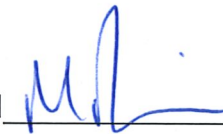


**Normanby School Board of Trustees Meeting
17 October 2019**

Signed 
Dated 21/11/19

Meeting commenced: 6:33pm

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

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest:
Nil

Visitor left the meeting at 6:34pm.

In-committee: 6:34pm
Out of committee: 6:36pm
Resolution: BOT updated on applications for teaching vacancy.

In-committee: 6:36pm
Out of committee: 6:38pm
Resolution: The BOT were informed of the results of the Police Vets of parents attending camp.

Visitor returned to the meeting at 6:38pm.

Reviews

Governance Review:

BOT Self Review

NZSTA Strategic Planning and Review Meeting in Hawera on Thursday 24 October at 7pm. All Board members are registered to attend.

NZSTA Governance Essentials 2 workshop at Hawera High School on Tuesday 12 November at 7pm.

The annual BOT/Staff Strategic Planning meeting and shared dinner is on Thursday 28 November from 5 – 7pm.

Special Topics:

Swimming Pool

Tenders close tomorrow.

We have received one quote from Armourshield Coatings for \$26,631.36 (GST inclusive).

Sheree will let them know we will take some time to consider their tender and she will inform the Board if anymore tenders come in tomorrow.

The next step would be Community Consultation, probably in March 2020. We could get professionals to come in and talk - possibly Jack from Armourshield. A Mediator could run the meeting, a community person?

The community would need to be informed about:

- The pros and cons of the project/the comparison to the costs of current lessons at Aquatic Centre

- That the Ministry have no financial input
- The different options available and the costs involved
- The need for fundraising
- The requirement to have the water tested three times a day if the pool is open to the public
- The BOT Strategic Plan

Post it notes could be used at the meeting for questions from the community.

The community need to be fully informed so they can make decisions about how much support they would need to give, what fundraising they would be prepared to do etc. The meeting will allow the Board to hear the community's voice.

We need to consider a full upgrade – toilets, fences, concreting, seating, shade, solar heating (top priority), filtration system, extra hot points. Sheree will get prices for the work. She will contact one builder who could get all the quotes required. The project could be about \$200,000 in total.

Sheree received an informative email from Jack at Amourshield about pool coatings. This will be kept on file for future reference.

Principal's Report

The roll is 168 compared to 168 this time last year.

NAG 1

Year 6 Camp

All parents attending camp have been police vetted and will attend a pre-camp meeting on 23 October. Tash and Cameron will be attending camp with 26 children and five parent helpers, 4 – 8 November. Two Year 6 children are not attending camp. One child doesn't want to go and Janelle has asked the other family to check if their child wants to go. If they do then the school will do what they can to support this family.

Review of Restorative Practice

Janelle reported on the review of Restorative Practice that was held with staff. Janelle was not involved in the discussion so there would be less likelihood of any bias.

Janelle asked the Board, *"Do our students, staff and whanau experience the following in our school: manaakitanga, whakawhanaungatanga, kindness, being listened to, have space to speak in important and learning conversations, are valued and respected, are able to collaborate in decision making for their lives and for the community?"*

The Board agreed that they did, and that is why we are here. However we always want to do better - we are on a journey. We need to take others (staff, students, parents, community) on the journey with us. Building a connection with iwi is something Janelle would like to focus on.

MOE Education System Vision and Long Term Objectives

Janelle reported on the government's proposals to re-shape the education sector.

Reports included in the Principal's Report

- Ulearn 2019 (Clarissa)
- Term 3 Sports (Clarissa)
- Matariki Hub Term 3 Review (Jude)
- Puanga Hub Term 3 Review (Tina)

Maz asked Janelle to thank Clarissa, Jude and Tina for their comprehensive reports on behalf of the Board.

Proposal for Reading Support in 2020

Jude and Janelle discussed alternative programmes to Reading Recovery for accelerating reading in 2020 and these were presented to the Board. The results gained from Reading Recovery weren't always sustained in the classroom and only reached about 8 students in a year.

Their recommendation was the Quick60 programme which would work with groups of five students. Sessions would run for 40 to 60 minutes and training can be done by video. Teachers will be trained as well learning assistants.

Implementing this programme would mean that we would need some extra BOT funded Learning Assistant hours for 2020 at a cost of approximately \$5,000 which would need to be included in the budget. This is considerably less than what the BOT funded for Reading Recovery. There would also be a cost to buy the resources for the programme but no quotes have been received as yet. The effectiveness of the programme would be reviewed at the end of 2020.

South Taranaki Kahui Ako

The Term 3 Panui was included in the Principal's Report.

Recommendations:

- That BOT fund extra Learning Assistants hours in 2020 to cater for the Quick 60 programme (at an approximate cost of \$5,000).

NAG 2 & 2A

Parent Survey

Janelle will email the survey to the BOT once it's completed. Janelle will have prize draws for completed surveys, give housepoints etc. to encourage children to get their parents to complete it.

School Docs

School Docs has released a "new look" dashboard and Janelle encourage the Board to familiarise themselves with this.

Term 4 policies to be reviewed are:

- Education Outside the Classroom
- Sun protection

Religious Instruction

Ministry guidelines require students to opt in instead of opting out of Religious Instruction. Janelle has emailed School Docs and instructed them to update our policy so it complies with these guidelines. The new wording will read, "Parents are required to give written consent for a student to attend the programme. Students without signed consents on file are deemed as non-consenting and cannot take part".

Recommendations:

- To read and review the EOTC and Sun Protection policies and give feedback if any changes are required at the November meeting. A discussion will need to be held around camps.

NAG 3

Staffing

The permanent Scale A position was advertised immediately after the last BOT meeting. Applications close at 4pm on 18 October.

It takes a lot of time and work to apply for funding and grants. Janelle suggested employing Adrienne Cooper for a few extra hours as required to work on funding applications.

Moved that we employ someone to help with compiling funding and grant applications as required.

J. Jones/unanimous

NAG 4

Refurbishment of Room 5/6

The project was mostly completed on 10 October allowing staff to shift in prior to the start of the term. New furniture was also delivered on 10 October.

We have three months before the final payment is due, in which to ensure all defects have been completed to a satisfactory standard. Most of these have been rectified already.

Vandalism

Vandalism has subsided since Janelle meet with parents in the community, police and Hawera Intermediate.

Budget for Learning Assistants for 2020

Currently our learning assistants are budgeted at a of cost \$100,000/annum. Janelle would like to see this increased to \$130,000 for 2020. We are making savings having no Reading Recovery programme in 2020.

Janelle will present a draft budget at the November meeting for the Board's consideration.

School Donations Scheme

Camps will need to be optional and not related to the curriculum for the school to be eligible for the \$150/student from the government. The camp to Raukawa would be curriculum based. We need to revise our camps for 2020.

Electrical Tagging Certification

Our electrical tagging certification has expired. Cameron will attend a course so he is able to do this. The course is being held in New Plymouth at a cost of approximately \$400. They will give different options for equipment to purchase so that Cameron can do the tagging.

Sun Shades

Last year we lost two sun shelters in a storm (they were already very worn/semi ripped) and these need to be replaced.

Janelle has approached Dobson's for a quote. Vicki will get two further quotes as three quotes are required.

Blocked Drain

We've had a blocked drain by the front entrance. Janelle got Evergreen Plumbers to come and unblock it. They had to use a waterblaster to clear it at a cost of \$300 + GST. They think we have a storm water drainage issue, however we will wait and monitor it.

Recommendations:

- To replace the sun shades that were destroyed in last year's storm.

NAG 5

Earthquake Drill

An earthquake drill was held today.

Wellness@School Tool Kit

This tool kit can be used to improve social wellbeing and relationships and to create a safer climate that deters aggressive and bullying behaviour. Janelle encouraged the Board to go on the website and have a look around with what it has to offer. This will fit in very well with the schools PB4L, Restorative Practice and RBL.

PKW call to the school

Kay received a call from PKW to inform the school they're planning to grow one hectare of industrial hemp as a trial in about a month's time. They were required to inform us as we are in a

5km radius of the proposed site which is on the corner of Mawhitiwhiti and Hastings Roads. We may get a call from the Police about it.

Internal Deadlocks

The caretaker is in the process of installing internal deadlocks in every classroom so that if we are required to go into lockdown, staff can lock classrooms safely from the inside, as opposed to the Principal walking around the school and locking doors from the outside.

Recommendation:

- The BOT considers using the Wellbeing@School tool kit in Term One 2020 to review and make any necessary improvements to guarantee there is social wellbeing and relationships for all, and to ensure we are creating a safe climate that deters aggressive and bullying behaviour.

NAG 6

Principal Appraisal

Janelle met with Nadia Ballantine from Ed Lead on 11 October for the second appraisal meeting. Nadia has interviewed middle managers and sent surveys to some staff and Trustees. The final appraisal meeting takes place on 3 December. Once the report has been completed it will be shared with the BOT chairperson.

NAG 7

BOT Triennial Work Plan

To be completed in November:

- Review of Annual Plan in preparation of the Charter
- School audit
- Analysis of Variance target data collated
- Numeracy & Literacy – including Class Targets
- 2020 Draft budget presented
- EOTC Policy reviewed
- Sun Protection Policy reviewed

Moved her Principal's Report be accepted.

J. Jones/A. Fowlie

Financial Report:

Accounts for payment: \$18,875.63

Moved that the accounts be passed for payment.

A. Fowlie/T. Campbell

September VISA balance: not received yet

Balance of accounts as at 30.09.19

BOT account: \$386,262.71

Investment account: \$86,000.00

As at 30 September 2019 we have spent 69% of what we had budgeted for the year compared to 75% 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 September 2019 are \$303,760

Budgeted available funds 30 September 2019 are \$202,523

A. Fowlie/S. Ogle

PTA

Vicki attended the last PTA meeting.

- A discussion was held about obtaining a cash flow card.
- They have a healthy bank account balance
- They will keep \$7,000 in the account at the end of the year to ensure committed projects are able to be fulfilled which leaves \$2,000 to spend for the remainder of the year
- Normanby PTA Account Two - \$5,000 is to be transferred to the school for a donation towards the running costs of the vans
- Jude proposed holding the PTA Treat Day in conjunction with the visit to Pioneer Village. The PTA are happy to subsidise the Pioneer Village trip but would still like to go ahead with the annual treat day as planned. The PTA will pay the \$10/child for the activities at the Village and parents will pay \$10/child for the bus.
- They are still considering ideas for a Treat Day
- They requested help from the Board with Family Fun Day – either with manpower on the day or baking something for the Cake Stall

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/ T. Campbell

Matters Arising:

Nil

Job Sheet:

- Janelle and Jude have set up an appraisal system for the LA's and these will be completed in Term 4
- The BOT Code of Conduct has been added to School Docs
- The previous cheque signatory has been removed from TSB Bank records
- Janelle to complete the remainder of the Transport Operators Licence application

Correspondence:

Inwards

- Education Gazette: 16 September, 14 October
- TSB September 2019 bank statement
- September Financial Management Report
- STA News - September

BOT Emails (circulated to Full Board)

- NZSTA – Governance Essentials 2 workshop in Hawera, 7 – 9pm Tuesday 12 November
- NZSTA – Membership Matters newsletter – 19 September & 27 September
- NZEI (to BOT Chair) – notification of Paid Union Meetings for support staff, Tuesday 22 October 10am or 1.30pm
- Jack Whitikia, Armourshield (to Sheree) - pool coatings
 - lack of hot points at pool
 - Quote for repairs to pool \$26,631.36 (incl GST)
- School Docs Advisory – launch of new dashboard

- NZSTA – Central West Region Newsletter
- School Docs – Religious Instruction update
- NZSTA – Knowledge Hub – Wellness@School Tool Kit

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

Nil

Ministry BOT tracking sheet completed for October.

Agenda Items for next meeting:

- Swimming Pool
- EOTC (camps)
- Draft budget
- Staffing

PTA Meeting:

Wednesday 13 November 7pm - Angelika will attend

Next meeting: Thursday 21 November 7:00pm – bring nibbles

Meeting closed: 8:21pm

The Board went to view the refurbishment of Rooms 5 & 6.

