

CONFIRMED MINUTES

BOARD MEETING - 25TH MARCH

At the **Board Meeting - 13th May** on **13 May 2025** these minutes were **confirmed as presented**.

Name:	Orewa Beach School
Date:	Tuesday, 25 March 2025
Time:	5:00 pm to 5:56 pm (NZDT)
Location:	Default Location, 280 Centreway Road, Orewa, New Zealand
Board Members:	Mrs Wendy Naidu, Mr Ben Gibson, Mr Steve Drury (Chair), Mrs Daisy Docherty, Mr Aaron Hall
Attendees:	Mrs Jackie Drury, Mr Shane Dennis, Mrs Laureen Morgan
Apologies:	Mrs Andrea Dunn

1. Open Meeting

1.1 Opening Karakia

Thank you Aaron

1.2 Apologies

Adrea Dunn is unable to attend

1.3 Conflicts of Interest

2. Confirm Previous Minutes

2.1 Matters arising

No matters arising

2.2 Confirm Minutes

Board Meeting - 18th February 18 Feb 2025, the minutes were confirmed as presented.



Confirmed minutes

Previous minutes confirmed

Decision Date: 25 Mar 2025

Outcome: Approved

3. Management Report

3.1 Principals Report

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	55	60	69	73	81	60	398
International Students	0	0	0	0	0	0	0	0

Historic Roll

End of Feb	Feb	March	May	June	Aug	Sept	Oct	Nov	Dec
2025	391								
2024	403	411	411	408	424	434	441	443	441
2023	391	401	406	417	426	435	456	463	469
2022	398	398	410	412	429	435	453	455	457
2021	403	407	414	418	427	429	429	434	434

Attendance: (Rates for Term 1 as at 18/03/25)**Orewa Beach School Attendance Data:**

- Present 91-100%: 72.93%
- Present 81-90%: 17.04%
- Present 71-80%: 5.25%
- Present 0-70%: 4.76%
- Late: 2.02%

Government Targets:

- 2026 Goal: 75% of students attending more than 90% of the term.
- 2030 Goal: 80% of students attending more than 90% of the term.

Comparison:

- **Current Status:** Our school has **72.93%** of students attending **more than 90%** of the term, which is very close to the 2026 goal of 75%.
- **Progress Needed:** To meet the 2026 target, our school needs to increase the percentage of students attending more than 90% of the term by 2.07 percentage points.
- **Long-Term Goal:** For the 2030 target of 80%, our school needs to improve by 7.07 percentage points.

Analysis:

- **Positive Trend:** Our school is performing well compared to the national average for 2024, which was 61.7% in Term 1, 53.2% in Term 2, and 51.3% in Term 3.
- **Areas for Improvement:** Focus on reducing the percentage of students in the lower attendance brackets (0-70% and 71-80%) and addressing the reasons for lateness.

Recommendations:

- **Monitoring:** Continue to closely monitor attendance patterns and identify students at risk of chronic absenteeism.

- **Interventions:** Implement targeted interventions to support students and families facing barriers to regular attendance.
- **Community Engagement:** Engage parents, local organizations, and the community to create a supportive environment for students.

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. How does our attendance data compare to the last report?:

Overall School Attendance:

- Present 91-100% improved from 61.11% (Feb) to 72.93% (Mar).
- Present 81-90% decreased from 21.97% (Feb) to 17.04% (Mar).
- Present 71-80% slightly decreased from 6.57% (Feb) to 5.26% (Mar).
- Present 0-70% significantly improved, dropping from 10.35% (Feb) to 4.76% (Mar).
- Late arrivals increased from 1.38% (Feb) to 2.00% (Mar).

Attendance by Year Level: (Students attending 91-100% of the time)

- Year 1: From 69.81% (Feb) to 80.00% (Mar).
- Year 2: From 61.02% (Feb) to 73.33% (Mar).
- Year 3: From 64.29% (Feb) to 75.36% (Mar).
- Year 4: From 54.79% (Feb) to 69.86% (Mar).
- Year 5: From 58.75% (Feb) to 71.60% (Mar).
- Year 6: From 60.66% (Feb) to 68.33% (Mar).

Key Takeaways:

- Overall attendance has improved significantly, with more students attending 91-100% of the time.
- Fewer students are in the 0-70% attendance range, indicating better overall participation.
- Late arrivals have slightly increased, which may need further attention

The board resolved to change the Absence code used for Forest School to "J" (Explained and approved) from 26th March going forward, however, we will not book out future attendance and will send texts for parents to confirm their child's attendance at Forest every week.

Staffing:

Our current staffing entitlement is 26.85. This reflects an increase of 0.2 once since the start of the year, with the Ministry of Education having allocated the Year 1 Beginning Teacher Release component.

Our staffing continues to be in an excellent position, with us ending the Banking Staffing Grace Period with a zero balance, ensuring that we do not have to make a payment back to the Ministry of Education. All full-time and part-time teaching staff are currently being paid out of Teachers' Salaries, meaning that the Board are not funding any teachers from the Operations Grant.

With our staffing tracking this way, we should be able to pay some relief teachers from Teacher Salaries which will help us to preserve our relievers budget. There are some changes to staffing for Term 2, and these will be discussed in-committee (see in-committee notes dated 25 March 2025).

Health and Safety:

A fire drill was held on Tuesday, 18 March. This was executed without incident, and both the teachers and students responded in a timely fashion. Thanks to Shane for ensuring that our evacuation maps and procedures were updated and displayed in all classes.

Darryl, Shane, and I will be attending a First Aid Course on Thursday, 8th March, as the First Aid course last Friday was canceled. We will be keeping an up-to-date register to ensure that key personnel have current First Aid certificates.

Hazard Register: We have instigated a Google sheet for staff to identify hazards/safety aspects for Darryl to attend to.

Health Curriculum Community Consultation As part of our Board of Trustees' (BOT) responsibility under the Education Act, we must consult with the school community on our health education programme every two years.

Our last Community Consultation was undertaken in July 2023, so it is timely that we begin this process again.

The following initial steps need to be taken:

1. Establish Leadership & Timeline

- The BOT initiates the consultation and determines a completion date.
- A leadership team should be appointed to oversee the process, including a BOT representative, senior leadership, and relevant teaching staff.

2. Develop a Draft Statement

- A draft statement on the delivery of health education must be prepared to outline what is currently being offered and proposed changes.
- Key contributors: BOT member (governance), principal or senior leader (curriculum), and health education staff.

3. Identify Consultation Methods

- Decide on methods to engage with the school community, such as:

■ Parent meetings or workshops

■ Online surveys

■ School events

- Consider targeted approaches for Māori, Pasifika, and other key community groups.

4. Prepare Communication Materials

- Provide a clear overview of the health education programme, ensuring accessibility for all community members.
- Develop supporting materials such as information sheets, translated documents if necessary, and an online consultation platform.

5. Launch Community Engagement

- Begin the consultation process, ensuring meaningful engagement with parents, caregivers, students, and staff.

- Collect feedback through surveys, discussions, and meetings.

This structured approach will ensure a transparent and effective consultation process that aligns with our school's commitment to wellbeing and community involvement.

Healthcare Policies and Procedures - Board Assurance

We are committed to fulfilling our duty of care under the Health and Safety at Work Act and the Education and Training Act by maintaining a safe, inclusive, and supportive environment for all students and staff. Our healthcare policies and procedures align with best practices and ensure barrier-free access to education as per the Education and Training Act 2020 (NELP: Objective 2, Priority 3).

Key Measures in Place:

1. Support for Health Conditions & Return to School:

- Systems are in place to support students and staff with diagnosed health conditions.
- Individual care plans are implemented where necessary.
- Support is provided for those returning after health-related absences.

2. Staff Training & Healthcare Management:

- Staff are trained in managing medicines, first aid, and dealing safely with body substances (e.g., blood).
- We maintain appropriate healthcare supplies and facilities.

3. Health Communication & Record Keeping:

- We regularly update and maintain accurate student health records through parent/caregiver communication.
- All injuries, illnesses, and near misses are documented, investigated, and reported as needed.

4. Injury & Illness Response:

- Clear first aid procedures are in place to ensure timely and appropriate care.
- Parents/caregivers are notified when necessary.

5. Infectious Disease Management:

- Policies and processes are followed to protect the school community from infectious diseases.

To ensure compliance and effectiveness, we will:

- ✓ Review and update policies regularly to align with legislation and best practices.
- ✓ Continue staff training to maintain high healthcare standards.
- ✓ Monitor and report on health incidents to identify areas for improvement.
- ✓ Engage with families to keep health records accurate and up to date.

Through these measures, we ensure that our school remains a safe and supportive environment for all students and staff.

Assurance to the Board – Meeting Health and Safety Obligations

We are committed to fulfilling our obligations under the Health and Safety at Work Act 2015 (HSWA) to ensure the safety, wellbeing, and inclusivity of all students, staff, and visitors. Below is an overview of how we meet these obligations from a school perspective:

1. Compliance with PCBU Duties (Primary Duty of Care) As a Person Conducting a Business or Undertaking (PCBU), the school must ensure the health and safety of all workers (staff) and others (students, parents, and visitors) so far as is reasonably practicable. We meet this duty through:

✓ Safe Work Environment – Maintaining a physical and emotional environment that is free from risks, with adequate lighting, ventilation, and safety equipment.

✓ Health and Safety Procedures – Implementing policies to manage medicines, prevent infections, and ensure proper first aid response.

✓ Emergency Preparedness – Staff are trained in first aid, incident management, and emergency evacuation procedures.

2. Worker Engagement and Participation

✓ Staff have regular health and safety training and opportunities to contribute to safety decisions.

✓ We maintain an open communication culture to report hazards, risks, and concerns.

3. Incident Reporting and Risk Management

✓ The school records all injuries, illnesses, and near misses and investigates where appropriate.

✓ Risks are regularly assessed, and control measures are put in place.

✓ We collaborate with parents/caregivers to maintain up-to-date health information on students.

4. Infectious Disease Management

✓ Policies are in place for disease prevention, outbreak response, and communication with health authorities.

✓ The school follows the Ministry of Health and WorkSafe NZ guidelines on communicable diseases.

5. Leadership and Governance

✓ The Board of Trustees (BOT) is informed of all significant health and safety matters.

✓ Regular policy reviews ensure ongoing compliance with HSWA and the Education and Training Act.

By implementing these structured processes, we ensure that we meet all legislative requirements and provide a safe and supportive environment for our school community.

Digital Technology and Online Safety:

Linewize is working very well, we are getting excellent weekly reports and “Red Flag Alerts” designed to help school leadership and wellbeing staff monitor students who may need immediate intervention. These alerts are triggered when a student attempts to access potentially risky or inappropriate web content or tools that could bypass filtering.

The alert includes details like the student's name, the type of Red Flag, and the time and date of the activity. This helps us assess the situation and take appropriate action if necessary.

We are also able to access a variety of reports, such as Top Apps that are being used - it is great to see that all 6 of our top searches have an educational focus.



Term 1 Assurances:

Working Towards - 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.

Completed - Planning and Preparing for Emergencies, Disasters, and Crises: Emergency plans are 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.

Working Towards - School Planning and Reporting: The current strategic plan has been submitted to the Ministry of Education and published online; the annual implementation plan have 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.

Completed - 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.

Working Towards - 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.

Completed - 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.

Completed - 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.

Completed - 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.

Asset Management:

Finance, Property, Risks/Potential Risks

Finance

2024 End of Year Accounts are still being finalised - there have been a few issues with our transfer process in moving to EdTech Services. EdTech is currently undertaking a full reconciliation of the 2024 accounts, and this will be peer-reviewed by one of their chartered accountants as well as by Lesley Winstanley from the Ministry of Education.

As soon as this is made available to us, I will forward it to the board members. The January and February reports that have been presented tonight may therefore be subject to some changes once this has happened.

BOT Financial Planning and Condition Policy to be discussed.

BOT Asset Management Policy to be discussed.

Property

We had an initial 10YPP meeting on 10th March. Attendees included representatives from Orewa Beach School, Yellowstone, MoE, and Watershed.

Main points:

The school is satisfied with the Executive Summary from the Watershed Condition Assessment Report for use in the 10YPP portal. Several items of school information have been reviewed and used as supporting data in the preparation of the condition assessments, including:

- A copy of the Hazard and Risk Register, which showed no capital works required.
- Confirmation that the school has an up-to-date asbestos plan.
- The 5YA budget has been confirmed to be \$502,433.
- The school's current roll is 400 students, and it is expected to remain stable over the next 5 years.
- The school's CAD plan accurately reflects the property on the site.
- BoT ownership percentages in Block 8-Hall (32% BoT owned).
- The school acknowledges their contribution towards any projects in the 10YPP against Block 8.

- The school's current teaching space entitlement is 18, and the actual teaching space count is 21, so no rationalization plan is required.
- Confirmation that Watershed has a signed MoE Short Form Agreement to act as 10YPP consultant for the school through the MEC programme.
- Confirmation that Hamish Driver has K2 and 10YPP portal access for the school.
- Wendy Naidu to complete the SEPE tool and log in with Yasmin Briden. - This has been resent to Yasmin - it was completed in 2024.

Outcomes of the Specialist Condition Assessments:

- Plumbing: Various plumbing works were noted, and some items may be a priority for the school to address.
- Drainage: The school's drainage systems are blocked, and cleaning is required as a school maintenance task, with further investigation if issues persist.
- Electrical: The school has recently upgraded to LED lighting, and heat pumps have a regular maintenance program, and missing blanks in the switchboard in Block 2 need to be provided as a priority.
- Roofing: Safety mesh is needed under the clearlite in Block 3A, and AC mounts on various blocks are end of life and require replacing, with condenser units to be relocated to the ground.
- Boiler: Nil.

Capital Works: There are no capital works that will impact the 10YPP.

Outstanding Works From the Previous 5YA:

- Block 8 (Hall) has a project that has not started with weather-tightness funding from 2020.
- The remaining \$81,641 funding from the previous 5YA will be allocated to this project, with additional BoT contribution.

Proposed Projects in the New 5YA:

- Several changes were made during discussions with the MoE and the school, including:
 1. Budgeting \$10k per drinking fountain (likely to be Mountain Fresh).
 2. Removing classroom taps and ZIP unit replacements, as they will be covered under school maintenance.
 3. Considering exchanging some toilets for breakout spaces in years 6-10 (but not currently due to the risk of losing supplementary funding).
 4. Carpet and Hessian replacements in the multipurpose space in Block 2 to be included in the current 5YA.
 5. PA system replacement is TBD but likely not needed.
 6. PVC gutter replacements in years 6 to 10 are to be brought forward into the current 5YA.
 7. Replacement of classroom cabinetry to Block 9 (Rm 14) confirmed.

BoT Funded Projects:

- Proposed BoT-funded projects include:
 1. Block 8 (Hall) window joinery remediation.
 2. Block 8 plumbing replacement items to be bundled with plumbing items works from other blocks.

Anticipated Programme:

1. Yasmin Briden will apply for supplementary funding for Orewa Beach School due to the amount of P2 works in the plan.
2. Hamish Driver to complete the 10YPP portal as soon as possible.

3. Timeframes for MoE approval of the 10YPP are dependent on the approval of the supplementary funding request by the MoE and cannot be confirmed at this time. The supplementary funding deadline is June 12, 2025, and decisions are likely around July/August 2025.

Fencing project update 18/3/2025

Fencing around the front of the school and the main car park has been completed, and work will begin on the fences bordering the field. The Ministry of Education stepped in to consult with the community, which expressed concerns about the fencing project. A final consultation meeting was offered for the residents on Monday, 17 March, and was attended by two neighbours. The main concern was regarding their wish to have gate access to the field. The MoE reiterated their stance that the fence was being installed as a Health and Safety project and that gates are not an option. Work on this part of the project has now begun, and we are hoping for the whole project to be completed before the end of the term.

Strategic:

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

Annual Plan/Strategic Goals Review - refer to the 2025 Annual Plan

Student Progress and Achievement:

Our 2025 Student Leaders have now been chosen:

Nathanael [REDACTED] - Head Boy

Lola [REDACTED] - Head Girl

Laura [REDACTED] - Secretary

Zenji [REDACTED] - Cultural Leader

Indie [REDACTED] - Sports Coordinator

Cove [REDACTED] - Events Coordinator

Jayda [REDACTED] - Events Coordinator

PAT Tests

Our Year 3 - 6 students have completed the Reading Comprehension and Maths PAT tests online for the first time. The PAT tests have been "approved" as a formal assessment tool that aligns with the MoE curriculum refresh. The results from these tests are providing us with some valuable insights as to areas for development and extension. In Term 4, we will retest the students and will then be able to provide some insights into the progress they have made.

School Docs

Steps for reviewing as BOT members:

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

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]

Term 1 review topics

- **Health, Safety, and Welfare Policy** Board review
- **Safety Management System** Board review
- **Risk Management** Board review
- **Healthcare** Board review

Other Business:

Teacher Only Days - dates to be approved - MoE provided dates for Math PLD

- 30 May - Maths No Problem PLD (½ Day); Kahui Ako Mini-Conference (½ Day)
- 15 August - Maths PLD (Full day)

Triathlon/Duathlon

We held a hugely successful triathlon/duathlon earlier this term. This was well attended by the community, and it was great to see all the students “having a go”.

Weka/Kea Team Athletics

Last week, students from Weka and Kea took part in a range of athletic events. It was great to see some outstanding talent, and our interzone team has now been selected.

This year, our school is running the interzone event on Thursday, 3 April. This is being held at Orewa College, thanks to Sarah Thornhill for her organisation of this event.

Correspondence from Erica Stanford:

Kia ora,

With the 2025 school year now well underway, I wanted to provide an update on what is front of mind in our work programme this year and update you on the implementation of recent announcements and initiatives. Please feel free to forward this email to your staff. First, I want to thank all of you who got in touch with my office in 2024, or the Ministry, to pass on feedback and ideas, including what is important to you and your teachers. Your insights are critically important to helping us understand what you are experiencing in your schools and communities, and how we can continually work to optimise the services that the Ministry provides. I look forward to continuing to engage with you.

Thank you to those in the Waikato and Hawke's Bay who I caught up with recently at your respective principals' forums! Feedback from our North Shore Primary Principals meeting meant we were able to make a small but important change to the Phonics Checks that was sorted within an hour. Can I also thank those primary and intermediate principals who are leading the implementation of new learning areas in the curriculum this year.

It has been inspiring being in classrooms this term, seeing structured literacy approaches and maths in action. I know this has required focus, dedication, and planning from your SL, T, and I hugely appreciate the effort from schools around New Zealand to introduce the refreshed curriculum. It has been great to hear feedback on the various components of the curriculum and resources. Over the coming months, we will be working to finalise the drafts into gazetted curriculum areas. As I have always maintained, just make a start, and we will provide you with support. We do not expect perfection on day one. I know accelerated learning will play a crucial role for many students this year, and appreciate that with a new curriculum, it will be an ongoing process over several years. Our five-year implementation plan gives you guidance on what will be available in future years.

Primary & Intermediate update: Maths resources

Our \$30 million investment in high-quality maths workbooks, tactile resources, and online supports is benefiting more than 433,000 students. There is currently enough stock from all four suppliers for schools to continue ordering resources for new students or to replace earlier orders. This can be done via *Down The Back of The Chair*.

Later this year, you will have the opportunity to re-order more resources for 2026 and subsequent years, so please use the resources you've received for 2025.

Some questions I received at a recent principals' hui:

- **Are these resources free every year?** Yes!
- **Can we change providers in 2026?** Yes, you are the customer. We are expecting that most schools will have worked successfully with their chosen resource this year, but we want you to access the products and services that you think are best suited to your school community. Please consult with your regional curriculum advisor if you are considering a change before the end of Term 2
- **Should students all use different books depending on their ability?** We are encouraging a 'whole class teaching model' where all students benefit from teaching at their year level against the refreshed curriculum. Additional material (be it support or extension to provide differentiated learning) is best determined by you, as the classroom teacher. Should you require a different workbook to support this, then it is my expectation that you can order it through Down the Back of the Chair.

3.2 Correspondance Inwards

Resignations and leave requests - See in committee notes 5.28 pm.

The Board approved the leave request.

The board would like to thank Fleur and Jane-Maree for their commitment and dedication shown to OBS and wish them all the best with their future endeavors.

3.3 Correspondance Outwards

3.4 Finance Report

The board discussed finance, see the In Committee Minutes. In Committee: 5.35 pm

3.5 School Doc's Advisory email



Review School docs

Review School docs on the link provided.

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

Due Date: 13 May 2025

Owners: Mr Aaron Hall, Mr Ben Gibson, Mr Steve Drury, Mrs Andrea Dunn, Mrs Daisy Docherty

4. General updates

4.1 Cyclical Maintenance

See Principals report

4.2 Review Policies and Procedures

Reviewed:

- Asset Protection Policy
- Financial Planning and condition (combined alternative) policy

4.3 Community update

See Principals report.

4.4 Audio & Visual update

Aaron updated; Aaron is waiting for an update on the second quote, then we can start applying for a grants.



Second sound system quote.

Aaron Hall to obtain and send through to Shona a second quote. - See 4.2

Due Date: 13 May 2025

Owner: Mr Aaron Hall

5. Close Meeting

5.1 Closing Karakia

Thank you Aaron

5.2 Next Meeting

Next meeting: Board Meeting - 13th May - 13 May 2025, 5:00 pm

Mr Steve Drury
14 May 2025

Mrs Wendy Naidu
14 May 2025