

**Normanby School Board of Trustees Meeting
19 September 2019**

Signed ML

Dated 17/09/19

Meeting commenced: 6:34pm

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

Apologies: Sheree Ogle

Declaration of Conflict of Interest/Pecuniary interest:

Nil

In-committee: 6:34pm
Out of committee: 6:40pm
Resolution: Ed Chats have been held with all staff.

In-committee: 6:40pm
Out of committee: 6:41pm
Resolution: BOT informed about the complex situations requiring specialised support for many of our more vulnerable students.

In-committee: 6:41pm
Out of committee: 6:42pm
Resolution: Request to hire the hall approved.

In-committee: 6:42pm
Out of committee: 6:46pm
Resolution: Request for leave without pay approved.

In-committee: 6:46pm
Out of committee: 6:53pm
Resolution: LA staffing to be increased for 2020.

In-committee: 6:53pm
Out of committee: 6:57pm
Resolution: The Board were informed of the caretaker's resignation.

In-committee: 6:57pm
Out of committee: 7:00pm
Resolution: Use of the van approved.

In-committee: 7:00pm
Out of committee: 7:05pm
Resolution: Arrangements for staffing in Room 5 & 6 next year were discussed.

In-committee: 7:05pm
Out of committee: 7:12pm
Resolution: Alternative reading assistance programmes to be introduced in 2020 instead of Reading Recovery.

In-committee: 7:12pm
Out of committee: 8:01pm
Resolution: The Board agreed to a fixed term (3 days per week) position for 2020 with a minimum of 0.6 per week.

In-committee: 8:01pm
Out of committee: 8:15pm
Resolution: Vandalism and security issues were discussed.

Reviews

Governance Review:

BOT Self Review

Janelle and Maz attended the Effective Chair workshop. They learnt about the Official Information Act and how we need to take more care with what we include in our minutes as they are a public document. In-committee minutes can also be requested under the OIA.

Special Topics:

Swimming Pool

Sheree has contacted the contractors as we didn't receive any tenders. One tenderer had been having problems with his emails and another wasn't aware the tender submission date had lapsed. Sheree has extended the tender submission time another four weeks and resent all the information.

Kay had a call from the STDC to say we hadn't contacted them regarding their letter about an inspection for water metering and backflow prevention for the school pool. Kay informed them that Sheree had called the Council to say our pool is currently closed. They said someone would call in to do a check but they couldn't provide a timeframe.

School Flats

The insulation at the school flats has been completed.

Principal's Report

The roll is 165 compared to 163 this time last year.

NAG 1

EOTC

We now have enough parents attending the Year 6 camp. As Tina Ryan will be on sick leave that week, Cameron will attend with Tash.

We intend to review our camps as it's been quite hard to get support for this year's Wellington camp.

Art Week

The theme this year is Recycling. The art work will be on display in the hall on Family Fun Day which is now being held on Wednesday 30 October.

Paddy Manu Junior Awards

Our school rugby/league team was nominated for the Junior Team of the Year at the awards held on Saturday 31 August. Although they were not successful the school were very proud of their

efforts. Unfortunately our team was missed off the powerpoint. One of the trustees came in the following Monday morning to apologise and gave the school a \$100 donation.

Touch Rugby

This year we have 80 children playing touch (8 teams). This is the biggest contingency ever, half of our school roll. We don't have enough tops and had to use basketball singlets as well. The shirts are starting to look rough and it will be a priority to apply for funding for the purchase of new tops in 2020. The bond system is working well and all sports uniforms are being returned.

A staff member will attend the games each week.

Roald Dahl Quiz

Four children represented the school at the Quiz held at the Hawera Library on 13 September.

Lions Speech Competition

This was held on 12 September. Tiama won second place and we also won the trophy for the highest scoring school overall.

Drama Performances

Two drama groups performed at the Hawera Memorial Theatre last night. Clarissa and Kat have been working with the groups and were very pleased with their performances.

School Roll

Our school roll continues to increase and Janelle has applied for extra staffing entitlement through MOE resourcing. This allows for extra staffing for Matariki Hub where the numbers are building.

NAG 2 & 2A

Parent Survey

Janelle should have this completed during the holidays, ready to send out at the beginning of term 4. We will offer prizes and have draws to encourage parents to complete the survey.

Strategic Plan/Charter for 2020

Janelle reminded the Board to register for the NZSTA Strategic Planning and Review Meeting to be held in Hawera on Thursday 24 October.

School Docs

Janelle hasn't received any comments or changes regarding the Term 3 policies that are up for review – Performance Management and Health, Safety, and Welfare Policy.

NAG 3

Performance Management

Janelle gave assurance to the BOT that we have a robust appraisal system and process in place for all Normanby School staff. It's an annual cycle of appraisal meetings, including observations, feedback, self-review and appraisal reports.

NAG 4

Refurbishment of Room 5/6

Janelle took the trustees for a walk-through of Rooms 5 & 6 to show them the progress to date. The project is currently ahead of schedule. An unexpected extra cost was incurred when it was discovered that only one small portion of the walls was gibbed. To carry out the extra gibbing cost approximately \$3,500. Custom shelving is being made at a cost of about \$3,000. The stacker doors have been put on hold (a saving of approximately \$17,000) as they were going to have to be much smaller than originally thought. These will now be installed at a later date when the decking between Rooms 5, 6, 7 & 8 is completed.

Vandalism

Covered in-committee.

Janelle and Maz will meet with Obertech to discuss security cameras. These have not been budgeted for but it is very important that we get them installed prior to the summer holidays. The cost will be approximately \$10,000. We will also get other quotes for the same specifications so they are comparable.

It will make it much easier for the police to act upon any complaints once we have them installed.

Sun Shades

Dobson's are putting our sun shades up on 1 October.

We are also getting quotes for a new shade cloth for the Puanga eating area so this can be added to the 2020 budget.

NAG 5

Term Three Sickness

Several staff and children have been quite unwell this term with a nasty virus. Unfortunately there are no relievers available in our area so Janelle has been relying on Cameron, Amber and Janene to cover all absences.

Risk Management Assurance

Janelle assured the Board that we have a Risk Management Process in place:

- Hazards have been identified
- Risks have been eliminated as far as reasonably practicable
- Risks have been minimised as far as reasonably practicable if it's not possible to eliminate them

Safety Management Systems

Janelle assured the Board that Safety Management systems are in place and we comply with our health and safety obligations.

Assurances were given that:

- Evacuation procedures have been practised and reviewed regularly
- The emergency kit is up-to-date and fully stocked
- Emergency contacts are current
- All staff know the emergency procedures and the location of printed copies and the emergency kit

Surrender and Retention of Property and Searches

Assurance was given that the school:

- Makes its community aware of which items are prohibited at school and the consequences of bringing such an item to school
- Has guidelines around the surrender and retention of property, including digital devices, and the searching of students
- Ensures that all staff members understand the guidelines and their authority to act within them
- Ensures that searches are conducted according to the school guidelines and only by authorised staff members and keeps a written record of searches.

NAG 6

School Donations

Janelle recommended we opt in to the donations scheme as we would get significantly more money (\$150/student). We wouldn't charge for curriculum related events e.g. local field trips, sports trips, performances. The income from the scheme would be a separate budget item. We can still ask for payments for camps as they are an optional activity. There is the option to opt out after a year.

Moved that we opt in to the MOE donations scheme.

J. Jones/Agreed unanimously.

Physical Restraint Assurance

Janelle gave assurance to the Board that procedures are in place for managing student behaviour and guidelines around the care and management of students.

NAG 7

School Charter

Updated by Janelle.

- Clarissa (TIC Digital Technology) will be attending the ULearn conference in Rotorua in the school holidays and will pass new learning on to staff
- We have been successful in our funding request for the PB4L school wide programme starting 2020. We will receive \$10,000 in 2020 to cover relievers and resources.
- Janelle has applied for the funding of a MST (Maths Support Teacher) position at Normanby School for 2020. This position would be covered by a current staff member.

BOT Triennial Work Plan

- Consultation on Health Education – this will be included in the survey
- Swimming Pool Assurance – on hold until the pool situation is resolved

School Management System

Janelle is looking at two options - Etap and Linc.Ed. She will compare prices.

Moved her Principal's Report be accepted.

J. Jones/T. Campbell

Financial Report:

At the August meeting the Accounts for Payment were passed for a total of \$8,052.78. However the following changes were made:

- Payment to Office Max for \$2.24 was changed to \$13.44 (6 books purchased, not 1)
- Two payments to STDC of \$169.90 and \$783.70 for rates were removed to avoid the penalty for late payment. These were paid by cheque instead.

Due to these changes the amended total for payment was \$7,110.38.

Accounts for payment: \$8721.33

Moved that the accounts be passed for payment

A. Fowlie/M. Prince

August VISA balance: \$505.82

Balance of accounts as at 31.08.19

BOT account: \$337,413.99

Investment account: \$86,000.00

As at 31 August 2019 we have spent 64% of what we had budgeted for the year compared to 67% of the calendar year gone. We are tracking well.

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 August 2019 are \$291,918

Budgeted available funds 31 August 2019 are \$213,890

Vicki will take a signed copy of the August minutes to the TSB to have Rachel Augustine removed as a cheque signatory.

Janelle will provide information about the 2020 budget over the next two meetings.

Moved that her Treasurer's Report be accepted.

A. Fowlie/M. Prince

PTA
Angelika reported there was a good turnout at the last meeting - 11 people attended including two new parents.

- A budget is to be set for 2020
- Help is needed with the Family Fun Day
- \$1080 profit was made from the licorise
- \$550 profit from the disco

Casual Vacancy

We need to place an advertisement in The Star stating that unless 10% or more of eligible voters request a by-election within 28 days of the ad being published that the Board will fill the vacancy by selection. Kay will arrange to have the ad published on 26 September.

The 28 days will take us through to the 23 October so a new trustee could start at the November meeting. A prospective trustee could still attend the October meeting to observe.

Maz will contact NZSTA to check the process of filling a casual vacancy

Vicki will also contact a prospective candidate.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/J. Jones

Matters Arising:

Nil

Job Sheet:

- The complaints procedure was included with the newsletter. It was decided not to include it in the enrolment packs. Janelle will ask Clarissa to add it to the website as well as the BOT Code of Conduct.
- The Asbestos Report has been added to the Hazard Register
- A review of the evacuation drills has been completed
- Janelle has asked School Docs if it's necessary to add our BOT Code of Conduct, whether any other schools have done it and the cost involved.
- There is sponsorship for one Y6 child to attend camp if required
- Vicki will complete the application for the Transport Operators Licence online. She will consult with Janelle on anything she is unsure of. The cost for the licence is \$500.

Correspondence:

Inwards

- Education Gazette: 2 September
- Visa statement - August
- TSB August 2019 bank statement
- August Financial Management Report
- STA News - August

BOT Emails (circulated to Full Board)

- Janelle – police clearance for all personnel onsite during R5 & 6 refurbishment
- NZSTA – Membership Matters Newsletter
- NZSTA – Central West Region Newsletter
- MOE – Donations requirements for schools
- School Docs Advisory – Emergency Planning and Procedures
- Janelle – Amy appointed as AST (Across School Teacher) for Kahui Ako beginning January 2020 (3 days in Ngahere and 2 days as AST)

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

Nil

Ministry BOT tracking sheet completed for September.

Agenda Items for next meeting:

- Swimming Pool

PTA Meeting:

Wednesday 16 October 7pm – Vicki to attend

Next meeting: Thursday 17 October 6:30pm

Meeting closed: 9:30pm

