

# CONFIRMED MINUTES

## BOARD MEETING - 13TH MAY



At the **Board Meeting - 24th June** on **24 Jun 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Orewa Beach School
<b>Date:</b>	Tuesday, 13 May 2025
<b>Time:</b>	5:00 pm to 6:10 pm (NZST)
<b>Location:</b>	Default Location, 280 Centreway Road, Orewa, New Zealand
<b>Board Members:</b>	Mr Ben Gibson, Mr Aaron Hall, Mrs Daisy Docherty, Mr Steve Drury (Chair), Mrs Wendy Naidu, Mrs Andrea Dunn, Mrs Ellie Levy
<b>Attendees:</b>	Mrs Jackie Drury

### 1. Open Meeting

#### 1.1 Opening Karakia

Thank you Aaron Hall.

#### 1.2 Conflicts of Interest

None

#### 1.3 Apologies

Shane Dennis - Apologies.

### 2. Confirm Previous Minutes

#### 2.1 Matters arising

Due Date	Action Title	Owner(s)
13 May 2025	Review School docs <b>Status:</b> Completed on 12 May 2025	Mr Aaron Hall, Mr Ben Gibson, Mr Steve Drury, Mrs Andrea Dunn, Mrs Daisy Docherty
13 May 2025	Second sound system quote. <b>Status:</b> Completed on 13 May 2025	Mr Aaron Hall



#### Resolution

It was agreed by the Board of Trustees to apply for a grant to cover the cost to upgrade the sound and visual system in the school hall.

**Decision Date:** 13 May 2025  
**Mover:** Mr Steve Drury

**Seconded:** Mr Aaron Hall  
**Outcome:** Approved

## 2.2 Confirm Minutes

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



### Approve minutes from previous meeting 25th March 2025

All approved

**Decision Date:** 13 May 2025  
**Mover:** Mr Steve Drury  
**Seconded:** Mr Ben Gibson  
**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	1	64	60	69	73	79	58	404

#### Historic Roll

End of	Feb	March	May	June	August	Sept	Oct	Nov	Dec
2025	391	398							
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

With our current roll of 404, it is highly unlikely that we will meet our confirmed staffing for the year (453 students). At this stage, we have 16 New Entrant enrolments - 4 who will start in Week 6 of Term 2, 10 for Term 3, and 2 for Term 4.

We will need to keep an eye on our enrolments, particularly as we approach the 1st July Roll Return, as this has a direct impact on our 2026 Staffing Entitlement.

**Important information that may affect your staffing decisions**  
**As at today, you are being staffed using your Provisional Entitlement Staffing**

	PAY PERIOD 23 22/01/2025 - 04/02/2025		PAY PERIOD 24 - 22 05/02/2025 - 20/01/2026	
	FTTE	UNITS	FTTE	UNITS
Total	26.79	26	26.85	26
Staffing Roll	453		453	
> Entitlement Staffing	22.70	26	22.70	26
> Additional Staffing	2.88	--	2.88	--
> Beginning Teacher Time	0.11	--	0.20	--
> Kāhui Ako (CoL)	0.99	--	0.96	--
> Learning Support	0.11	--	0.11	--

### Attendance: (Rates for Term 1 as at 05/05/25)

#### Attendance Rate For School

Present 0-70%	Present 71-80%	Present 81-90%	Present 91-100%	Late
2.48%	6.19%	17.82%	73.51%	1.97%

#### Attendance Rate Per Year Level

Year Level	Present 0-70%	Present 71-80%	Present 81-90%	Present 91-100%	Late
Year 0	0.00%	0.00%	0.00%	100.00%	0.00%
Year 1	4.69%	4.69%	15.63%	75.00%	1.16%
Year 2	3.33%	1.67%	18.33%	76.67%	1.21%
Year 3	2.90%	5.80%	15.94%	75.36%	2.83%
Year 4	1.37%	9.59%	19.18%	69.86%	1.80%
Year 5	0.00%	6.33%	20.25%	73.42%	1.87%
Year 6	3.45%	8.62%	17.24%	70.69%	2.86%

### Analysis Against Government Goals:

#### 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.

#### Insights:

- Overall Performance: The school is performing well, with 71.54% of students attending more than 90% of the term, which is close to the 2026 goal of 75%.

- Year Level Performance: Year 1 and Year 2 have already surpassed the 2026 goal, with 75.00% and 77.96% respectively. Other year levels are slightly below the target but are still performing well.
- Areas for Improvement: Focus on improving attendance rates for Year 3 to Year 6 to meet and exceed the 2026 goal.

## 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 organisations, and the community to create a supportive environment for students. Both Shane Dennis and I will be attending an Attendance Services Meeting on the 28th of May.

## Attendance Matters Report Summary:

The Term 1 2025 attendance report for Orewa Beach School shows a positive trend with increased regular attendance (71%) and decreased irregular, moderate, and chronic absences compared to Term 1 2024. The main reasons for absence were illness/medical (48%) and holidays (28%). Regular attendance was highest in Year 3 (75%) and lowest in Year 6, while the "Other" ethnicity group had the highest regular attendance, and European/Pākehā had the highest chronic absence. Overall, there's an improvement in attendance, but continued focus on reducing unjustified absences and supporting vulnerable groups is important.

## Staffing:

Our current staffing entitlement remains at 26.85. Our banked staffing is again tracking very well, and we will be using some of our "banked" component for additional release for production.

Period 2603 Actual Total FTTE	Period 2603 Actual \$ Staffing Value	Latest Req'd Avg. Staffing to End Year with Zero Balance	End of Year (Period 2622) Forecasted Total FTTE	End of Year (Period 2622) Forecasted \$ Staffing Value
5.31 Under	\$0 Refund	27.13 (FTTE)	6.36 Under	\$0 Refund

We are currently tracking at 18.5% of our relievers' budget, allowing plenty in reserve for the upcoming winter months. I will continue to monitor this budget line and, where possible, use further banked staffing.

## Health and Safety:

Darryl, Shane, and I attended a First Aid course last Thursday, and Laureen and Jackie attended a refresher course on Friday. We will be keeping an up-to-date register to ensure that key personnel have current First Aid certificates.

Our Property Risk/Harm Register continues to be monitored.

## Health Curriculum Community Consultation

Our school community was sent a Hero post on 30th April to share our draft 2025 Health Curriculum Statement. The survey was designed to gather our community's thoughts on the content and delivery of our current Health Curriculum and to provide feedback on our draft Health Curriculum Statement. Using this feedback to help align our programs with our community's expectations and the needs of our students.

## Orewa Beach School - Health Curriculum Revised Draft Statement - May 2025

### Introduction

This statement outlines how Orewa Beach School delivers the Health Education components of the New Zealand Curriculum, ensuring it reflects our school's vision and goals while respecting our community's diverse views, beliefs, and customs.

## Our Goal

Our goal is to empower students to make informed decisions and take actions that enhance their well-being and the well-being of others. We are committed to providing a comprehensive Health Curriculum that supports the physical, mental, social, and emotional development of all our students

## What We Teach

Our Health Curriculum covers the following key areas, as outlined in the New Zealand Curriculum:

- **Personal Health and Physical Development:** This includes positive discussions around physical activity, healthy eating, and body care.
- **Mental Health:** This includes emotional well-being, building resilience, developing coping strategies, and understanding neurodiversity.
- **Relationships and Social Skills:** This focuses on building positive relationships and developing essential social skills.
- **Healthy Community and Environment:** This covers safety education (including online safety) and environmental health.
- **Puberty Education:** We address puberty through a two-pronged approach:
  - Classroom teachers provide age-appropriate education within the health curriculum for all genders.
  - We partner with Positive Puberty, a respected provider, to deliver specialised sessions. These sessions include separate sessions for girls on female puberty and a combined session for boys and girls, providing a general overview. We will provide detailed information about the Positive Puberty program content to parents before delivery to ensure transparency.

## How We Teach

We deliver the Health Curriculum through a variety of engaging methods, including:

- Classroom activities and discussions.
- Guest speakers and experts.
- A range of resources, such as books, videos, and online materials.
- Practical activities and hands-on experiences.
- Methods that encourage whānau engagement in learning.

We are committed to creating a supportive and inclusive learning environment where students feel safe to ask questions and share their perspectives.

## Working Together with Our Community

We value your input and are committed to:

- Keeping you informed about the content of the Health Curriculum.
- Providing opportunities for you to be involved through workshops and information sessions, and employing OBS engagement methods to ensure whānau Māori can engage in this kōrero in a culturally informed way.
- Regularly seeking your feedback on the Health Curriculum.
- Promoting healthy options for both children and staff.

## Our Commitment to Review:

This statement will be reviewed and updated at least once every two years in collaboration with our school community, ensuring it remains relevant and effective.

## Term 1 Assurances Carried Over:

✓ Risk Management: Identified hazards are being monitored/controlled, and the measures are being re-evaluated to check their adequacy. This includes sun protection and EOTC activities. (ONGOING) SD Attended part 1 of a 2 Professional Learning on EOTC

- 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.

✓ 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.

## **Term 2 Assurances:**

✓ Safety Checking and Police Vetting: All children's workers employed or engaged by the school have been safety checked before appointment. Children's workers have been safety checked as required within 3 years of the previous check. Any non-teaching staff (who are not registered teachers or hold a limited authority to teach) are police vetted, and any contractors and their employees have been police vetted if they may have unsupervised access to students during normal school hours. Police vets are updated every 3 years.

✓ Teaching Staff: All teachers employed at the school are registered with the Teaching Council and hold a current practising certificate, or have a Limited Authority to Teach.

✓ Performance Management: The school manages the performance of staff according to employment agreement requirements. We comply with mandatory reporting requirements to the Teaching Council.

✓ Appointment Policy, Staff Conduct, and Professional Development Procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and any board delegation of appointment responsibilities. Supporting policies for induction, staff conduct, and professional development are being implemented.

- Employment Policy and Equal Employment Opportunities: The school operates an employment policy that complies with the principle of being a good employer. This policy (including our equal employment opportunities programme) is available to staff, and a report on compliance has been included in the annual report.

- Child Protection and Abuse Recognition and Reporting: The Child Protection policy is in use, is being implemented correctly, and is publicly available. Staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.

✓ Curriculum and Student Achievement Policy: Teaching and learning programmes give effect to foundation curriculum policy statements and national curriculum statements. The school complies with government requirements to teach an average of one hour per day of the following subjects: reading, writing, and maths.

✓ Cellphones and Other Personal Digital Devices The school does not allow students to use cellphones during school hours, including break times, unless students have been granted an exemption.

## **Finance**

We are continuing to review our 2024 End of Year Accounts - these have been thoroughly analysed by the team at EdTech, but we still have some issues with an accurate Working Capital figure.

Our 2024 End of Year Accounts still have some very old Ministry of Education projects still owing money, but we can show that these projects have been closed off. It is hoped that during the audit process, we will be able to create journals to show this. Lesley Winstanley from the Ministry of Education is currently looking into this.

## **Board Report Financial Summary – March 2025**

## Financial Overview

Orewa Beach School continues to maintain a stable financial position. While revenue streams from MOE grants and parent donations are tracking above expectations, certain expense categories—particularly learning resources and ICT spending—are exceeding budgeted amounts.

### Key Recommendations

1. Review ICT and learning resource expenditures to align spending with budgetary constraints.
2. Continue leveraging parent donations and investment income for financial stability.
3. Maintain surplus while managing liabilities, ensuring long-term fiscal health.

## Major Fundraiser - Colour/Fluro Run:

This was a great event, which was well attended by the community, raising money towards our DREAMS room. As a school, we have raised over \$30,000, with \$27,500 being raised through the Raiselt platform. We set a goal to raise \$60,000, so we have submitted a grant application to RocketLab for a further \$30,000 so that we can hopefully reach our target.

### What is the DREAMS Programme?

An exciting initiative to transform the current Wood Technology space into a dynamic and future-focused learning environment: the DREAMS Room.

DREAMS stands for Design, Robotics, Engineering, Art, Mathematics, and Science. This dedicated hub will provide invaluable learning opportunities for all students across Years 0 to 6.

The DREAMS programme is envisioned to revolutionise learning at Orewa Beach School by offering hands-on, engaging experiences that foster creativity, critical thinking, and robust problem-solving skills. This initiative directly supports our strategic goal of empowering students to become innovative thinkers and future-ready learners.

The establishment of the DREAMS Room will enable us to equip our students with essential skills in areas such as coding, robotics, and design. To facilitate this, we propose the purchase of key equipment, including 3D printers, a laser cutter, and codable LEGO kits.

We believe the DREAMS Room will be a transformative addition to our school, providing a space where students can explore new ideas, experiment with technology, and develop crucial skills for the 21st century and beyond. We are confident that this investment in our students' future will yield significant benefits for their learning and overall development.

## Other Grants

To honor the upcoming Tu Māia festival in Term 3, a grant has been submitted to the Four Winds Foundation. If this is successful, it will enable Whaea Leeanne to undertake the culturally significant and time-intensive process of crafting new piupiu using harakeke from our flax patch.

Again, we have applied for funding through Aktiv Sports for fully subsidised swim lessons at the Stanmore Bay Leisure Centre. This funding would be for the lessons only, and we would need to look at ways to fund the transport to and from the pools.

## Property

The school fencing project has now been completed, and on Thursday, 1 May, we had our close-off meeting with the Ministry of Education and the fencing contractors. As a school, we are very pleased with the completed project and feel confident that it meets the needs of our identified students with additional needs.

At the start of the project, we were asked by the Ministry to pay for the temporary fencing, and that they would reimburse these costs at the end of the project. Now that the project has been completed, we have sent these invoices for reimbursement.

Over the April holidays, the ceilings in Areas 15, 16, and 17 were remediated. Unfortunately, we were not satisfied with the quality of the work and have had our Property Manager come for a walk

around with the builder to share our concerns. As a result, the work will be redone to an acceptable standard in the coming weeks.

Earlier this year, we suffered some damage over the weekend when an outside speaker was ripped off the wall, resulting in damage to the speaker cage and the building wall it was attached to. We are currently processing this through our insurance company as well as the Ministry's vandalism provisions.

### **Student Progress and Achievement:**

We have been working on our Mid-Year report to parents using Hero. This has now been finalised, and our classroom teachers are currently working on preparing these reports. Our reports will go live at the end of the term in preparation for our Parent Interviews in term 3.

### **Other Business:**

Important Dates:

16 May - Pink Shirt Day

16 May - OBS Disco

30 May - Teacher Only Day - Maths and Networking PLD

17 & 18 June - Madacasgar Production

## **3.2 Staff Representative Report**

- WAF: rebranded to encourage broader involvement and flexible levels of commitment. Recently funded musical instruments, playground repairs, sports gear, gazebos, kit bags for sports teams, umbrellas, and a new speaker. Newly elected roles: Chairperson - Kari Peden, Secretary - Kelly Fearon, Treasurer - Stevie Hall, Staff Rep - Joanna Bryant.
- Sports Assembly held on Friday, 9 May, to celebrate outstanding sporting achievements. A huge thanks to Sarah Thornhill for organising this fantastic event.
- Kereru Team: 9 new students started this term, 4 more to come in Wk 6. Michaela reported that New Entrant visits have been much better since restructuring how they are done.
- Pīwakawaka Team: Debbie reported that the new structured literacy and Maths No Problem are now well embedded in the team's teaching. Very valuable Structured Literacy PD by Fem Castles.
- Tuī Team: farewelled Jane-Maree Hines at the end of Term 1 and welcomed Kelly Fearon to Area 19. The team is now feeling confident in delivering the Maths No Problem and Little Learners Literacy programmes.
- Kea Team: New Maths and Literacy programmes are going well. Max Powderley (A18 teacher) has started a lunchtime Warhammer Club for those interested in this creative craft.
- Kaimahi: New Kaimahi students have completed training and are now helping students at break times in the playground.
- Student Council: Fortnightly meetings, events organised (eg, Easter Colouring Competition) were a hit.
- Whānau Hui: held at the end of last term, some very open and honest sharing from whānau. Thanks to Debbie W and Leonie for organising this important hui.
- Te Herenga Waka o Orewa Marae: 3 of our teachers were welcomed onto the Marae last Thursday. This maintains and strengthens our school's relationship with the marae.

- Junior Kapa haka, led by Whaea Leonie, has been invited to perform at the opening of the new Orewa library at 10.30 am on Saturday, 28 June.
- Madagascar Production: Excitement is building across all teams, practices are well underway with all classes and daily rehearsals happening for the cast from Weka and Kea. Grace & Nicole are working tirelessly on all aspects of the production. They are currently seeking more technical equipment to support the shows (eg, lapel mics, hanging mic, and lighting).
- Winter sports are underway thanks to our wonderful parent and teacher volunteers.

- Ben Gibson asked about the maintenance of all PE equipment. Who maintains the equipment, inflates balls, and checks the equipment? Wendy Naidu will investigate to find out who currently has this responsibility.

### 3.3 Correspondance Inwards

None

### 3.4 Correspondance Outwards

None

### 3.5 Finance Report

- Steve Drury and Andrea Dunn asked if a person from Edtech would be able to attend a board meeting to discuss the financial report for a more in-depth view.
- Wendy Naidu will arrange for Paul from Edtech to attend the next meeting.
- Andrea Dunn asked about international Students, Wendy Naidu, informed that we do have International Students arriving at the beginning of term 3.
- Andrea Dunn asked about insurance levels. Wendy Naidu explained that the hall was the reason for the lower insurance

## 4. General updates

### 4.1 Cyclical Maitenance

### 4.2 Meeting week 8 needs to be rearranged



**The board meeting will be moved to 24th June from 17th June due t...**

The board meeting will be moved to 24th June from 17th June due to clashing with the school production Madagascar.

<b>Decision Date:</b>	13 May 2025
<b>Mover:</b>	Mrs Wendy Naidu
<b>Seconder:</b>	Mr Steve Drury
<b>Outcome:</b>	Approved

## 5. Close Meeting

### 5.1 Closing Karakia

Thank you Aaron Hall

### 5.2 Next Meeting

**Next meeting:** Board Meeting - 24th June - 24 Jun 2025, 5:00 pm

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Mr Steve Drury  
25 Jun 2025