payments continue to be made as per schedule.

We are tracking well

Fundraising from Run-a-thon is moving along well

We are also expecting international students in July

When our finances look better Katherine will come to the BOT with where to next if we have an excess

Applying to Pub Charity for iPads

Motion: The Board of Trustees agrees to apply to Pub Charity Limited for a donation of \$19696.71 to cover the cost of iPads.

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

Property

Building work on stage 2 - Complete and classes are in and looking fabulous!

Darryl has torn his rotator cuff last year while putting up some flags in the hall. He has re-injured it and it is being monitored.

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 (Monkey apple) tree next to the staffroom. Still waiting!

New rugby posts on hold as quotes and costs are being investigated to put poles in place. Hamish has sent a plan of where the new builds will be for positioning of goal posts.

Health and Safety

Leaks in Area 10, Area 10 girls' toilets and Area 17- Ridge flashings work should start soon. Leak in Women's toilets caused by flooding- Murray is following this up with an insurance claim with the ministry, currently with Brad the builder.

Evacuation Procedures

Fire drill to take place this term. This term a lockdown and earthquake/ tsunami drill will be done.

Issues from the Register (available at meeting)

None to note

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:406 Grading Roll: 429

End of	Feb	March	May	June	August	Sept	Oct	Nov	Dec
2023	391	401	406						
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 currently

We have got potentially 26 students in Term 3 for approximately 4 weeks.

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

Education Outside the Classroom (EOTC)

The Ministry of Education EOTC Guidelines 2016 classify activities according to type (location) and whether they are lower or higher risk. EONZ's Safety Management Plan (SMP) template categorises events as low risk, high risk, or overnight. The Ministry Guidelines now include the SMP as an appendix and the Guidelines and SMP use the same EOTC forms. Further updates to the Ministry Guidelines are likely to bring them into line with the SMP template.

Please see Principals report

Assurances

Digital Technology and Cybersafety

The Digital Technology and Cybersafety policies and procedures are being implemented correctly and the school holds copies of signed digital use agreements for all staff and students, as required.

Computer Security and Cybersecurity

Computer security and cybersecurity systems are reviewed and up to date.

Student Attendance

Student absences are correctly recorded, monitored, and followed up.

Report on any annual targets for student attendance.

We are finding School Attendance service has improved and is working more effectively.

Health Education

Health Survey – **Please see Principals Report for full survey**

We are due to send out our bi-annual survey to the community for consultation about how the health curriculum is implemented. The board must adopt a statement about the delivery of the health curriculum for the next two years and share this with the school community.

Katherine read through the questions and made explanations about why a particular question has been asked.

Any questions/suggestions about the survey presented. BOT were happy with the survey

Motion: That the survey be accepted and sent out to families

Moved: Andrea Fitness

Seconded: Jake Morgan

CARRIED

Child Protection

The Child Protection policy is in use, being implemented correctly, and is publicly available.

When Katherine gets an email about a notification from OT, she is not told who has put in the concern or what its about. She answers the relevant questions asked of her e.g. what the school may have observed about the child.

Abuse Recognition and Reporting

Staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.

Connecting with Iwi

Hone Heke Rankin from Cultural Flow has two staff meetings booked with us this term. One was today where he also worked with our team leaders on leadership through a Te Ao Maori lens and met with some of our senior Maori students about what they want to see and hear in our school.

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

Enhanced Learning Outcomes for all.	An environment where everyone feels safe and secure	Culture of Success for all
<ul style="list-style-type: none">• Create safe and responsible digital citizens• 80 % of students achieving at or above the expected level in Mathematics and Literacy• Opportunities for learning through the localised curriculum• Identify and deliver signature practices for learning.	<ul style="list-style-type: none">• Create innovative and diverse areas for children• Staff wellbeing• Foster relationships with all stakeholders	<ul style="list-style-type: none">• Consolidate values programme• Environment that celebrates and values diversity• Celebrate success, progress and achievement.

<p><u>Progress towards:</u></p> <ul style="list-style-type: none"> Digital circus engaged and had first staff meeting and interviews with staff. Met with SLT and modelling of lessons commencing. Our Across school leader Rhonda Beet ran an introductory session at our TOD on the 24th with both Wainui and Dairy flat school. Staff were engaged and produced insightful as we can start using the refresh document. 	<p><u>Progress towards:</u></p> <ul style="list-style-type: none"> Focus continues to be on ensuring our staff and students are safe at school. Discretionary day for all staff each year. - Days being taken and recorded. School counsellor available- Working on funding for this. Whole school engaged in Resilience project and being monitored through team minutes. In school Kāhui Ako staff member for wellbeing Team leader training through a Te Ao Maori lens 2023 	<p><u>Progress towards:</u></p> <ul style="list-style-type: none"> Values incentive programme introduced weekly in 2023- continuing. Values focus this term is Self-Belief and Perseverance. Kāhui Ako approved hours for Mai rako i happening with classes with Whaea Leanne until the end of 2023 Cultural Day organised by Executive council for 23 June. Cultural leader appointed 2023
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FOCUS AREAS

Kereru	Animals and their Habitats
Piwakawaka	Celebrating Cultures
Tui	Place and Environment
Kea	Forces
Weka	Rocket Challenge

STUDENTS OF CONCERN:

To be discussed in committee if needed.

Moved into committee at 3.30pm

Out of committee at 3.35 pm

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

See above in Strategic plan update.

Induction Programme

2023 programme is not in play this term as no new staff this term.

Professional Development update:

Literacy

Code work for Years 3-6 Staff have started the teaching and Madeline and Rebecca have done some modelling lessons for staff. A workshop has been booked for the TOD on the 2nd of June.

Aotearoa Histories Curriculum

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

Digital Learning

“Digital Circus” modelling lessons in classes.

Leadership Training

Hone Heke Rankin delivering this with our Team Leaders through a Te Ao Maori Lens.

Principal's PD

Leadership conference with the SLT team- “Number 8 wire leadership”

Feedback: This conference left us with two very poignant takeaways...

1. Sir Ian Taylor spoke on how the first people to NZ were from Hawaii – his site is very informative - “Matauranga”
2. “Dream big, achieve more”

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. Introduction session already completed and the first weekend module last weekend. We have staff from level 1 -3. It is a big commitment by staff, we are thrilled so many are attending.

Kāhui Ako

Rhonda Beet- Across School Leader: Future Ready Team
Cindi Meyer- Assessment
Jo Blake- Wellbeing/ Resilience Project.

Thanks to Ben and Andrea for attending the Pohiri at Te Herenga Waka for Board members

Andrea and Ben report it was good to meet other BOT members from other schools. They were pleased they went, it was very good with a good turnout.

NZEI

Principals are currently on work to rule until the 8th of June- This does come with challenges! and Teachers are about to vote on the recent offer. Teachers get to vote tomorrow (10th) on whether they accept the offer. Principals haven't been given an offer yet – they have been asked to work to rule by their union.

Principal's Appraisal

Stuart Meyers will be doing Katherine's appraisal. He is accredited and has completed other principals' appraisals in the area.

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.

See strategic plan under goal 4

7. Staff Report/ Student Report

- Interschool swimming and inter school cricket all went well last term
- Debbie Waller took a group of children to Dairy Flat school for Kotahitangi Day.
- The Disco was a real hit! Well done PTA and Ben.
- Launchpad (Bible) has begun this term for Yr. 1 and 2
- Our TOD day on the Curriculum Refresh was a huge success. Rhonda Beet did an outstanding job of hosting it.
- Ethan Heke and Zoe Corke represented our school at the Remembrance Reserve ceremony -ANZAC.
- The Ripa coaches from Nth Harbour have begun lessons with our Yr. 3-6 students.
- The Runathon fundraiser has begun! We are at about \$11,000 today
- Katherine and Murray attended a Powhiri on the 5th May for the new Orewa Primary Principal, Claire Janes. A very professional Powhiri.
- Some staff will receive their flu jabs at school on the 9th May
- Twilight market was a great success.
- Schools humming along really well.

Moved into committee 3.49pm

We came out of in committee at 3.53 pm

8. General Business/ Points for discussion.

- Rhonda will be giving feedback at the next meeting around the new curriculum/curriculum refresh.
- Speaker replacement happening from insurance
- Cameras -seeking quotes
- Container: Going to sort this out – any furniture not needed we will open it up to the community to give a donation or just take
Be good if we could have a sponsor to keep the container for storage but needs to be removed from junior playground.

Motion: That the principal report be accepted

Moved: Murray Barclay

Seconded: Jake Morgan

CARRIED

Next meeting: Tuesday 13 June

The meeting was declared closed at 4pm.

Further Meeting Dates 2023

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