


Normanby School Board of Trustees Meeting
19 March 2020

Signed 
Dated 20/3/2020

Meeting commenced: 6:31pm

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

Apologies: Sharlene Gray

Declaration of Conflict of Interest/Pecuniary interest:
Nil

In-committee: 6:31pm
Out of committee: 6:46pm
Resolution: Janelle updated the Board on the MOE's response to the Coronavirus.

In-committee: 6:48pm
Out of committee: 6:51pm
Resolution: The Board were updated about students with high needs.

Reviews

Governance Review:
Nil

Special Topics:

Swimming Pool

No quote has been received from Johnny Neil yet.

School Flats

New tenancy laws have come into effect which require extractor fans to the outside in the kitchen and bathroom. Sheree will get some quotes.

Finance Training

Sheree and Angelika reported on a Finance Workshop they attended.

- We could look into presenting the financials in a way that is easier to understand. We could also get someone from Education Services to come and talk to the Board about the financial reports.
- There is another level of Finance Training that would be good to attend.
- They received a copy of the handbook, "Financial Information for Schools"
- With expenditure, the BOT should always ask, "What difference does it make to student achievement?"
- The SUE Reports are required to be checked and signed by a Board member. Maz checks and signs our SUE Reports.

Maz is attending an NZSTA Employer Role Workshop in April.

Principal's Report:

The roll is 145 compared to 149 this time last year.

NAG 1

Matapu School Zoning

Janelle and Sheree attended a meeting at Matapu School about zoning along with other schools. They have six classrooms so can only take a maximum of 150 students. The community will be given an opportunity to give feedback.

EOTC – Education Outside the Classroom

We will need to monitor what is happening over the coming months in regard to COVID 19 before a decision can be made about camp for this year.

Term 4 2019 Community Consultation on Teaching and Learning

We were very pleased with the number of responses received – 68 people completed the survey out of a total of 117 families and staff (58% return rate).

Janelle presented her findings on the first two pages of the survey which she has also shared with staff. The next step is to decide what to do with these results.

- 100% of those who completed the survey were satisfied that we promote positive student attitudes and values
- 5% of those who completed the survey do not think that our school values are well known and this is something we need to look at. Are seven values too many? The experts believe that a school should have no more than 5 values for children to remember.
- 96% of those who completed the survey believe that student effort and achievement is recognized
- 93% of those who completed the survey are happy with the quality of our learning programmes. This correlates with 7% of those who completed the survey who think we don't focus enough on reading, writing and maths. Part of our strategic planning is to improve the teaching and learning programmes in writing and maths in 2020.
- Very pleasing that 100% of those who completed the survey find the staff friendly and approachable
- 7% of parents do not believe we integrate Te Ao Maori successfully. We recognized this was an area for improvement and it is part of our strategic goals. We have the Tamsin Hanly Professional Development and Te Reo PD provided by Amy Boyd to help us build our knowledge and ability to integrate it into our curriculum.
- 30% of those who completed the survey don't want their child involved in any form of Christian education
- There were some helpful and interesting comments in the "What can we do better?" section. Some of these include: Improve Te Ao Maori in the school, address the lack of Kapa Haka, the possibility of offering a Year 7 & 8, look at alternative ways to address attendance concerns and lack of homework.
- In the "What do we do well?" section there were very positive comments on the approachability and friendliness of staff, the excellent communication and the way that staff all care for the child's wellbeing and education

NAG 2 & 2A

Strategic Plan/Charter for 2020/2021

We need to ratify the charter part, pages 1 – 11. Janelle has been adding to the strategic planning and she will send to the Ministry what she's done as well as email it to the Board.

Moved that we ratify the charter for 2020/2021.

J. Jones/S. Ogle

Future Schooling in Hawera

Community consultation has taken place over the past month and had been very successful. Principal's also met with Dr Gabrielle Wall to give their feedback. She is sending out a survey in the next couple of weeks so that everyone can have their say on what they would like to see for future schooling options in Hawera. She will then submit a report to the MOE by the end of April.

NAG 3

Coronavirus

Janelle informed the BOT of the information she received at a meeting with the Ministry of Health and Ministry of Education, however things are changing on a daily basis.

The best thing we can do is minimise the risks:

- As schools don't have enough sinks we will stagger hand washing. Good hygiene practices will be promoted and displayed.
- No assemblies will be held
- All sport and sport lessons have been cancelled. The STPA agreed to cancel winter interschool games and tournaments for this year.
- The Seasons programme, Duffy Assemblies, Author visit, GRIP Leadership conference and PTA Disco have all been cancelled
- Limit contact to less than 15 minutes where possible
- We will carry on with Jump Jam as it is outside and for less than 15 minutes. Children will be spread out.
- It is important to retain a sense of normality in schools
- Closing schools will be a last resort however if parents keep their children at home then that is their choice
- Staff and children are to stay at home if they are unwell
- We need to start discussions around remote learning
- The Kahui Ako have postponed the Staff Only Day and although the AWA Project will still go ahead, there will be no final celebration evening

If a quick response is required the BOT agreed that Janelle will consult with Maz.

Janelle reported on other related matters:

- Two staff who had asked for LWOP have cancelled their trips
- The Principal's Conference is not until September but still may not go ahead
- We have no relievers if staff are away. If one teacher is away their class could be split, however if two teachers are away Janelle would liaise with Maz - parents of those classes may be asked to keep their children home that day if possible.
- Staff can use sick leave, but some staff don't have any left. Janelle will take direction from MOE on this.

NAG 4

Wish List

We have been promised an extra \$112,000 from MOE for further maintenance of our school which will become available this year. Additional suggestions made:

- Staff car park (west side of School Hall) to release some of the traffic in the car park
- Partially enclosed and new decking area between Rooms 5, 6, 7 & 8
- More playground equipment

Adrienne may have found some funding for sunshades.

School Uniform

Janelle met with the Knockout Sportswear sales person – the sports shirts would be about \$32 which includes the logo and emblem and they are of a better quality. There is a minimum order of 100.

Vicki will get another quote and some samples to show Janelle.

NAG 5

Emergency Drills

A Lockdown Drill was held on 16 March. This has been reviewed to ensure we are fully prepared. Another one will be held when the children are outside – this is when everyone goes to the hall. Fire and Earthquake Drills are planned to be carried out during Term 1.

Coronavirus

It has been necessary to spend more money than what was budgeted for first aid and cleaning supplies. We have purchased lots of gloves, spray and wipe, paper towels and hand soap. Sanitiser is on backorder.

All classrooms have been provided with disinfectant bottles to clean desk tops at the end of every day. Children have been asked to bring their own named water bottle and hand towel.

School Docs

The latest newsletter from School Docs was included with the Principal's Report outlining the requirements for a Pandemic Plan.

NAG 6

Policies Under Review in Term One

Policies currently under review:

- Recognition of Cultural Diversity
- Staff Leave (including Criteria for Discretionary Leave)
- Separated Parents, Day to Day Care, and Guardianship

Police Vetting of Non Teaching Staff

Assurance was given that all police vetting of non-teaching staff is up to date.

Length of School Year

Assurance is given that the Ministry of Education required number of days the school will be open for instruction in 2020 is accurate for Normanby School term dates. It doesn't include any future potential school closures that may relate to the coronavirus pandemic.

NAG 7

School Charter/Strategic Plan

Covered above

Kahui Ako

Two candidates are to be interviewed for the Lead Principal position on 2 April.

BOT Triennial Work Plan

We are on track to have all scheduled tasks completed by the end of April.

Moved her Principal's Report be accepted.

J. Jones/S. Ogle

Financial Report:

March accounts passed for payment by email: \$10,892.24

February VISA balance: \$1,944.57

Balance of accounts as at 29 February 2020

BOT account: \$320,620.15

Investment account: \$86,000.00

As at 29 February 2020 we have spent 13% of what we had budgeted for the year compared to 17% of the calendar year gone.

Actual available funds as at 31 December 2019 were \$285,566

Budgeted available funds as at 31 December 2020 are \$272,475

Actual available funds as at 29 February 2020 are \$329,733

Budgeted available funds 29 February 2020 are \$296,325

Moved the Financial Report be accepted.

A. Fowlie/M. Prince

PTA:

There was a request at the PTA meeting to let a local school use our deep fryers. However, for a variety of reasons including no electrical testing completed, the request was denied.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/J. Jones

Matters Arising:

- Vicki clarified the need for P endorsements because the drivers are being paid. The drivers need to go in themselves to get the licence.
- The fee for the Operator's Licence is a one-off
- Vicki has received the licence to display in the vans

Job Sheet:

- Janelle included an update on the swimming pool in her Principal's Report to the PTA
- Janelle included a list of what the PTA had achieved over the past year in the newsletter
- Amy will write a report on her AST position for the Board pack each month
- Sheree wrote an update on the pool and the Board for the newsletter
- The approved budget was emailed to Education Services

Correspondence:

Inwards

- Voting papers for NZSTA – to be received by 28 April
- Education Gazette – Special Edition (The diversity and inclusion issue)
- VISA statement - February
- TSB February 2020 bank statement
- February Financial Management Report Summary
- STA News – January/February 2020

BOT Emails (circulated to Full Board)

- SchoolDocs Advisory: Current updates – 27 February 2020
- NZSTA Workshop Reminder – Finance 1 at Hawera High School, 7 – 9pm on 12 March
- SchoolDocs Advisory: Coronavirus Outbreak (COVID-19) – 4 March 2020
- Matapu School Proposed Enrolment Scheme - invitation to attend meeting at 5pm on 16 March
- Sharon Albrechtsen re no Seasons Programme for 2 weeks on advice from her employers as she attended WOMAD (precaution against Coronavirus)
- Invitation to attend Kahui Ako Teacher Only Day on Friday 3 April
- MOE – Covid-19 additional update 16 March

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

Nil

Ministry BOT tracking sheet completed for March.

Agenda Items for next meeting:

- Swimming Pool

PTA Meeting:

7pm Wednesday 8 April – Vicki to attend

Next meeting: 6:30pm Thursday 30 April

Meeting closed: 8:36pm