



Board of Trustees Meeting Minutes 5 September 2023

Meeting Start Time: 5pm in the staffroom

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

Apologies: Ben Gibson

Minutes of the previous meeting:

Motion: That the Minutes of the Meeting held on 1 August 2023 are accepted as a true and correct record.

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

Matters arising from previous minutes:

None

CORRESPONDENCE:

Inwards:

- Letter from a parent to consider an out of zone enrolment -resolved before the BOT meeting, the child has moved to a school in zone
- Resignation letter- Krystal Bayer (she was fare welled by staff on Friday)
- Planning and Reporting document- available in drive.
- Next ERO visit booked for 19/09/23
- Request for leave Sarah Thornhill
- Request for leave Laureen Morgan
- Request for a year's leave from Jenna Le Mouton

Motion: That the travel leave be approved for both Laureen Morgan and Sarah Thornhill

Moved: Andrea Fitness

Seconded: Jake Morgan

Motion: That Jenna Le Mouton be granted a year's leave for 2024.

Moved: Andrea Fitness

Seconded: Jake Morgan

Daisy Docherty excluded herself from the decision regarding Jenna's leave due to a conflict of interest.

Outwards:

- Response to Krystal Bayer accepting resignation
- Letter from OBS BOT to seek \$19696.71 funding from Grassroots Trust for ipads

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

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

Busy time the last few weeks with our International Students and our Cross-Country last week.

We have seen between 60 – 90 children away sick over the last few weeks as winter sickness kicks in as well as the lifting of COVID restrictions.

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.

Motion: That the finance report be accepted

Moved: Murray Barclay

Seconded: Steve Drury

CARRIED

Finance Repayment to Ministry

Payments continue to be made as per schedule.

Increase School Credit Card Amount

Request to increase the school credit card maximum amount from \$1500 to \$3000, effective from 5 September 2023

Motion: That the school credit card limit be increased from \$1500 to \$3000, effective from 5 September 2023

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

Letter from OBS BOT to seek \$19696.71 funding from Grassroots Trust for iPads

Motion: That the BOT seek \$19696.71 funding from Grassroots Trust for iPads

Moved: Andrea Fitness

Seconded: Daisy Docherty

School has received \$4500 for staff that participated takatu programme (\$500 per person), Each person that participated and completed the course to receive \$100 koha the remaining amount of funds will go towards Pou for the front entrance to the school.

Property

- Astro turf to Area 18 ramp as two falls. After first fall it was water blasted however we have had another fall hence the turf. Awaiting a good period of fine weather for glues to work successfully.
- Masterplan- Awaiting an update.
- New Pedestrian crossing went in over the holidays.
- Container has finally gone
- Fields remain extremely wet hence no mowing done.
- Senior play ground will receive more mulch when the truck can gain access without the risk of getting stuck.

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 women's toilets.
- Quote around 10k. - Still waiting on MOE property advisor.
- Child in a wheelchair took his seatbelt off and he leant forward and fell out onto the concrete. Filled in on the Accident Register and procedures in place for reminders to wear seatbelt. Advised mum to take him to the doctor on pick up. All head knock procedures followed.

Evacuation procedures

Fire drill will take place this term.

Issues from the register (available at meeting)

None

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	435			
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

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 and Assurances

Reviews and Assurances for Term 3 shared at last meeting.

Connecting with Iwi

Hone Heke Rankin from Cultural Flow has had a staff meeting on Mihi and Pepeha with staff. His associate Huia has started our hake and waiata with our staff and we have applied for PLD funding to support this kaupapa heading into 2024.

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 continues working with teachers and due for feedforward sessions. An update with 1:1 session being held with individual teachers last week. • Our Across school leader Rhonda Beet is liaising with the Ministry for support with our Curriculum Refresh TOD on the 17th of November, again we will host this for schools in our Kahui Ako that want to join us. 	<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. • Resilience project survey results have been positive and we are looking into how we can cost effectively run something similar in 2024. 	<p>Progress towards:</p> <ul style="list-style-type: none"> • Values incentive programme continues with active engagement from students. • House activity held this term with Pohutukawa house winning! • Values focus this term is Equity and Cultural Awareness • Kahui Ako approved hours for Mai rako is happening with classes with Whaea Leanne until the end of 2023

	<ul style="list-style-type: none"> • In school Kahui Ako staff member for wellbeing- Initiatives are constantly employed with staff. • Team leader training through a Te Ao Maori lens 2023- Positive feedback from Team Leaders from recent session. 	<ul style="list-style-type: none"> • Hui re Strategic planning will take place this term. • Strategic planning inclusive of New Reporting Guidelines work has started.
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Proposed plan for Strategic Goals and survey shared below for approval.

What we have to do:

1. Every student at school achieves the highest educational standard
2. That school is an emotionally and physically safe place for all
3. Inclusive for students with differing needs
4. The school gives effect to Te Tiriti o Waitangi

Strategic Plan - 2 years

Annual Implementation Plan - must include an analysis of student progress and how we have given effect to the treaty

Action Plan

Overarching initial thoughts on goals:

- A Culturally Responsive Curriculum
- An Environment where everyone feels safe and secure
- A Culture of success for all

To Do:

What	Who	When
Initial Planning	SLT	17th August
Consult staff	Brenda (MAC) booked for a staff meeting <i>Tiriti o Waitangi / Treaty</i> Share survey results	5th of September Tuesday 10th October (staff meeting)
Consult Board	At Week 8 Meeting share ideas and the community consultation plan.	Tuesday 5th September BOT Meeting

Whānau Consultation	SLT/Whaea LEEANNE/Debbie Waller/Whaea Leonie	Thursday 12th October 2pm
Community (and staff) Consultation Plan.	Hard copies Survey Monkey/Google Whanau Hui Informal conversations	Term 3 Wednesday 6th to 20th September (2 weeks)
Consult Students	Classroom teachers	5th September (teachers are given the questions) Responses by end of term 3
Strategic Planning Day	Collate Information / SLT	Tuesday 10th October Wednesday 11th October Annual Implementation Plan.

Strategic Plan Consultation with Parents

06.09.23

Dear Parents and Caregivers,

Orewa Beach School on behalf of the Board of Trustees is starting the process of preparing our Strategic Goals for 2024-2025.

A very important part of this process is to collect community voices about what is important for your tamariki to experience and learn while at our school moving forward.

We would really appreciate you taking the time to complete this survey either on this hard copy provided (To be returned to the school office) or online - You have both options.

This survey closes on the 20th of September.

You will also have the chance to attend our whanau consultation on the 12th of October at 2 pm in our staff room to contribute your ideas.

<p>1. <i>How would you like to see Orewa Beach School honouring Te Tiriti o Waitangi / Treaty for your child/ren?</i></p> <p>_____</p> <p>_____</p>
<p>2. <i>What for you, are the most important aspects that Orewa Beach needs to focus on to help your child/ren achieve their academic potential?</i></p> <p>_____</p> <p>_____</p>
<p>3. <i>Being in a safe and secure environment at Orewa Beach School is so important to all of us. How could we improve on this moving forward?</i></p> <p>_____</p> <p>_____</p>

4. *All children learn differently, is there anything thing else you would like us to consider in addition to what we already do?*

5. *How would you like to see your child's culture represented at our school?*

Strategic Plan Consultation with Students

Teachers are to:

Please ask your children to answer the questions below:

You will know how best to do this with your learners...

- Class discussion
- Doc where you get children to respond

Please share these responses at a team meeting **before the end of the term**, noting down main/ recurring ideas (that are relevant and achievable) in your minutes to ensure we have student voice which is vital in our strategic planning moving forward.

1. *What could we do at Orewa Beach School to honour Te Tiriti o Waitangi / Treaty*
2. *What things could we do at school to help you to improve your learning?*
3. *Is there anything we can do at school to recognise your culture better?*
4. *What makes you feel safe at our school?*

Motion: That the proposed Strategic Plan development and Consultation be accepted

Moved: Andrea Fitness

Seconded: Jake Morgan

CARRIED

Quick discussion if the BOT are happy for the school to look into crew sweatshirts, which they responded positively to.

STUDENTS OF CONCERN

Moved into committee 5.22pm

Moved out of committee 5.29pm

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: No one on this programme currently.

Professional Development update

Literacy

We are looking to continue BSLA in Years 1-2 next year and have a literacy meeting this week to discuss programmes that support BSLA in Years 3-6 including continuing with "The Code" in these year levels.

Aotearoa Histories Curriculum

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

Digital Learning

"Digital Circus" 1:1 teacher meeting held last week.

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 have applied for more PLD hours with Heke next year to continue our learning journey and iwi connections.

Principal's PD

Received \$6000 from the Ministry for Principal's wellbeing. This will be an annual payment to the school as it is part of the Principals Agreement.

Katherine proposed it to be used for the Principal's Conference/s and PLD. The BOT would like Katherine to take a few extra days when going to a conference to make sure it is catering for her wellbeing.

Motion: Propose the \$6000 from the Ministry for Principal's wellbeing be used for Principal's conference (including a few extra days for wellbeing) and PD

Moved: Andrea Fitness

Seconded: Jake Morgan

CARRIED

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

Principals Appraisal

Stuart Meyers who is doing Principal's Appraisal is booked 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 has been held. Great sharing was had!
Conference in October, Laureen Debbie and I booked to go.

Brenda (Mac facilitator) is doing two staff meetings with us this term on schema which has been held and one on Strategic planning for cultural responsiveness. Next term she will lead her session on Racism.

2023 Te Ahu o te Reo Māori programme

Lots of learning and discussion about learning happening amongst the staff. We have had our last night time session last week and graduation is set for 14th of October for the 9 staff involved.

Kahui Ako

Rhonda Beet- Across School Leader: Future Ready Team

Cindi Meyer- Assessment

Jo Blake- Wellbeing/ Resilience Project. Jo has also done a great job on the Library (not Kahui Ako related)

Kahui Ako Principal Team met on the 31st of August.

NZEI

Payments will be made in October for Non-members who have signed a new IEA- This has been done.

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.

Feedback from last meeting on AOV

Year 4 Boys: Due to engagement over COVID and ongoing needs in this area. We have a support programme in place.

In Class Support (ICS) funding - will target a place here for Year 4 boy if meet criteria

7. Staff Report/ Student Report

- Weka and Kea dance is going very well
- The Kapa Haka students are getting ready for the Tu Maia festival on the 8th of September at Whangaparaoa college.
- Interschool hockey has taken place, teams played well but no placings this time.
- Cross country was a great success despite the mud and slush, thanks to Hamish for his organisation.
- Our international students have mostly all departed.
- The library is in constant use, it is very popular.
- We have a few new relievers at school as it is getting very difficult to fill staff vacancies.
- Staff 1:1 meeting held with Katherine last week around preferences for 2023 and a wellbeing check on all staff. Katherine will share feedback at the meeting.

Katherine gets the staffing on 15th September, The SLT will then look at staffing for 2024

Appointed Shona Roberts in the role of office administrator to replace Krystal Bayer. She has experience with students as previously had ECE experience.

Andrea extended her appreciation to the work Jackie does in her role, especially since Krystal left.

BOT are leaving it up to Katherine to decide on the gift with a maximum of \$300

Motion: Approve the appointment of Shona Roberts

Moved: Jake Morgan

Seconded: Daisy Docherty

Lou Boot at this stage has leave until week 3 term 4, Kelly Fearon will be starting up the new YO class in the Tapa Room – being renamed as Kowhai Room

8. General Business/ Points for discussion.

8.1 Request from the BOT that the International Student weekly fee be increased from \$400 to \$450 commencing 1 January 2024

Looking at having an international student liaison person

What incentives are we giving to the staff for having the students? We have said we will put more money into the end of year function.

Suggestion by BOT that the staff be given a \$50 supermarket voucher for the end of the year. This is instead of a bottle of wine and a thank you for having International students in their rooms.

Motion: That the principal report be accepted

Moved: Daisy Docherty

Seconded: Andrea Fitness

CARRIED

Next meeting: Tuesday 24 October 2023

The meeting was declared closed at 5.54pm.

Further Meeting Dates 2023

- 28 November