



Board of Trustees Meeting Minutes

1 August 2023

Meeting Start Time: 5pm in the staffroom

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

Apologies: Laureen Morgan

Minutes of the previous meeting:

Motion: That the Minutes of the Meeting held on 13 June 2023 are accepted as a true and correct record.

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

Matters arising from previous minutes:

None

CORRESPONDENCE:

Inwards:

- Mid-Year Analysis 2023
- ERO first visit 07/08/2023

Outwards:

- None

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

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

We welcome this term International Students and the new YO children to the Nikau Room. We have hit our expected number of students for the year so from now on we will be applying for more funding for the remainder of the year as we grow.

Huge thanks to Laureen for all the extra work she has put in with Murray away, Laureen has gone over and above! Fantastic team work that has been much appreciated! Murray we are thrilled to have you back!

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.

Steve Drury questions point 4, suggests not making early payments and pay off at the end of the term.

Motion: That the finance report be accepted

Moved: Andrea Fitness

Seconded: Steve Drury

CARRIED

Finance Repayment to Ministry

Payments continue to be made as per schedule.

Property

- Astro turf to Area 18 ramp as two falls. After first fall it was water blasted however we have had another couple of falls hence the turf.
- Masterplan - Awaiting an update.
- New Pedestrian crossing went in over the holidays.
- Container has finally gone
- As we informed you on the 21st via email a main water pipe was severed which left us with no water for 5-6 hours and with Ministry approval we did an Emergency evacuation.

Health and Safety

Leaks in Area 10, Area 10 girls toilets and Area 17- Ridge flashings with the Ministry now for approval- Nick to write a report. This includes leak in womens toilets.

Quote around 10k.

A staff member took a fall on 21/07/2023 on Area 18 ramp. This will be astroturfed as this is the second fall we have had by a staff member in a short period of time,. This was all written up in the staff accident register and the staff member has sought medical advice.

Student fell on junior playground and has a small fracture.

Evacuation procedures

Fire drill will take place this term.

Issues from the register (available at meeting)

A staff member took a fall on the slippery ramp. This has been recorded in our Accident book and written up in the hazards register. Action taken.

Motion: That the register be accepted

Moved: Daisy Docherty

Seconded: Murray Barclay

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: 22.8

Roll: Grading Roll: 429

End of	Feb	March	May	June	August	Sept	Oct	Nov	Dec
2023	391	401	406	417	426				
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: 21

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 see Principal's Report

Prior to the meeting the BOT were invited to login to School Doc's to review these and make any suggestions/ comments.

Assurances

Safety Management System / Worker Engagement, Participation, and Representation

- An internal audit of the school health and safety compliance and practices has been conducted by the school health and safety committee/delegated health and safety person.

Searches, Surrender, and Retention of Property

All procedures relating to search, surrender, and retention have been followed.

Confirm that all authorised staff have acknowledged their status in writing, and ensure 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. Any non-teaching staff have been authorised in writing. Assure the board that staff authorised to apply restraint receive appropriate training and support this will be done as accordance of the law by Feb 7th 2024.

Stand-down, Suspension, and Exclusion

The school complies with the correct procedure and reporting requirements relating to stand-down, suspension, and exclusion/expulsion.

Connecting with Iwi

Hone Heke Rankin from Cultural Flow has two staff meetings booked with us this term. His sessions looking at Te Aho Maori through a middle leadership lens continues. He has met with our core group of students about what they want to see and hear in our school and we have met with one of his workers Huia, to create our school whakatoki, waiata and haka and are excited to be composing this next week!

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>Progress towards:</p> <ul style="list-style-type: none"> • Digital circus working with teachers and due for feedforward sessions. • Our Across school leader Rhonda Beet is updating the staff on new curriculum and ran a session at the last BOT meeting. 	<p>Progress towards:</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- ongoing • School counselor available- Currently on hold-Working on funding for this. • Whole school engaged in Resilience Project and is being monitored through team minutes. 	<p>Progress towards:</p> <ul style="list-style-type: none"> • Values incentive programme introduced weekly in 2023- continuing. • Values focus this term is Equity and Cultural Awareness • Kahui Ako approved hours for Mai rako i happening with classes with Whaea Leanne until the end of 2023 • Cultural Day organised by the Executive council for 23 June- This was successful!

	<p>Survey results will be shared with Jo and Katherine this month.</p> <ul style="list-style-type: none"> • In school Kahui Ako staff member for wellbeing • Team leader training through a Te Ao Maori lens 2023 	<ul style="list-style-type: none"> • Cultural leader appointed 2023 • Hui re Strategic planning will take place this term.
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End of this year will need to do the strategic plan for the next 3 years

STUDENTS OF CONCERN

See in committee notes 5.20pm

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 the Strategic plan update.

Induction Programme: As Linda Barclay is an experienced teacher and current reliever at our school she does not need to go through the induction programme.

Professional Development update

Literacy

Our Year 1 and 2 teachers have passed their “qualifications” for this and are busy embedding this work.

Aotearoa Histories Curriculum

Continuing to work on embedding this learning in our localised context based curriculum.

Digital Learning

“Digital Circus” modelling lessons in classes continues and exploration is happening as evidenced in planning and Team minutes. Teacher meetings are also scheduled in the next few weeks with the facilitator for next steps.

Leadership Training

Hone Heke Rankin continues to deliver this with our Team Leaders through a Te Ao Maori Lens. He took a very informative session last week with the staff on Pepeha and Mihi and the difference between these. We will apply for more PLD hours with Heke next year to continue our learning journey.

Principal's PD/ Appraisal

Principal's Conference "Redefining Leadership" Queenstown 11th-13 September- Booked
Currently in PLD group- Reading "Niho Taniwhai"

Principals Appraisal

Engaged Stuart Meyers to do Principal's Appraisal from Term 3 2023 to end of Term 2 2024.
Goals set. Follow up meeting took place last week. In term 4 he will meet with SLT, Jackie and Darryl.

Community Outreach

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

MAC- Maori Achievement Challenge

Cluster Hui this month. Conference in October, Laureen Debbie and myself booked to go.
Brenda (Mac facilitator) is in doing two staff meetings with us this term on schema and racism.

2023 Te Ahu o te Reo Māori programme

Lots of learning and discussion about learning happening amongst the staff. We have had the weekend session and two sessions in the evenings and homework! Very busy but incredible learning happening!

Kahui Ako

Rhonda Beet- Across School Leader: Future Ready Team
Cindi Meyer- Assessment – Thank you Cindi for this information
Jo Blake- Wellbeing/ Resilience Project.

NZEI

Teachers and Principals accepted offers. Bulk payments paid last week. Backpay/ new rate paid on the 6th of September. Teachers/ Principal all aware.

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.

Please see Mid-Year Analysis in the Principal's Report

7. Staff Report/ Student Report

- PTA Trivial Pursuit night was very popular and a fun night was had by all.
- Library up and running with our Book Character Parade and opening last Monday due to weather and burst water pipes!
- Staff member on extended sick Leave - Extended for Term 3. Hoping the staff member will support Linda in the Nikau Room in Term 4.
- Our Cultural Day was a big success earlier this term which was a student council initiative.
- Our Library is coming together and looking fabulous thanks to Jo Blake and her team.
- Breakfast club started last week
- Matariki events went well last term.
- Ballroom dance has begun again with Yr 5/6

Yr 6 Camp.

Permission is required from the BOT for the Yr 6 pupils and teachers to attend the overnight camp at Shakespeare Camp. This will be held on 13-14th of December. - Permission granted by all board members.

8. General Business/ Points for discussion.

Motion: That the principal report be accepted

Moved: Jake Morgan

Seconded: Ben Gibson

CARRIED

Next meeting: Tuesday 5 September

The meeting was declared closed at 5.48pm.

Further Meeting Dates 2023

- 24 October
- 28 November