

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

Signed _____

Dated 27/2/2020

Meeting commenced: 6:32pm

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

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest:

Nil

Reviews

Governance Review:

BOT Self Review

Maz presented her Chairperson's Report. She then presented flowers to Janelle on behalf of the Board. She also offered the Board's thanks to Kay.

Special Topics:

Swimming Pool

Nothing to report.

Principal's Report

The roll is 171 compared to 172 this time last year.

NAG 1

Data Analysis

Maths

Although we have decreased the number of students in the below category we have not achieved the target percentage set in our strategic plan.

There has been a small shift of students who have moved from At to Above. This is a more prominent trend in our Year 4 to 6 students.

In OTJ's, 28% of children have made accelerated progress i.e. more than one year's growth.

Concerns

- 2020 Year 4 students are the largest representation of students needing acceleration
- 2020 Year 5 students will need to have their accelerated progress maintained
- We will have a group of students in our senior school who will need further extending.

Staff have discussed these concerns and addressed what can be done about them as well as setting goals for 2020.

Reading

We have met the target for students who are above expectation in Reading Comprehension (PAT).

There is a reduction in the number of students below in Reading Comprehension (PAT) and overall in Reading, but we are still short of the target.

Year 4's reading comprehension is improving with more students now above and there is some improvement in the number of students at or above in Years 5 and 6 in Reading Comprehension (PAT).

There is a reduction in the number of students below in Years 5 and 6 in Reading in general and a significant number above.

We still have too many students not achieving at the expected level in Reading but we have exceeded the target for students above.

A large portion of our Year 3 cohort are of concern and a small number of our Year 2's and 4's are slipping back into the below category.

Students currently achieving at below will be targeted in 2020 and their progress and achievement will be tracked closely throughout the year.

An application for a Literacy Grant could target teachers who have not had comprehensive SHARP training.

The Quick60 intervention programme will support the 2020 group of Year 2's identified as being at risk as Year 1's this year.

Writing

Twenty one fewer students are falling below expectations (currently 43%). Although this is still not reaching our target of 30%, it is very pleasing to see the progress.

There is a significant increase in the number of children working above the expected level and a slight increase in the percentage of children working at the expected level. However these current percentages have not met our 2019 targets.

The improvement in the Year 6 data is excellent.

Janelle reiterated the importance of regular attendance for learning and achievement.

Professional Learning Funding

We applied for 720 hours and received 120 (over two years). This funding is specifically to improve student achievement in writing and in unpacking the Writing Learning Progressions and the use of the PaCT tool.

Tamsin Hanley Professional Development

The Board are included in the first session 8:30 – 10:30am on Friday 7 February and Janelle invited anyone who was available on that day to attend.

New Student Management System for 2020

The transfer of data has taken place. Two training sessions have been held and more training will take place during Teacher Only Week.

Survey

56% of surveys were returned - this is the best return rate we have ever had. Janelle will analyze the results during the holidays

Celebrations

Lots of celebrations have been held over the last two weeks – the end of year concert, Y6 Graduation (Janelle acknowledged the BOT and PTA's help on the evening), prize giving and a thank you morning tea.

The Board congratulated Janelle on how she managed the incident at the concert when a grandparent became unwell.

Stocktake

A full stocktake has been carried out over the last three weeks.

A Garage Sale will be held on the first day of school, Monday 3 February – school furniture etc.

All the old ipads have now been sold.

MST/ALiM

Janelle has been successful in the application for a MST (Maths Support Teacher) and ALiM teacher (Accelerated Learning in Maths) in 2020. Tash will be the MST teacher and Clarissa will be the ALiM teacher.

End of Year Reports

The following end of year reports were included with the Principal's Report:

- Mathematics
- SENCO
- Cultural Activities
- Sport
- Digital Technology
- Puanga Hub
- Matariki Hub

NAG 2 & 2A

Strategic Plan/Charter for 2020

Janelle thanked the Board for their attendance at the recent Staff/BOT strategic meeting. The staff have had a meeting on how to implement the plan. Janelle will present the updated Charter and Annual Plan at the February meeting.

NAG 3

Staffing

Janelle has employed Janene van der Hulst on a 0.4 fixed term contract (2 days/week) for 2020. She will cover PCT release.

MOE Provisional Staffing Entitlement for 2020

Our MOE provisional Staffing Entitlement for 2020 is $9.28 + 0.4$ (AST Role) = 9.68.

The 0.3 position is paid through our operational budget to cover the MST Role. We will receive \$14,000 for this.

NAG 4

School Budget 2020

Janelle, Angelika and Kay met with Karyn from Education Services. She found us an extra \$40,000 that hadn't been accounted for. This meant the deficit was reduced to \$13,000.

- Sunshades – Janelle will apply for funding
- Security cameras were not included in the budget
- Tree trimming was not included however Janelle has found a cheaper option
- The School House was allocated \$6,000. We should be upgrading something every year. Extraction fans are now required for kitchens and bathrooms. New curtains are another possibility.
- The van drivers' wages will be added to van costs so we can get a true picture of how much they are costing us. Their pay rises have been taken into account.

The budget will be ratified at the February meeting.

Support Staff

The minimum rate for Support Staff has gone up to \$21.15/hour. The Government has promised schools won't be out of pocket for this.

Extra Funding from MOE

We have been promised an extra \$112,000 over and above our 5ya for further maintenance of our school. This money will be become available later next year with some guidelines on how we are allowed to use this money.

We have a slight increase in our 5YA funding (about \$13,000) which will be available in 2021. This time next year we can start planning for 2021 about how we're going to spend our next lot of 5YA funding of \$164,000. Janelle has been informed by our MOE Property Adviser that we can apply for a further 100% of this amount for the AMS funding (Accelerated Modernised Scheme). Janelle would like permission to seek the services of Gina Thompson as our project manager for any work that we may carry out in 2021.

Livingstone's

Janelle received an email from the past project manager asking for feedback about the lessons learnt from the weather tightness and earthquake structuring upgrade. Janelle said she was not prepared to sign the documentation acknowledging that the work was completed and that appropriate training was provided.

Sheree said the Board needed to acknowledge all the changes in leadership during that time. Janelle spoke very highly of Pepper Construction who have recently completed the refurbishment of Rooms 5 and 6.

School Vans

In committee: 7:19pm

Out of committee: 7:30pm

Resolution: A van contract is to be introduced once the Transport Operators Licence has been obtained.

Recommendations:

- Give permission to seek the services of Gina Thompson in Term 4 2020 to project manage the 5YA refurbishment/building work
- Agree to the conditions for van use in 2020

NAG 5

Sun Shelters

Sheree has another contact from Stratford and Janelle will ask them to provide a quote. Janelle will apply for a grant to cover the cost of a new sun shade,

NAG 6

Dates for 2020

Following a suggestion from a parent, Janelle proposed changing our Term 4 TOD from Friday 13 November to Friday 20 November to coincide with the Hawera A & P Show.

Recommendation:

- Change our TOD in Term 4 to Friday 20 November to coincide with the A& P Show

NAG 7

School Charter

Janelle will present the updated Charter and Annual Plan at the February meeting.

BOT Triennial Work Plan

All scheduled tasks for November have been completed.

Moved her Principal's Report be accepted.

J. Jones/S. Ogle

Financial Report:

Passed December accounts for payment by email: \$35,677.79

November VISA balance: \$312.47

Balance of accounts as at 30.11.19

BOT account: \$291,962.67

Investment account: \$86,000.00

As at 30 November 2019 we have spent 82% of what we had budgeted for the year compared to 92% 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 November 2019 are \$290,507

Budgeted available funds 30 November 2019 are \$179,790

Moved the Financial Report be accepted.

A. Fowlie/S. Ogle

PTA

The AGM is to be held in February.

The PTA now have an Eftpos card.

They have been very proactive with the sign on the main road.

Plans were made to assist with the Y6 dinner.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/S. Ogle

Matters Arising:

Nil

Job Sheet:

- Clearlite roofing outside Rooms 5 and 6 to be replaced in Term 1
- Get the third birch tree by the waste bin trimmed and get quotes to remove the birch tree closest to the school buildings done at the end of summer
- Maz and Janelle to meet with Obertech about security cameras during the summer holidays

Correspondence:

Inwards

- Education Gazette: 25 November, 9 December
- VISA statement - November
- TSB November 2019 bank statement
- November Financial Management Summary
- STA News – November/December
- Silks Auditors – Office audit Interim Report

BOT Emails (circulated to Full Board)

- December Accounts for Payment

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

Nil

Ministry BOT tracking sheet completed for December.

Agenda Items for next meeting:

- Swimming Pool
- Code of Conduct
- Appoint Chair, Treasurer
- Ratify budget
- Updated Charter and Annual Plan

PTA Meeting:

AGM – 7pm Wednesday 19 February. Maz to attend.

Next meeting: 6:30pm Thursday 27 February

Meeting closed: 8:35pm

In committee: 8:35pm

Out of committee: 8:39pm

Resolution: A child has been stood down for three days. Support is being provided by the RTLB service and assistance will be given to transition them to their new class next year.