


**Normanby School Board of Trustees Meeting
22 August 2019**

Signed



Dated

19/9/19

Meeting commenced: 6:34pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Sheree Ogle, Vicki Roberts, Angelika Fowlie, Kay LePine (Minute Secretary)

Apologies: Tash Campbell, Mesina Fabish

Declaration of Conflict of Interest/Pecuniary interest:

Nil

In-committee: 6:35pm

Out of committee: 6:39pm

Resolution: The resignation is accepted.

In-committee: 6:39pm

Out of committee: 6:45pm

Resolution: Janelle to put together possible staffing scenarios and costs for 2020.

In-committee: 6:45pm

Out of committee: 6:58pm

Resolution: Janelle is to have a discussion with key staff members to look at alternate programmes for 2020.

In-committee: 6:58pm

Out of committee: 7:28pm

Resolution: Janelle to seek an understanding of what would happen if the person resigned from the AST position part way through their contract. The application would have conditions imposed which would benefit Normanby School and students.

In-committee: 7:28pm

Out of committee: 7:41pm

Resolution: Board members to check policies and procedures in the first instance.

Reviews

Governance Review:

BOT Self Review

The Board attended the NZSTA Governance Essentials workshop which was very worthwhile.

Special Topics:

Swimming Pool

Sheree has sent out tender packs to three approved applicators – one local and two in New Plymouth. They are due back by 13th September.

Principal's Report

The roll is 164 compared to 163 this time last year.

NAG 1

Year 6 Camp

Janelle reported that it has been much harder this year to get support from parents for fundraising as well as offers to go on camp. Tina and Tash will be the teachers on camp but we are still short of two parents. One family has indicated that their child will be unable to attend due to finances. Janelle will make a request for sponsorship in the newsletter or possibly apply for funding through an iwi.

NAG 2 & 2A

Parent Survey

Janelle asked the Board to email her any suggestions for survey questions.

Recapititation

Maz and Janelle have just attended a meeting with the Ministry to discuss the process for recapititation.

We need to sell our application to the Ministry before they will consider it. It's very rare for a primary school to be recapitated. Our case needs to answer any doubts and address why we want to have a Year 7 and 8 class. One thing in our favour is that we have had generations of families attend this school.

We have to remember that from the Ministry's point of view we are a very tiny school in the big scheme of things.

Some things going against us are:

- Property – one spare classroom is not enough and we would be competing with schools from all over New Zealand for a share of the funding for another classroom.
- The current building situation with the intermediate i.e. where are they at with rebuilding
- Some queries surrounding our use of school vans (see below)

Looking at the big picture, we should all be working together to do what is best for all our Y7 and 8's and have a shared vision that everyone is working towards.

The application is a massive amount of work, including addressing technology programmes and the curriculum. The application would be due in April.

Move that recapititation stays on our agenda to discuss at the next meeting. J. Jones/M. Prince

At the meeting with the Ministry they clarified that we are providing a transport service. During school hours we have correct procedures in place, however travelling to someone's house before and after school hours means we are not currently covered by our policies and procedures and possibly our insurance.

To rectify this situation someone on the Board needs to obtain a Transport Operators Licence. Vicki could be interested depending on what is involved.

Move that Janelle and Vicki liaise to investigate what a Transport Operators Licence involves.

J. Jones/M. Prince

Strategic Plan/Charter for 2020

NZSTA are hosting a Strategic Planning and Review Meeting in Hawera on Thursday 24 October. To enable the Board to attend, the monthly meeting has been rescheduled to Thursday 17 October.

School Docs

Sheree and Vicki have reviewed the term three policies on School Docs giving feedback that they thought no changes were required.

NAG 3

Staffing

Discussed in-committee

NZSTA Workshops

Refer above

Principal Appraisal

Nadia Ballantine from ED Lead Consulting is carrying out the principal's appraisal in 2020.

NAG 4

Room 5 and 6 Refurbishment

Pepper Construction will be undertaking the project and have given us a start date of Monday 2 September.

Police vets are being done now and Janelle has put them through as urgent. We have received a letter from Pepper Construction confirming that all employees and sub-contractors who will be working on-site have been police vetted. The construction area will be completely separated from the rest of the school.

Janelle has a meeting at 1:30pm on Wednesday 28 August with Gina and Pepper Construction's foreman. Any safety issues will be addressed then.

The Board agree that the R5 & 6 refurbishment contractors can be managed in such a way that our children can be kept safe and give approval for the project to begin on September 2.

J. Jones/V. Roberts

Moved that Rachel Augustine be removed as a cheque signatory.

J. Jones/S. Ogle

We need the treasurer, once appointed, to check the office bankings i.e. receipts/receipt schedule/deposit book/bank statement etc. This is a requirement of the auditors.

NAG 5

Building Warrant of Fitness

Two items needed to be rectified – fire wall protection in the boiler room and a new emergency light outside Room 8. These have been completed and our new Building Warrant of Fitness has been issued.

NAG 6

The calendar for 2020 that Janelle proposed at the last meeting was incorrect – school will now finish for the year on Wednesday 16 December 2020 to ensure we are open for the mandatory MOE requirements.

Moved that the term dates and TOD's for 2020 be approved

Jones/M. Prince

NAG 7

School Charter

Janelle has updated this for August.

Analysis of Variance

Nil

Kahui Ako Update

Nil

BOT Triennial Work Plan

The items listed on the Work Plan for July, August and September are scheduled to be completed by the end of term 3.

Moved that the Principal's Report be accepted.

J. Jones/A. Fowlie

Financial Report:

Accounts for payment: \$8,052.78

July VISA balance: \$2,339.02

Balance of accounts as at 31.07.19

BOT account: \$350,188.59

Investment account: \$86,000.00

As at 31 July 2019 we have spent 59% of what we had budgeted for the year compared to 58% 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 31 July 2019 are \$281,216

Budgeted available funds 31 July 2019 are \$225,257

Janelle reported that the PD budget is on track.

Moved that the Financial Report be accepted.

M. Prince/S. Ogle

Maz called for nominations for the position of Treasurer:

Angelika Fowlie nominated by Maz Prince. Seconded by Vicki Roberts.

There being no further nominations Angelika was appointed as Treasurer.

PTA

Angelika attended the last PTA meeting and reported that a \$1600 profit was made from the Quiz Night.

The PTA were able to obtain free sand for the new sandpit which cost \$1,900 to build.

A portable toilet will be hired for the cross-country and the PTA will run a sausage sizzle on the day.

A Parent Information evening is being held on 4 September. Someone from the PTA will speak and Maz will speak on behalf of the Board. Sheree will be a back-up.

They are holding a disco on Friday 23 August and are still looking for helpers. Maz offered to help.

Their next meeting is to be held at 7pm on 11 September. Angelika will attend.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/S. Ogle

Matters Arising:

- The installation of insulation at the flats has been postponed until 17th September. This has been confirmed with the tenants.
- Following the teachers looking at the data Jude is going into some classrooms to observe and assist.

Job Sheet:

- Janelle will try Livingston's again for the Asbestos Report and cc MOE.
- Sheree informed the STDC that our pool is currently closed.
- Sheree spoke to Cameron at Zodiac Signs about the playground markings and he will come and have a look.

Correspondence:

Inwards

- Education Gazette: 5 August, 19 August
- Visa statement - July
- TSB July 2019 bank statement
- July Financial Management Report

BOT Emails (circulated to Full Board)

- NZEI – notification of Paid Union Meetings for Primary Principals (to Chair)
- Sheree – call to STDC re water meter and backflow prevention
- Sheree – call to Zodiac Signs re paintwork on concrete
- NZSTA – seminar for Taranaki schools
- MOE – allocation of Learning Support Coordinators (to Principal, Chair)
- NZSTA – Membership Matters
- Janelle – start date for R5 & 6 refurbishment, police vet for contractors
- Sheree – postponement of installation of insulation at flats
- NZSTA – Knowledge Hub
- Janelle – Meeting with MOE 22 August to discuss recapitation

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

Nil

Ministry BOT tracking sheet completed for August.

Agenda Items for next meeting:

- Swimming Pool
- Recapitation
-

PTA Meeting: 7pm Wednesday 11 September

Next meeting: 6:30pm Thursday 19 September

Meeting closed: 9:22pm

