

CONFIRMED MINUTES

BOARD MEETING - 18TH FEBRUARY

At the **Board Meeting - 25th March** on **25 Mar 2025** these minutes were **confirmed as presented**.

Name:	Orewa Beach School
Date:	Tuesday, 18 February 2025
Time:	5:00 pm to 6:43 pm (NZDT)
Location:	Orewa Beach School, 280 Centreway Road, Orewa, Auckland 0931
Board Members:	Mrs Wendy Naidu, Mr Ben Gibson (Chair), Mr Steve Drury, Mrs Daisy Docherty, Mr Aaron Hall
Attendees:	Mrs Jackie Drury

1. Open Meeting

1.1 Opening Karakia

Thank you, Aaron.

1.2 Apologies

No apologies

1.3 Conflicts of Interest

Discussion around conflicts of interests.

See updated Conflicts of Interests Register.

2. Confirm Previous Minutes

2.1 Matters arising

Ben Gibson is standing down as the Presiding Chair - Thank you Ben for all the support you have given while being Presiding Chair.

Steve Drury will step in as Presiding Chair until the elections.

Laureen passed over the minute taking to Jackie Drury who has been asked to take on the role of Board Secretary.

Laureen Morgan and Shane Dennis (SLT) were given speaking rights at the meeting - All board agreed.

2.2 Confirm Minutes

All board members approved previous minutes.

3. Management Reports

3.1 Principals Report

Key Documents:

[Strategic Goals & Annual Plan](#)

Monitoring:

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

Current Roll	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2025	0	53	59	71	73	80	61	391
International Students								6

Please see the Principals Report for Historic Roll

We have had a great start to the year, with students returning very settled.

We extend a warm welcome to Shane Dennis, James Hobby, Katie McLennan, and Max Powderley, who have joined our school community this year.

Holding Parent/Teacher Interviews on Monday, 3 February, significantly contributed to a smoother transition back to school. Teachers found this day extremely valuable as it provided an opportunity to meet individually with parents, discuss student goals and challenges, and build strong home-school connections. Year 1 teachers particularly noted that this initiative helped students adjust more easily on their first full day of school.

Our Teacher Only Day on Friday, 31 January, was highly successful. This day marked the beginning of our whole-school structured literacy professional learning and development (PLD). Femke Castles from Liz Kane Literacy led the session, keeping staff engaged throughout the day. This PLD will continue throughout the year, with Femke returning to model lessons in classrooms and work closely with teachers.

This year sees us implementing both the new English and Mathematics curriculum. We are very well placed, having Madeline Lockie and Rhonda Beet fully released to help with this transition. There is a lot that needs to be done in order to get the Maths programme, Math No Problem, up and running, as many classroom teaching tools need to be created. We will need to keep a pulse on our teachers as we navigate this new territory.

We currently have six international students who are with us for the next three weeks. They have settled in well and are enjoying their time at our school.

Several students require additional support as they transition into our school, particularly those with complex needs. We are actively seeking extra funding to provide the necessary resources for these students and are awaiting outcomes. A special thank you to Laureen Morgan for her diligence and commitment in managing this process.

Attendance: (Rates for Term 1 as at 14/02/25)

Starting from Term 1, 2025, all schools are mandated to record and submit student attendance data daily, as per the Education and Training Act 2020 and the Education (School Attendance) Regulations 2024. This daily reporting is facilitated through each school's Student Management System (SMS), which automatically submits the data to the Ministry of Education every evening.

The government has set a national attendance goal aiming for 75% of students to attend school regularly (defined as attending more than 90% of the term) by 2026, with an ultimate target of 80% by 2030. In 2024, regular attendance rates were 61.7% in Term 1, 53.2% in Term 2, and 51.3% in Term 3. To achieve these targets, schools are encouraged to monitor attendance patterns closely and address any barriers to regular attendance.

Additionally, the Ministry of Education has revised the attendance codes, reducing them from 26 to 15, to simplify the recording process. Schools are encouraged to respond to every absence and address barriers to attendance and learning. The draft STAR (Stepped Attendance Response) framework is available for schools to adapt to their context.

Collecting and analysing daily attendance data will enhance our understanding of attendance patterns and inform strategies to improve student engagement and learning outcomes.

We are committed to adhering to these new requirements and actively working towards improving student attendance in alignment with national goals.

Our School-Wide Attendance (as at 14/2/25)

Attendance Rate For School

Present 0-70%	Present 71-80%	Present 81-90%	Present 91-100%	Late
10.35%	6.57%	21.97%	61.11%	1.38%

Attendance Rate Per Year Level

Year Level	Present 0-70%	Present 71-80%	Present 81-90%	Present 91-100%	Late
Year 1	9.43%	3.77%	16.98%	69.81%	0.83%
Year 2	8.47%	6.78%	23.73%	61.02%	0.55%
Year 3	8.57%	8.57%	18.57%	64.29%	2.25%
Year 4	19.18%	2.74%	23.29%	54.79%	1.13%
Year 5	5.00%	8.75%	27.50%	58.75%	1.63%
Year 6	11.48%	8.20%	19.67%	60.66%	1.58%

- Students attending 91-100%: 61.11% (below the 75% target)
- Students attending 81-90%: 21.97%
- Students attending 71-80%: 6.57%
- Students attending 0-70%: 10.35%
- Late arrivals: 1.38%

Year-Level Breakdown:

Year Level	% Attending 91-100%	Status vs. 75% Target
Year 1	69.81%	Close, but below target
Year 2	61.02%	Below target
Year 3	64.29%	Below target
Year 4	54.79%	Significantly below target
Year 5	58.75%	Below target
Year 6	60.66%	Below target

Key Observations:

- No year level currently meets the 75% national goal for regular attendance.
- Year 1 (69.81%) is the closest to the target.
- Year 4 (54.79%) has the lowest percentage of students attending 91-100%.
- 16.92% of students (attending less than 80%) are at risk of chronic absenteeism and require targeted intervention.

Recommendations:

1. Target students in the 81-90% range to provide additional support and encouragement to improve attendance into the 91-100% bracket.
2. Investigate the low attendance rates in Year 4 to identify any patterns or underlying issues.
3. Implement support strategies for students attending less than 80%, including parent communication, attendance monitoring, and engagement initiatives.
4. Track attendance trends over time and review interventions to measure effectiveness.

Improving attendance is critical to ensuring student engagement and achievement. We will continue to monitor these trends and implement strategies to support students and families in maintaining regular attendance.

We have a number of students who attend Forest School one day a week. As a Board we need to make a decision as to how we will code their attendance on this day. - The Board requested to investigate this further.

Staffing:

We have started the year with a staffing entitlement of 26.65. This will increase by 0.2 once the Year 1 Beginning Teacher Release component is processed by the Ministry of Education. We are in sound position with our staffing and it is anticipated that we will be able to “bank” some extra staffing to help pay for relievers from Teachers Salaries moving forward. We have subscribed to Toolkit this will help us keep a track of our “banked staffing”.

Health and Safety:

Over the summer break, Darryl spent time working through some of the maintenance issues that were raised by staff.

Darryl, Shane, and myself will be attending a First Aid course next week.

Shane is currently updating our EOTC Procedures and he will provide a report to the Board once this has been completed.

Term 1 Assurances:

- Risk Management: Identified hazards are being monitored/controlled 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 Crises: Emergency plans in place that provide emergency and evacuation procedures. Confirm that planning and procedures are up to date and in hard copy, and emergency supplies are checked and up to date. Trial evacuations have been completed every term.
- School Planning and Reporting: The current strategic plan has been submitted to the Ministry of Education and published online; the annual implementation plan has been published online by 31 March each year; financial statements have been submitted to the school auditor by 31 March each year; and the annual report (including audited financial

statements) has been submitted to the Ministry of Education by 31 May and published online each YEAR.

- Learning Support: Teachers of students with learning support needs have a sound understanding of student needs, and systems are in place to support these students.
- Health Education: At least once every two years, a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted.
- Safety Management System and Worker Engagement, Participation, and Representation: Assure the board that the safety management system aligns with board duties under the Health and Safety at Work Act 2015, including ensuring the safety of workers, providing a safe environment for workers and other people at the school, and minimising risks to health and safety. Assure the board that workers have had the opportunity to participate in improving workplace health and safety.
- Healthcare: Policies and procedures relating to first aid, recording and notification of accidents, and managing, administering, and recording medication are up to date and implemented correctly.
- Digital Technology and Online Safety: Digital Technology and Online Safety policies to promote internet safety and prevent bullying are being implemented correctly. Report on any breaches in digital safety.

- Discussion on funding for complex needs and how the school applies for this funding. Laureen explained the process of applying for funding after a student has enrolled. The board asked if we could apply before the student's enrollment in some circumstances this may be an option.

3.2 Correspondance Inwards

Update to Board about received resignations details In-Committee

3.3 Correspondance Outwards

Letter to neighbours regarding fencing.

Temporary fencing is up and in place, permanent fencing has been approved by the Ministry of Education and work has commenced at the front of the school. Ben Gibson has reservations about the fencing plan for the backfield and would like to voice concerns about losing the school's community feel.

3.4 Finance Report

2025 Budget approved.

4. PTA Report

4.1 PTA Board Summary – 2024 Reflection & 2025 Plans

Notes compiled by Joanna Bryant (Staff representative)

PTA Committee Members:

- Emma Botherway – Chairperson
- Kelly Fearon – Secretary
- Stevie Hall – Treasurer
- Joanna Bryant – Staff Representative
- Kari Peden - PTA member
- Colette Freel - PTA member

2024 Highlights:

The PTA had a successful year with several fundraising and community events, including:

- Twilight Market (5th April 2024) – Raised \$305.55
- School Discos
 - Term 2 - Raised \$2377.42
 - Term 4 - Raised \$2768.71
- Sausage sizzle - Raised \$1346.03
- Ice blocks - Raised \$1609.95
- Food Drive – Supported local families and organizations
- Trivia Night (9th August 2024) – Raised \$4707.15
- End of Year BBQ – Raised \$6826.88
- Net total for the 2024 = \$19941.69

PTA Contributions to the School 2024/2025:

This year, the PTA has contributed to improving school resources, including:

- New sound system
- 2 microphones and stands
- 3 large gazebos for the school
- Fixing the missing parts on the junior playground
- In the process of purchasing new athletics and gymnastic equipment for the school

Plans for 2025:

- Rebranding to “Friends of Orewa Beach School” to create a more inclusive and inviting identity.
- Establishing a Support Crew (formerly ‘Friends of the PTA’) to encourage wider participation.
- Hosting a community event to showcase PTA contributions and explore ways for more people to get involved.
- Continuing to organise key fundraising events while seeking new opportunities to support the school. The PTA will organise a disco for the end of Term 1 and Term 3 and put a pause on PTA fundraising for the term whilst the school promotes and runs their biggest fundraiser for the year, ‘The Fluro Run’ which will be ran by Joanna Bryant and Sarah Thornhill.

- The PTA will hold our schools annual End of Year Christmas BBQ

We appreciate the ongoing support of the school community and look forward to another successful year ahead!

5. Other Business

5.1 Cyclical Maintenance

Board reviewed

5.2 BoardPro proposal

The Board resolved to use BoardPro going forward - Steve Drury will look into getting a cost-effective deal.

5.3 Elections 2025

Date approved 10 September 2025

5.4 Review Policies and Procedures

Board to review the board policies - Reminder in week 5 to make reviews to the policies and approve at the next meeting.

Review Conflict of Interest Policy

Review Conflict of Interest register

5.5 BOT email addresses

The board approved the use of school email addresses for all board members. Jackie will arrange for these to be updated.

5.6 Board Vacancies

Discussion around the current vacancies created by Andrea Fitness's and Murray Barclay's resignations.

Ben Gibson suggested co-option, and clarification was sought from NZSTA about co-option.

Ratification:

The board resolved not to fill the elected parent casual vacancy.

The board resolved to co-opt a member to cover a specific skill - Finance & Accounting

The board resolved to by-elect a staff representative for the staff casual vacancy.

5.7 Audio & Visual update

Aaron Hall obtained and presented a quote for the sound system and will get a secondary quote to apply for a grant.

The board resolved to seek grants for the upgrade of the hall sound and visual system.

6. Close Meeting

6.1 Closing Karakia

Thank you, Aaron Hall

6.2 Next Meeting

Next meeting: Board Meeting - 25th March - 25 Mar 2025, 5:00 pm