

**Normanby School Board of Trustees Meeting
21 March 2019**

Signed _____

Dated _____

Meeting commenced: 6:04pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Rachel Augustine, Mesina Fabish, Clarissa Dravitzki (Staff Rep), Kay LePine (Minute Secretary), Sheree Ogle (arrived 6:09pm)

Apologies: Shane Poingdestre

In-committee: 6:05pm

Out of committee: 6:14pm

Resolution: Janelle to get advice on how to apportion the .7 and .3 positions.

In-committee: 6:14pm

Out of committee: 6:16pm

Resolution: Janelle will keep in touch with the staff member regarding their well-being.

In-committee: 6:16pm

Out of committee: 6:20pm

Resolution: Janelle to organize cover for Week 1 and 2 of Term 2.

In-committee: 6:20pm

Out of committee: 6:24pm

Resolution: Continue to have regular meetings with the staff member and check on the required documentation.

Declaration of Conflict of Interest/Pecuniary interest:

Nil

Reviews

Governance Review:

BOT Self Review

Areas that need further clarification will be discussed at each meeting. Covered in Principal's Report.

BOT Self Review to be added to the agenda.

Special Topics:

Swimming Pool

Sheree hasn't heard from the engineer. She will email out the next report once she receives it. She has printed the New Zealand standards.

Board Election

In Principal's Report.

Flat Insulation

The man from WISE's didn't check under the house as there wasn't enough clearance. His recommendation was for another 200mm of insulation in the ceiling. Sheree followed up with WISES's on Monday but she still hasn't received the report.

Van Policies

Nil

Security Cameras

In Principal's Report

Principal's Report

The roll is 149. We have another student starting on 1st April.

NAG 1

Y5 Camp

The Y5 Camp to Vertical Horizon is being held 1 – 3 April. Clarissa is the teacher in charge. Cameron is also attending as well as five parents.

Tomorrow's School Task Force Review

Janelle has been to one review meeting and will be attending another one in Whanganui next week with other principals. Submissions will be sent to the Government prior to the 7 April cut-off date.

Paid Union Meetings

As a result of the attacks in Christchurch the Paid Union Meetings were postponed. Voting will now take place on-line.

Measles

The only regions that currently have measles cases are Auckland (2) and Canterbury (28). Janelle will communicate with parents via the school newsletter the DHB's recommendation for vaccination.

Behaviour on our School Grounds

Behaviour in the school grounds is still the same at night resulting in low level vandalism.

Janelle has asked Obertech to do a quote for security cameras and she will arrange for two other quotes.

Mesina has had good feedback about the cameras from Noel Leeming. They are good value and can be accessed from a phone.

Recommendations

- To install security cameras

NAG 2 & 2A

ERO Update

The completed ERO surveys are to be returned to Janelle by Monday 25 March. One will be sent from the BOT and one from Janelle.

PTA

Janelle's PTA Principal's Report is included in her Principal's Report. The new PTA constitution has been adopted.

Board Self Review

Janelle analysed the survey data and identified areas where further information /training / clarification is required.

Leadership

No. 2

Documented Governance Statement? Janelle will check that it's in the Trustees folder.

No. 7

Are board committee delegations formally delegated and terms of reference documented? These are recorded in the minutes. Delegations are done on a project basis.

No. 13

It was agreed that the Board focus is on policy matters rather than operational matters.

No. 14

Has the board identified clear expectations and delegations to the Chair? Janelle will check the Trustees folder for these.

No. 20

Does the board have good relationships with stakeholders?

Janelle clarified who the stakeholders are: students, teachers, support staff, parents, iwi, community.

Voice Collection

This happened today – voices were collected from parents, students, school management team, teachers and support staff. The results will be presented to Janelle first and then to staff. The data can be compared with the voice collection that last took place in December 2017. The question will then be asked, "What now?"

School Docs

Janelle hasn't received any requests for changes from the Board. We have until the end of term 1. Janelle encouraged the Board to read over the policies, especially the swimming pool one, and forward any feedback to her by 3 April.

Alcohol/Drugs and other harmful substances – if a situation arises that is not documented the Principal will take all due care and responsibility.

With the Swimming Pool Policy Sheree reiterated that it states, "Outside of school hours, the board of trustees is not responsible for any harm to pool users provided that when the pool and surroundings are made available to the public, the board complies with the provisions of this policy."

Recommendations:

- Continue to work through the areas of concern/not known from the Board Self Review at each meeting.
- Let Janelle know by 3 April if there are any changes required to the policies under review

NAG 3

BOT Elections

Janelle will attend the hui at Hawera High School at 6pm on 25 March. She encouraged Board members to attend. Sheree will try and make it.

Future of Education

Janelle is attending a meeting at Hawera High School at 1:15pm on 25 March. The Hon Nikki Kaye and Harete Hipango will be speaking about the proposals of "Tomorrow's School's Review Taskforce". The National Party have raised some serious concerns about the proposals, which in their view could transfer power away from parents to officials.

Recommendations:

- To invite parents to the hui – even pick them up and take them with us
- To attend the public meeting on 25 March at 1:15pm if available

NAG 4

Building Defects

Leak in Principal's office ceiling – this is being fixed the first two days of the April school holidays.

Clearlite Roofing

The caretaker thinks he will be able to replace this. Janelle will check the MOE guidelines to ensure it is done to the correct health and safety standards.

School Flat

Janelle will ask David to have a look at the door handles at flat 9A.

NAG 5

Fire, Earthquake, Lockdown Drills

These will be carried out over the last two weeks of term.

SUE Reports

These have been checked and signed off by the Principal and BOT Chairperson.

NAG 6

Janelle confirmed that the school term dates and the number of days school is open meet the required statutory requirements.

NAG 7

School Charter

Janelle didn't receive any feedback from the BOT on the charter but did have some from staff. The updated version was included in her report.

Sheree suggested making the charter look more visually appealing – she will have a look at the layout for next year.

Ratify the School Charter for 2019.

J Jones/C. Dravitzki

NAG 8

Analysis of Variance

Janelle included the Analysis of Variance for 2018 in her report. This has been sent to the Ministry.

The end of year data showed 77% of Maori students were reading at or above compared to 83% of NZE reading at or above. Janelle will give an update on term 1 achievement data at the April meeting.

Kahui Ako Update

There is still no Lead Principal at this stage as there were no suitable applicants. They are now calling for applications from AP's and DP's and interviews are due to take place on 5 April.

Janelle is on the interview panel. Kerry from Waverley School leads the five southern most schools.

BOT Triennial Work Plan

Janelle has combined this with the School Docs work plan.

Promotion of the Trustee elections is on-going.

Janelle will cover the required assurances in her next Principal's Report.

Recommendations:

- To read policies and comment on any of the policies if change is required
- Ensure all processes are in place for the BOT elections

PTA

Janelle asked the PTA if they would provide food for any school occasions and the school would cover the cost. The PTA asked if the Trustees would help on the following occasions: Y6 Leavers dinner and the Learning conferences. This gives an opportunity for the Board and PTA to work together. The Board agreed. Sheree will reply to the PTA at their next meeting and ask them to give a couple of months notice. The Kapa Haka uniforms have all been located.

New Parent Information Evening

This is being held at 7pm on Monday 8 April. Maz will speak on behalf of the Board.

Moved that the Principal's Report be accepted.

J. Jones/C. Dravitzki

Financial Report:

Moved that the March accounts be passed for payment: \$14,324.75 M. Fabish/S. Ogle
Mesina will get comparative quotes from another company for plumbing work.

February VISA balance: \$3,995.62

Balance of accounts as at 28.02.19

BOT account:	\$325,826.83
Investment account:	\$86,000.00

As at 28 February 2018 we have spent 13% of what we had budgeted for the year compared to 17% of the calendar year gone.

Actual available funds as at 31 December 2018 were \$277,648

Budgeted available funds as at 31 December 2019 are \$215,883

Actual available funds as at 28 February 2019 are \$292,685

Budgeted available funds as at 28 February 2019 are \$278,642

M. Fabish/C. Dravitzki

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/J. Jones

Matters Arising:

Nil

Job Sheet:

- Maz will help Janelle to update the Trustees folder. Trustees are to give their folders to Janelle.
- Janelle to include the Code of Conduct in the next Board pack.
- The rent payments are being made on time
- Janelle has communicated information regarding Excel Kids via the newsletter
- The Board Self Review has been completed
- Sheree clarified the engineer's cost for each stage of the pool via email - \$4,600 for Stage 2 (as quoted). This will also include specs so Sheree can get quotes. Stage 3 is not required now as the issues aren't structural. The cost of repairs is approximately \$40,000.
- Sheree clarified the wording in the Swimming Pool Policy about the Board's responsibility (refer to School Docs above)
- WISES checked the insulation at the school flats – still waiting on the report
- The rental agreement for flat 9A has been completed
- Power tools have been purchased from the Stihl Shop – the engine was purchased as well as a line trimmer, hedge trimmer and pole saw attachments for \$1646.50. This included a \$530 discount.
- Sheree to forward a personal blurb and photo to Janelle for the newsletter by Monday 1 April
- Clarissa will set up an email address for David

Correspondence:

Inwards

- Education Gazette: 26 February, 11 March
- Visa statement – February
- TSB February 2019 bank statement
- STA News – March 2019

BOT Emails (filed)

Nil

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence tabled

February Financial Management Report Summary

Kay to add in emails when they are from MOE or a company.

Ministry BOT tracking sheet completed for February.

Agenda Items for next meeting:

- Swimming Pool
- Flat insulation (Sheree)
- Van Policies (Janelle)
- BOT Code of Conduct
- Term 1 Policies

PTA Meeting:

Wednesday 21 April 7pm – Sheree will attend

Next meeting: Thursday 11 April 7 pm (Apologies: Mesina)

Meeting closed: 8:05pm