

Normanby School Board of Trustees Meeting
18 June 2020

Signed



Dated

23/7/2020

Meeting commenced: 6.35pm

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

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest:

Nil

In-committee

In-committee: 6.36pm

Out of committee: 6.41pm

Resolution: The Board were informed of an increase to pay rates for Teacher Aides.

In-committee: 6.41pm

Out of committee: 7.06pm

Resolution: The school's financial position and the financial operation of the vans were discussed.

Reviews

Governance Review:

BOT Self Review

Nil

Special Topics:

Swimming Pool

Vicki contacted Johnny Neil. They are quite busy but still want to provide us with a quote.

Bi-Election

Maz and Sharlene's positions come up for election in November this year.

Moved that we appoint Adrienne Cooper as our Returning Officer for the November 2020 bi-election.
M. Prince/Passed unanimously

Principal's Report

The roll is 155 compared to 159 this time last year.

NAG 1

Covid19 Pandemic

Over the past three months Janelle has conducted four whanau surveys, two staff surveys and communicated with the community via newsletters, emails, Facebook posts and Seesaw messages as well as writing four new pandemic emergency plans based on the four different Covid19 Alert Levels. Decisions have been made based on recommendations from the MOE and MOH, our school pandemic emergency plans, and with the health and well-being of staff and students at the forefront.

At Covid19 Level One we are still required to ensure all students and staff remain away from school if they are unwell.

School Hours and Community Consultation for Term 3 Onwards

Janelle suggested sending out a survey to school families next week and for the Board to meet later in the week to look at the results and make some decisions based on those, for Term 3 onwards. This will allow families to be informed of the results prior to the start of Term 3.

The most important aspect when making any change is to look at what the benefits are to student learning and achievement along with the health and wellbeing of students and staff. The views of staff were included in the Principal's Report. The staff will also be invited to complete the survey.

Questions to include in the survey were discussed – Janelle will email a draft to the Board for their feedback. As well as school hours, parents will be given the opportunity to voice their views on the roundabout drop off and pick up zone. If it's to become long term we would need support from the council as it's not a school decision. Janelle will do a draw to encourage parents to complete the survey.

The Board will meet at 11am on Friday 3 July to discuss the results of the survey. (The results will be sent to the Board prior to the meeting).

Professional Development

During the July school holidays all staff will be participating in refreshing or gaining their First Aid Certificates through St Johns in New Plymouth.

Learning Conferences

Learning conferences will take place the first week of Term 3 on Thursday 23 July, 9am to 8pm. Each interview will be 15 minutes long. Parents can book their time online.

Community Engagement on Future Education Provision in Hawera

The next stage of the engagement process is an online survey which is open until Sunday 21 June.

NAG 2 & 2A

School Wide Assessments

Assessments are currently taking place in maths, reading and writing for all students. This data will be used to analyse and provide next learning steps for all children. This data will also be shared with parents during the Term 3 learning conferences.

PTA

Last week the first PTA meeting was held since March. Ideas for fundraising for the remainder of the year were discussed.

NAG 3

Coronavirus – Staffing

So far everyone has been relatively well with minimal staff being away. Children have remained well, partly due to the increase of hygiene standards and partly due to the shortened lunch break.

Recommendation:

- Continue to follow all MOE and MOH directives and guidelines to keep all personnel safe.

NAG 4

School Donation Scheme

We can choose to opt-in to the donations scheme for the 2021 school year as part of the July roll return process. This decision has to be made annually.

The School Donation Scheme is \$150/student which equates to approximately \$24,000 compared to about \$2,000 we previously received from parents in donations.

Moved that the BOT would like Normanby School to continue to opt in to the MOE School Donation Scheme for 2021. M. Prince/Unanimous

Extra Funding from MOE

After the last meeting, our wish list of how we would like to spend the \$112,266 SIP funding was sent through to our MOE Property Advisor. Rachel Vickers notified Janelle that, "The Ministry are not approving SIP funding for sun shades/shade sails, if you wish to provide shade, a permanent structure is required". She also recommended using the services of Gina Thompson to help with the paperwork to access the funds.

Gina quoted \$1,814.70 per project (based on 15 hours work). She suggested that where possible, to bundle some of the works together (e.g. construction of shed and permanent shade structure) to save on costs.

Moved that we employ Gina Thompson to complete the paperwork to access the SIP funding.

J. Jones/S. Ogle

Car park

Depending on the results of the survey, Janelle suggested we continue to seek assistance from the council to build a roundabout for a drop off/pick up zone at the front of the school. It's a much safer option than parents reversing from parking spaces.

Painting of the School

This has been put on hold due to the pandemic. Janelle will get quotes as soon as she can. The most suitable time for painting the school would be the October school holidays, Term 4 or the summer school holidays. Approximately \$90,000 has been set aside for this work.

Ventilation of School Flats

The school flats require bathroom and kitchen ventilation to be upgraded/installed to meet the required legal standards. Sheree has contacted four electricians to provide quotes and contacted the two tenants.

NAG 6

SchoolDocs - Policy Review

Policies under review for Term 2 are:

- Documentation and Self-review Policy
- Employer Responsibility Policy.

Sheree queried whether we are complying with 'reporting to the school community on the progress and achievement of students' in the Documentation and Self-review Policy. She will check on the actual wording and Janelle will follow up to see if we are meeting this requirement.

Student Attendance

We have now managed to connect with every student's family and all children apart from one have returned to school. Janelle continues to follow up with this child's family.

Policy Assurance NAG 5 – Abuse Recognition and Reporting

The BOT can be assured that we are committed to the care and protection of students. Staff are trained to report any concerns to the senior management team immediately.

Policy Assurance NAG 5 – Digital Technology and Cyber Safety

The BOT can be assured that we have a comprehensive Digital Technology and Cyber Safety Policy in place that staff follow. We have clear guidelines about acceptable and unacceptable use of technology; and students, caregivers, and parents sign user agreements.

Policy Assurance NAG 5 – Evacuation Procedure/Emergency Kit

The BOT can be assured that we maintain an up-to-date printed version of the emergency procedures. As part of our health and safety policy, we have plans in place for responding to emergencies.

The principal assures the board that:

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

School Dates

MOE has recalculated the half days for the 2020 school year. We now have to be open for 380 half days which means we will finish one day earlier on Wednesday 16 December. Prize giving will now be held on Tuesday 15 December.

Moved that we ratify the new school year dates to ensure we are open for the required 380 half days.

J. Jones/Unanimous

BOT Bi-election

Covered above

NAG 7

School Charter

This has been updated for June and included in the Principal's Report

Kahui Ako Updates

AST/WIST

All AST/WST's are now back doing their work for the Kahui Ako. The Principals will be attending a two-day retreat in August to update our Kahui Ako Achievement Plan.

BOT Triennial Work Plan

This has been updated for April, May and June.

Extra Items

Matapu Enrolment Scheme Meeting

Janelle and Maz attended this meeting which was run by the MOE. There is no issue with the proposed map of the zoning for our school.

BOT Dinner

This has been confirmed for Friday 28 August at Ohangai.

Warehouse Vouchers

Janelle missed our fixed term reliever off the list for a voucher and also decided to include the cleaner for all the extra cleaning she has undertaken. Two more \$100 Warehouse vouchers were purchased. Because the Prezzy Cards cost an extra \$6.95 per card to purchase, Warehouse vouchers were purchased instead.

Swimming Lessons

The general feeling of the BOT was that swimming lessons should go ahead. For some children it is the only opportunity they have to learn to swim. Janelle will check with the PTA to see if they are happy to fund these.

Kapa Haka

A discussion was held about employing a Kapa Haka tutor. There is \$2,000 in the budget. Moved that we employ a Kapa Haka tutor on a fixed term basis for 1 - 2 hours per week.

M. Prince/J. Jones

Janelle will contact a prospective tutor. She will explain the conditions of the position and ask if they would be interested.

The Board agreed to give Janelle the authority to employ a Kapa Haka tutor in a fixed term casual position for the remainder of 2020.

M. Prince/S. Ogle

2019 Analysis of Variance

ERO have said that Y0 and Y1 data is not to be used (this is because the students at these levels are mostly 'at'). This has affected our data considerably as approximately 35 Y0 and Y1 students achieving "At" the expected curriculum level have been removed. However our data is now more thorough and reliable. We have had some gains in some clusters. We are working hard on writing this year and have a PLD provider to support us with this.

Ipads on Loan during Lockdown

All ipads on loan to families during the lockdown have been returned with no damage to report.

Vandalism

A grandparent has offered to pay for the broken security light. Security cameras will come under the SIP funding.

Moved her Principal's Report be accepted.

J. Jones/A. Fowlie

Financial Report:

Moved that the June accounts be passed for payment: \$9381.72

A. Fowlie/T. Campbell

May VISA balance: \$794.64

Janelle purchased coffees and muffins for staff during Bubble School for \$30 on-line, using the principal's expenses budget. She is unable to find the receipt so she will try and get a copy from the Upside Down Eatery. There is also a missing receipt for a connection for the speaker system purchased through Trade Me for \$6.50.

Balance of accounts as at 31 May 2020

BOT account: \$361,230.47

Investment account: \$86,000.00

As at 31 May 2020 we have spent 34% of what we had budgeted for the year compared to 42% of the calendar year gone.

Actual available funds as at 31 December 2019 were \$227,317

Budgeted available funds as at 31 December 2020 are \$214,226

Actual available funds as at 31 May 2020 are \$310,888
Budgeted available funds as at 31 May 2020 are \$230,921
Moved the Financial Report be accepted.

A. Fowlie/S. Gray

PTA

Covered above.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/S. Ogle

Matters Arising:

- Profiles for Clarissa need to be completed

Job Sheet:

- The mock-up of the sports shirt is on its way
- Netball is going ahead in Term 3 with five teams entered in the competition

Correspondence:

Inwards

VISA statement - May
May Financial Management Report
TSB May 2020 bank statement
Education Gazette – 1 June 2020

BOT Emails (circulated to Full Board)

MOE Covid-19 Update – Accurate information on New Public Health Response Order
Janelle – Matapu School Proposed Enrolment Scheme
Janelle – The Future of Education Process re survey
School Docs Review Reminder
Janelle – Support Staff Special Morning Tea
Janelle – reinstatement of pick up zone at end of the day

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

Nil

Ministry BOT tracking sheet completed for June.

Agenda Items for next meeting:

- Swimming Pool

PTA Meeting:

7pm Wednesday 1st July – Sharlene will attend

Next meeting: 6:30pm Thursday 23 July (apologies from Vicki)

Meeting closed: 9.11pm