

**Normanby School Board of Trustees Meeting
29 July 2019**

Signed _____

Dated _____

Meeting commenced: 6:30pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Sheree Ogle, Vicki Roberts, Angelika Fowlie, Tash Campbell (nee Gibson) (Staff Rep), Kay LePine (Minute Secretary)

Apologies: Mesina Fabish

Maz welcomed the new Trustees to their first Board meeting.

Declaration of Conflict of Interest/Pecuniary interest:

Vicki Roberts – letter from Normanby Okaiawa Knights

Reviews

Governance Review:

BOT Self Review

We will spend 10 – 15 minutes each meeting covering various topics.

The NZSTA Governance Workshop is being held next Monday which the Board will attend.

Code of Conduct

The updated BOT Code of Conduct was signed by all trustees present.

No. 15 has been added – the Board Chair liaises with media if required or delegates the authority to the principal.

Janelle will have the Code of Conduct added to School Docs.

Vote for Chair

Maz nominated by Sheree. Seconded by Vicki. Passed unanimously.

Vote for Treasurer

Mesina nominated by Sheree. Seconded by Tash. Passed unanimously.

Maz will email her to see if she will accept the position, as she is currently overseas.

Special Topics:

Swimming Pool

Sheree gave the new trustees background to the pool.

It's on Ministry land and the community raised money to have it built 30 years ago. The school pay for all the running costs. It has nothing to do with the STDC. It's full of cracks and has been repaired before. The pool is now leaking. It wasn't feasible to operate it as it is so it had to be shut. Another option is take the students into Hawera for lessons. (We would get about 50 years of lessons for the cost of repairing and upgrading the pool). It will cost approximately \$100,000 to repair the pool as well as an additional \$100,000 for heating, upgrading the facilities, grounds etc. If the pool is open to public the water has to be tested three times per day and the grounds checked. (The person who tests the water has to be trained). The community would like to have it open. The Board is accountable if anything goes wrong at the pool during school hours.

We have spent \$12,000 on engineer's reports so far.

The repairs require scraping off the coating, filling the cracks with glue and mesh plaster, replastering and repainting. The materials used need to be suitable for a commercial pool.

Sheree will get three quotes to have the repairs done.

We have had a letter from the STDC about an inspection for water metering and backflow prevention for the school pool. Sheree will notify the council that our pool is closed.

Flat Insulation

This will be installed on Friday 16 August. Sheree has informed the tenants and this day suits them.

Other compliances are coming up next year such as extractor fans for the bathroom and kitchen.

Change of Cheque Signatories

Remove previous staff trustee, Clarissa Dravitzki as a cheque signatory.

Natasha Campbell (nee Gibson) will be the new signatory. Her identification is all still in her maiden name of Natasha Gibson.

The three cheque signatories will now be Janelle Jones, Maz Prince and Natasha Campbell (Gibson).

J. Jones/M. Prince

Principal's Report

The roll is 162 compared to 161 this time last year.

NAG 1

Mid-Year Student Achievement Data

The data is based on OTJ's, which the teachers make based on a minimum of three pieces of evidence.

Targets were set from last year's end of year data.

Maths – Currently 73% of students are achieving at or above the required National Curriculum level.

Y4 to Y6 41% were below expectation at the beginning of the year and the target for the end of the year is 20%.

The Y1 and 2 data is used to identify students who are 'at risk'.

Reading – Currently 75% of students are achieving at or above the required National Curriculum level.

Some classes have moved on more than others, but it depends on the cohort. (some cohorts are lower than others).

The Management Team look at how teachers can be supported to teach effectively.

Year 3 – over 50% are below but this is a very low cohort and we knew this from 2018 as a Y2 cohort.

Writing – Currently 60% of students are achieving at or above the required National Curriculum level.

Writing is very low and has been in the past. We are constantly working on it.

At our school the data doesn't differentiate between Maori and non-Maori students.

Staff will look at the data on Wednesday and will ask the question, 'Now what?'

What are we doing well, what do we need to do more of and where do we need to put our resourcing?

NAG 2 & 2A

Learning Conference Attendance

The attendance rate was 82.17% overall. Our goal is 100%. Teachers will follow up with all those who didn't attend – some will meet on another day and some will have a phone conference. Next time they will be held on a Thursday as it's a very long day for teachers (9am – 8pm).

Parent Survey

In the near future Janelle will send out a survey to all families and she asked the Board for ideas on what to include. One topic will be feedback on the learning conferences. It was suggested the survey be put on-line as well.

School Docs

Janelle included the instructions on how to use School Docs for the new trustees. Reviewing the policies are the responsibility of the whole Board. Feedback can be submitted on-line through the School Docs website.

Recommendations:

- Read and review all policies listed as up for review on School Docs
- Give ideas for the parent survey to Janelle

NAG 3

NZSTA & MOE Workshops

Governance Essentials workshop is being held at Hawera High School at 7pm on Monday 5 August. Janelle recommended this workshop which teaches trustees what their role is.

BOT Induction and Training

Maz and Janelle met with the new trustees in the holidays for an induction. The induction folder has been updated and everyone now has a folder and a copy of the new NZSTA Trusteeship Booklet. Online training is available.

Recommendations:

- To attend NZSTA and MOE workshops when you are able
- Read the Trusteeship Booklet

NAG 4

School Flats

Both flats are now tenanted. It was a very time consuming job for Janelle to find suitable tenants.

Janelle arranged for the caretaker to do some maintenance at the flats – waterblasting the exterior and pathways, new letterboxes and a new lock on one of the doors.

Mills & Gibbon First National provided a market appraisal of \$255,000 - \$265,000 for the school flats. The school would get 100% from the sale, however this would have to be spent on our buildings. The process can take up to two years.

School Donations

The government will give \$150 per student instead of school's asking for school fees. Schools can still charge for camps. Janelle recommends that we opt in as it would mean a lot more money for the school. We received \$2,500 in 2018, however under the new scheme we would receive approximately \$24,000. The scheme starts in 2020.

Refurbishment of Rooms 5 & 6

We are still waiting on the Ministry to approve the school spending over \$100,000 on this project.

Security Cameras

It will cost between \$10,000 - \$12,000 to do it properly. We need to make a decision by about October/November so they can be installed ready for the summer holidays.

A suggestion was made to compile a database of people in the community who would be happy to do a check around the school after hours.

Consideration for 2020 Budget

Janelle saw an example of playground markings at the NZ Principals Conference. She recommends the Silver Package from EduMarking Playground Markings if the money is available (\$13,700 + GST).

Zodiac Signs repainted our markings last year but they are already starting to look shabby, faded and cracked. It was also noted that the painted areas are very slippery in the wet. Sheree will contact Zodiac signs to discuss.

NAG 5

Nil

NAG 6

School Recapitation

Year 6 parents are looking for alternatives. Matapu is now full for next year. The turnaround for a school to be approved for recapitation is usually 18 months but it could be done quicker than this.

We have to take into consideration:

- Community consultation
- Available space
- Available staff
- What impact it will have on other schools

Initially if it was approved by the MOE, in the first year we would have a combined Year 6/7 class. From then on the Year 7's and 8's would stay as a group. We can provide a technology programme here or send them to the Intermediate. We would join other schools for sports.

Moved that we start the process towards recapitation.

J. Jones/Approved unanimously.

Term Two Attendance Analysis

We have a school target of 95% and above attendance. In Term Two our overall attendance rate was 90.99% compared to 93.6% in Term One. Janelle provided attendance data to the Board comparing classrooms, ethnicities and genders.

Term Dates for 2020

Janelle proposed term dates for 2020. We must be open 384 half days in 2020 as required by the Ministry.

Start date – Monday 3 February 2020 (Five Teacher Only Days 27 – 31 January)

End date – Tuesday 15 December 2020

TOD for Term 4 2019

The government has allowed eight TOD's over the next three years, 2019 – 2021, as part of the Teacher Collective Agreement.

Janelle would like to hold the first one on Friday 15 November – this will be used for assessment and moderation professional development. She has also allocated a further four:

- Friday 3 April 2020
- Friday 29 May 2020
- Friday 14 August 2020
- Friday 13 November 2020

Audited Accounts

Silk Auditors brought two findings to our attention following their audit:

Payment Process

"The person who recorded the payment in the account system (Education Services) appears to be the person who independently reviews the payment process.

The payment process should be reviewed by an individual who is independent of the payment process, typically a staff member for BOT member.”

Janelle commented that we follow this process (we may have answered the question incorrectly in the questionnaire). Mesina reviews the payment process independently of the office manager, principal and Education Services.

Cheque Signatories

Silks recommended that both cheque signatories should review the invoice before signing the cheque to ensure the cheque details match the supporting documentation and that the invoice itself has been approved for payment. Janelle said we will follow up on this recommendation in our future accounting practices.

Other suggestions included:

- Approach budgeting for a loss with caution
- Credit card statements to be independently reviewed by a BOT member.
- Take care that camps don't run at a loss

Recommendation:

- The BOT approves TOD for Friday 15 November 2019
- The BOT approves the term dates and TOD's for 2020

NAG 7

School Charter

This has been updated by Janelle.

BOT Triennial Work Plan

This was outlined for the next three months.

PTA

The Quiz Night was fantastic with 17 teams participating.

Moved that the Principal's Report be accepted.

J. Jones/A. Fowlie

Financial Report:

Accounts for payment passed by email: \$6,532.59

June VISA balance: \$1,101.19

Balance of accounts as at 30.06.19

BOT account:	\$350,188.59
Investment account:	\$86,000.00

As at 30 June 2018 we have spent 51% of what we had budgeted for the year compared to 50% 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 \$168,423

Actual available funds as at 30 June 2019 are \$287,658
Budgeted available funds 30 June 2019 are \$236,624

The new collective agreement for teachers included a \$1500 one off payment. However some of it is coming out of our budget e.g. for relievers (on a pro-rata basis) as well as Board funded teachers – a total of \$4,320.

Moved that the Financial Report be accepted.

M. Prince/T. Campbell

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/S. Ogle

Matters Arising:

Nil

Job Sheet:

- BOT Induction folder has been updated
- Social media and emails have been added to the Board Code of Ethics and all trustees have signed a copy
- All staff have signed a Digital Use Agreement

Correspondence:

Inwards

- Education Gazette: 17 June, 1 July, 22 July
- Visa statement - June
- TSB June 2019 bank statement
- June Financial Management Report
- STA News – June, July
- Letter from Normanby/Okaiawa Knights
- Hugh Barnes – Swimming Pool Report

BOT Emails (circulated to Full Board)

- Mills Gibbon First National – Market appraisal of 9a and 9b Atkinson Street
- Sheree Ogle – PTA Meeting Report
- Principals Collective Agreement and Notice of Strike
- WISE Better Homes – Friday 16 August for installation of insulation at school flats
- NZSTA – Knowledge Hub
- School Docs – Term 3 email

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

Nil

Ministry BOT tracking sheet completed for June and July.

Agenda Items for next meeting:

- Swimming Pool
- School Flats

PTA Meeting:

Wednesday 14 August 7pm – Angelika will attend

Next meeting: Thursday 22 August 6:30pm

Vicki left the meeting at 9:08pm.

We have received a letter from the Normanby/Okaiawa Knights Rugby League Club requesting the use of the two school vans.

Following a discussion and checking school policies, the request was declined unanimously. Maz will write a letter of reply and give it to Vicki.

Meeting closed: 9:16pm