

**Normanby School Board of Trustees Meeting
23 May 2019**

Signed _____

Dated _____

Meeting commenced: 6:02pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Rachel Augustine, Shane Poingdestre, Sheree Ogle, Mesina Fabish, Clarissa Dravitzki (Staff Rep), Kay LePine (Minute Secretary), Angelika Fowlie (visitor), Gina Thompson (Property Manager from Opus)

Apologies:

Declaration of Conflict of Interest/Pecuniary interest:

Nil

Janelle explained that Gina, Mike and herself met on Monday to go over the tender documents from three companies. The three of them each scaled the tenders 1 – 10 (prior to seeing the price). They then looked at the quotes and had a further discussion. The costings were much more expensive than expected.

All three companies are capable and have the capacity to do the work however two firms were above average. They had better health and safety processes and more resources to be able to meet the deadline. One tenderer was very brief. They then looked at the quotes and all three were in a couple of thousand of each other and came in at over \$100,000. If we do decide to go ahead Gina would need to seek a procurement exemption as it should have gone out to the open market due to it being over \$100,000. Gina would seek permission from the Ministry for the exemption.

\$123,545 was the lowest price (which included the two doors) + an extra \$4,000 to make it an \$8,000 contingency (in case of asbestos), totalling \$127,545. Janelle will find out from AECOM if there are any asbestos reports from work Livingston's have completed. These would need to be listed on our Hazard Register.

We have \$54,516 available in 5YA which leaves a shortfall of \$73,029.

Gina presented a range of options to reduce the scope of work to reduce the price:

	Savings	BOT Contribution
1. Delete new bi-fold doors and deck	-\$18,850	\$54,179
2. Delete teaching wall	-\$7,600	\$65,429
3. Delete Autex upgrade	-\$11,700	\$61,329
4. Delete all three	-\$38,150	\$34,879
5. Delete teaching wall & Autex upgrade	-\$19,300	\$53,729
6. Don't go ahead with project at this stage		

We need to seek Ministry approval if we do go ahead. Infrastructure is a priority, then classroom refurbishment.

Our next round of funding is due in 2021 – about \$200,000. Additional funding will also be available then for learning environments. It would be the same amount again as the 5YA, capped at \$200,000.

The Ministry need to approve the use of any Board funds. This would push the start date out as it can take up to 4 – 6 weeks for approval so we may need to rethink the timeline.

Gina left the meeting at 6:37pm.

The Board viewed the classrooms.

Play based learning is in the Strategic Plan. We need to look at the Strategic Plan and the budget and then set our priorities.

Our external painting is not too bad at the moment, this will be due in 2020. By the end of 2019 we need \$95,000 set aside for painting and an extra \$100,000 in reserve as well. The swimming pool is not a priority compared to learning spaces.

Janelle suggested everyone voice their preference. Options included:

- Leave the doors out – do those at a later time – this takes off \$18,850. However it would cost more to do them at a later date, possibly half as much again.
- We need a list of what needs doing in the next 5 years and make a plan and timeframe which is prioritized. (Janelle will try and do this for the next meeting).
- Do the whole thing if the budget allows
- Leave out option 2 and 3 i.e. no teaching wall or Autex but get the doors done (a saving of \$19,300)

Janelle suggested corresponding by Google doc before the next meeting. Clarissa will set up a BOT Google drive. The owner/administrator of the drive would be admin@normanby.school.nz

Reviews

Governance Review:

BOT Self review

Included in Principal's Report

Special Topics:

Swimming Pool

No update. Hugh is not keeping to the schedule. Sheree will email Hugh and cc the Board in. Any replies will go to the full Board.

Flat Insulation

Wise's recommend insulpro - each flat would cost \$1771.

Moved that we give WISES the go ahead to do the insulation at the school flats. S. Ogle/J. Jones
The question was raised whether to sell the flats. We would need to get permission from the Ministry to sell them. The regulations have changed and the school would now get 100% from the sale. Janelle will find out the process.

Sheree will contact a real estate agent for an appraisal and what work they would recommend undertaking in preparation for selling.

BOT Election

In Principal's Report

Principal's Report

The roll is 157 compared to 160 this time last year.

NAG 1

Cohort Entry for new entrants – Latest Update

An Education Amendment Bill has been passed that states four year olds will no longer be able to start school as part of a school's cohort entry policy and there will be two cohort entry points per term (one at the beginning of each term, and one at the mid-point of each term). It will commence 1 January 2020. Janelle will check the policy that states children can't start at Normanby School until they are five years old.

Impact Coaching

Every teacher has a minimum of one full appraisal observation and one full video analysis with impact coaching per year. The less experienced teachers or those needing more support have more visits.

The lesson is analysed and the impact coach and teacher develop a shared understanding of how effective the teaching is based on the Relationship Based Learning Tool we have adopted. They then set goals to develop before the next visit.

NAG 2 & 2A

Board Self Review

Accountability

4. Janelle will get copies of Ka Hikitia for trustees.

6. All policies can be found on School Docs and can be viewed by staff, trustees and parents.

11. The analysis of variance is used to support the setting of goals and targets for the following year.

14. Does your board have a reporting to the board policy? The Principal's Report is used to report to the Board but a policy regarding this couldn't be found on School Docs.

Employer Role

8. All teachers are appraised annually. Last year Janelle chatted with support staff. This needs to be formalised. Janelle will set up an appraisal system for the learning assistants – are they meeting the job descriptors, set goals together etc.

School Docs

Term Two Policies Up for Review

Trustees are to read the Term Two policies up for review before the June meeting. Janelle included instructions on how to give feedback on School Docs and she will print the suggestions to bring to the meeting. There is a Policy Review form for those who don't have access to a computer.

Emergency Planning and Procedures are up for review. As well as our standard emergency procedures we need a reverse evacuation plan. Janelle will create one. It won't go on School Docs for security reasons. The Board thought we aren't in a zone that would be affected by a tsunami or eruption but Clarissa will check the maps to make sure.

Recommendations:

- Develop a reverse evacuation plan.
- Read and review policies up for review and give feedback via School Docs

NAG 3

BOT Elections

Three parent rep positions are up for election i.e. Sheree, Rachel and Shane as well as Clarissa as staff trustee.

NAG 4

Building Defects

Livingston's Project Manager wanted to meet Janelle on the day of the strike. Janelle told her she wouldn't be available and it has been rescheduled. Janelle will check with her about any Asbestos Reports.

The leak in the principal's office was repaired during the holidays. Since then two of the girl's toilets have continued to leak. Janelle has notified the project manager and the MOE property advisor.

10 / 5 Year Plan

Covered above

Property 101 Workshops

Janelle will attend and any Board members are welcome to attend.

Property Advisor Visit with Rachel Vickers

Janelle has met with Rachel Vickers our MOE Property Advisor. They walked around the school and Rachel pointed out aspects of the school buildings that need attention now in or in the near future. They also looked at the condition of the paint (interior and exterior) as we are due for cyclical painting in 2019/2020.

Rachel made the following points:

- Check that the risk/hazard register is up to date
- If the school flats were sold we would receive 100% of the net proceeds from the sale
- Rachel needs to be contacted if we intend to use board funds for a property project as she would need to seek Ministry approval
- If asbestos reports were issued during the work undertaken by Livingston's these should be listed on our Hazard Register.

Gutters

The gutters have now been cleaned. The job only took 45 minutes to complete so Janelle requested the invoice be reduced. They had to come back and do some gutters they had missed but overall they provided a very good service.

Recommendations:

- To install security cameras in time for the 2019/2020 Christmas holiday break
- To attend Property Workshop 101 if possible

NAG 5

Digital Technology and Cyber Safety

Assurance is given that the school holds copies of signed digital use agreements for all students.

Recommendation:

- Staff are to sign digital use agreements

NAG 6

School attendance

Assurance is given that student absences are correctly recorded, monitored and followed. Annual targets for student attendance are reported to the board.

SUE Reports

Assurance is given that the chairperson of the board has checked the processes and authorisations used to make payments to staff members, and particularly the payments made to the principal and others in the school with payroll responsibilities.

NZEI/PPTA Strike Day

This is being held on 29 May and the school will be closed for instruction. Support staff will work their normal hours.

Janelle will send out another letter to remind parents.

NZEI Support Staff Paid Union Meeting

Support staff will attend a paid union meeting on 19 June at 1:30pm at Hawera High School.

NAG 7

School Charter/Strategic Plan

The four goals were included in the Principal's Report.

Kahui Ako Update

They are now in the third process of advertising for a lead principal. They are opening up another option to include ex-principals or retired principals – the position could be undertaken on their own or shared with a current principal.

The three candidates who were interviewed last time can re-apply now that the role can be shared.

BOT Triennial Work Plan

Janelle will upload the 2018 Financial Statements to the Ministry portal by 31 May.
All other items for May have been completed.

Sheree commented that the Sports Report and Hub newsletter were well written. Janelle could include these in the newsletter. The Board appreciate the comprehensive Principal's Report.

Moved that the Principal's Report be accepted.

J. Jones/C. Dravitzki

Financial Report:

Moved that May accounts be passed for payment: \$12,211.75.

M. Fabish/C. Dravitzki

April VISA balance: \$690.64

Balance of accounts as at 30.04.19

BOT account: \$361,671.75

Investment account: \$86,000.00

As at 30 April 2019 we have spent 34% of what we had budgeted for the year compared to 33% of the calendar year gone.

Actual available funds as at 31 December 2018 were \$286,188

Budgeted available funds as at 31 December 2019 are \$224,423

Actual available funds as at 30 April 2019 are \$291,892

Budgeted available funds as 30 April 2019 are \$274,630

Moved that the Financial Report be accepted.

M. Fabish/S. Ogle

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/S. Ogle

Matters Arising:

Nil

Job Sheet:

- The Board of Trustees induction folder will be added to the BOT drive as a Google doc
- Janelle has written a letter regarding the ERO process
- Mesina will repair the door handles at the flat herself

- Clarissa will send Mesina's blurb to Janelle for next week's newsletter
- A Governance statement and delegations to the chair are included in the Trustee folder
- Blinds have been ordered for the LA room and Room 7
- Updated Code of Conduct to be signed once new trustees take office

Correspondence:

Inwards

- Education Gazette: 7 May, 20 May
- Visa statement - April
- TSB April 2019 bank statement
- March Financial Management Report
- April Financial Management Report
- STA News - April

BOT Emails (circulated to Full Board)

- NZSTA – 2019 School trustee triennial elections update
- NZEI – Notice of strike for teachers and principals on 29 May 2019

Board Correspondence Received (filed)

Nil

Outwards

Nil

Ministry BOT tracking sheet completed for April.

Agenda Items for next meeting:

- Swimming Pool

PTA Meeting:

Wednesday 12 June 7pm

Next meeting: Thursday 13 June 6pm

Angelika left the meeting at 8:31pm.

In-committee: 8:32pm
 Out of committee: 8:48pm
 Resolution: The Board were updated on staffing.

In-committee: 8:48pm
 Out of committee: 8:52pm
 Resolution: The Board agreed to adjust the budget to reflect an increased deficit from the staffing decisions made in 2018 for 2019.

Meeting closed: 8:52pm