



Board of Trustees Meeting Minutes 19 March 2024

Meeting Start Time: 5pm in the meeting room

Present: Steve Drury, Wendy Naidu, Aaron Hall
Daisy Docherty, Murray Barclay, Ben Gibson and Laureen Morgan

Apologies: Andrea Fitness

Welcome to Aaron Hall
Aaron responded with his pepeha

Conflicts of Interest:

- Aaron's wife works at our school
- Engaged Surgecom -Aaron's company for design work

Minutes of the previous meeting:
Taken as read

Matters arising from previous minutes:
None

CORRESPONDENCE:

Inwards:

[MoE Property Update](#) (build has been differed, more standardised plans more info on 26th March)
[NZSTA Regional Agenda](#)

Outwards: None

NZSTA
Community member guide to the role of the school boards – information handed out to BOT members

Principals Report

Current Roll

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2024	0	56	69	79	77	60	62	403
International Students				1		1		2

Please see Principal's Report for the Historical Roll

Key Documents:

[Strategic Goals & Annual Plan](#)

Monitoring:

Roll, Attendance, Predictions, Staffing, Health and Safety, Assurances

Staffing: MoE Staffing Entitlement is currently 23.8 - last pay period our staffing use was 24.51. We are currently managing the situation to ensure we end with a zero balance.

Cohort Entry:

It is timely that we explore the possibility of changing our New Entrant enrolment policy from an “informal” cohort entry to a formal cohort entry. This would mean that from Term 3 onwards we would only have two “entry” dates for our new entrants - the first day of the new term and the start of week 6. The official dates are set out by the Ministry of Education.

TERM	START-OF-TERM DATE	MID-TERM DATE
3	22 July 2024	26 August 2024
4	14 October 2024	18 November 2024

Schools are choosing cohort entry to support positive transitions, well-being, and learning.

Changing a school's entry policy

Before introducing any policy change, schools must:

- Consult with their staff, the parents of current and prospective students, and local early learning services and consider whether they find the policy generally acceptable.
- Give at least one term's notice of the change to parents, staff and local early learning services (this could be done through their website, or in a local community newspaper).

Schools must also inform the Ministry of Education of their change assuring that:

- confirmation that a community-wide consultation has been undertaken
- confirmation that the community found a policy of cohort entry generally acceptable
- confirmation of the date that you notified your community that you will adopt cohort entry

- advise which term the cohort entry policy will take effect from (which must be at least one term after you have notified your community and the Ministry).

See link in the Principal's report for the survey that will be sent out to concerned parties

The BOT were in agreeance to start the process and move to a formal cohort entry.

Health and Safety:

No health and safety matters have arisen.

Assurances:

Risk Management:

- Identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and that measures are being re-evaluated to check their adequacy. This includes sun protection and EOTC activities.

Planning and Preparing for Emergencies, Disasters, and Crisis:

- Emergency plans are in place that provide emergency and evacuation procedures. Planning and procedures are up to date and in hard copy, and emergency supplies are checked and up to date.

School Planning and Reporting

- The strategic plan has been submitted to the Ministry of Education by 1 March

Asset Management:

- Finance, Property, Risks/Potential Risks

Finance

Meeting with the MoE - [Lesley Winstanley](#) and [Chris Neison](#) on 6th March

Key Take-aways:

- Working Capital should be between \$500 to \$1000 per student equating to \$200,000 - \$400,000
- Discretionary leave criteria – school docs list this
- Principals Wellbeing fund - NZEI contract - needs to be included as a budget line
- Donations Scheme - can only charge for overnight camps, buses for sports, fundraising is fine in the form of bake sales, ice-block sales etc.
- Robust discussions on budgets moving forward.
- Discussion on how the funding is allocated to us by the Ministry.

Budget Queries

Other government grants are: in the collective agreement for the support staff there was a big back pay, this grant is acknowledging the back pay.

Special education services: it is down on last year currently as only have entered the known income

Hall income – we lost the church

Budget has been sorted after many hours - it has been difficult to get sign off for property that has been completed. This has delayed our accounts being sent to the auditor.

Due to our normal accountant (auditor) currently being away and unable to complete our audit we are looking to engage with another provider to get the accounts audited in a timely manner.

Motion: That the principal engage with another account for our accounts to be audited in a timely manner.

Moved: Steve Drury

Seconded: Ben Gibson

CARRIED

May be an additional fundraising coming in called – Bixby (flea and worm treatment) parents sign up on the website and order, school gets a percentage back

Property

Nick Bradley - Building & Property Management Services - the meeting was held on 7th March - Ben attended.

There are many accounts that need finalising by Nick so that 5YA funding can be wrapped up. \$20,000 of funding from the toilet block project needs to be paid back to the school. Nick has been advised of this by the Ministry.

Yasmin Briden - Ministry of Education Meeting - 14th March

5YA and 10YPP discussed - we are coming to the end of our 5YA cycle. Yasmin assessed the holes in the ceilings of areas 10, 15 and 17. Quotes for fixing roof areas 17, 15, and 10 Darryl is getting two quotes done will send these to Yasmin. The MoE will be looking to find supplementary funding to have these urgent repairs completed. Yasmin suggested that the cyclical maintenance scheduled for 2024 be deferred to 2025.

Discussion around property management and what will be good for us moving forward.

School Fencing - as we currently have an identified “runner” enrolled at school we have had the Ministry come and do an initial scoping/recommendation visit to fence the perimeter of the school. There is a lot to think about should we go through with this project. As soon as any reports are completed they will be passed on to the BoT.

Strategic:

Review: Annual Plan Goals, Vision, Policy; Curriculum - students’ progress and achievement

School Docs

Steps for reviewing as BOT members were given

website <https://orewabeach.schooldocs.co.nz/1893.htm>

Term 1 Review Topics:

[Te Tiriti o Waitangi](#)

[Board Responsibility](#) need added in there about privacy

[Documentation and Self-Review Policy](#) – review well overdue

When the other BOT members do the review process comments can be added.

Staff Report:

Unbelievably we are already at Week 8 and much has taken place since our last meeting in week three.

- A very busy term with activities
- Weka and Kea both enjoyed stunning days at the beach doing their water safety programme. This involved boogie boarding, surf rescue procedures and general water safety instruction. Both teams were well supported by parents and we were fortunate enough to have expert guidance from a senior surf guard Vaughn.
- The Rippa rugby team has been in and have spent some time with Kea, Tui and Weka kids.
- The Ducky Derby was well supported by our Kapa Haka students and from all accounts they performed very well.
- We have had a visit from the Principal of Dilworth "Dan" who is connecting with schools in the area and letting us know what Dilworth has to offer.
- The House captains have now all been selected and our next house competition, a duathlon, is on the 10th of April.
- The swimming carnival to select our interschool swimmers was very successful. This was for Yr. 5 and 6 only and was held at the Leisure Centre. The interschool swimming is at the Northern Arena on the 4th of April.
- Launchpad has begun (Bible in school)
- A well-attended afternoon meeting for parents to learn more about Maths Whizz and Structured Literacy was hosted by Madeleine, Michaela and Rhonda.
- Five teams of keen cricketers participated in the interschool cricket comp held at Victor Eaves and although no final placings were achieved the kids had a super day.
- Grace and Sami have up to 50 students interested in their "Show quest" very much like the college Stage Challenge.
- NZEI stop work meeting this afternoon
- Overall the children are going well – very few problems in the playground
- Complaint from a resident at Kensington that there is "continually shouting and screaming" during interval / lunch time.
- Wendy has a great start

General Business

1. Have we offered the hall as being available to the community for hire?
2. Wendy did approach Yasmin (MoE property) about buying back the hall of which we own half so we don't have the insurance cost – This is not an option

Motion: That the principal report and correspondence be accepted

Moved: Daisy Docherty

Seconded: Aaron Hall

CARRIED

The meeting was declared closed at 5.54 pm.

Upcoming Tuesday Meeting Dates 2024

14 May

18 June

6 August

10 September

29 October

3 December

