

Normanby School Board of Trustees Meeting
23 July 2020

Signed ML
Dated 20/8/2020

Meeting commenced: 6.31pm

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

Apologies: Vicki Roberts, Sharlene Gray

Declaration of Conflict of Interest/Pecuniary interest:

Nil

Reviews

Governance Review:

BOT Self Review

Maz suggested any questions or queries Trustees have can be addressed in this section which will be kept to a maximum of ten minutes.

The Board of Trustees Code of Conduct was signed in February. From now on a copy will be included in the monthly Board Pack.

The minutes will now be emailed to the Board 7 to 10 days after the meeting, whenever possible, along with the Job Sheet.

The Board self-assessment checklist was included in the Principal's Report. Trustees were asked to complete this and bring it to the August meeting. One section will be reviewed each meeting – Section A (Leadership) will be covered in August.

Maz encouraged all trustees to participate in NZSTA training to ensure everyone has the necessary understanding and skills.

Special Topics:

Swimming Pool

Sheree hasn't heard from Johnny Neil. The pool may have filled up from the rain. Janelle will ask Cameron to check the pool.

School Flats

Sheree reported that two quotes have been received to supply and install extractor fans in the kitchen and bathroom at the school flats.

Corrigan Electrical: \$1,812.04.

Greaves Electrical: \$2,509.92

The switch has to be moved outside the bathroom so it's not accessible from the shower.

Moved that we use Corrigan Electrical to install extractor fans in the kitchen and bathroom at the school flats.

S. Ogle/A. Fowlie

Sheree will contact Corrigan Electrical to give them the go-ahead.

Principal's Report

Janelle reported Kat is expecting a baby and is planning to go on Maternity Leave in 2021. She plans to complete the 2020 teaching year. Her role will be replaced with a fixed term one year position. Kat made the announcement to staff and her class families earlier in the week. Janelle will include the baby news in the next school newsletter.

The roll is 156 compared to 162 this time last year. Three new students have enrolled this week and two more are due to start next week.

NAG 1

Student Achievement

Each year the school provides a statement providing an analysis of any variance between the school's performance and the aims, objectives and targets set out in the school charter. This is provided to the Ministry of Education and forms part of reporting to the community. The report is uploaded to the school website and can also be made available in hard copy at the office. The Board, as representatives of the community, receive updates each meeting via the principal's report.

Hero, our new student management system, is a great tool - teachers enter what students can do and Hero generates the correct level.

Mid Year Report on Mathematics Intervention Programmes

Tash presented her report to the Board.

MST – Mathematics Support Teacher (for very low achievers)

This has involved ten Year 6 students so far. Tash explained how the programme works and the approach it takes. She has been very impressed with the engagement and enthusiasm shown by the students - they want to keep doing it. It also has a flow-on effect to other subjects. It gives students confidence in their ability which is usually followed by an increase in achievement. The Board asked how their achievements are celebrated, which is something to consider for the future.

ALiM – Accelerated Learning in Mathematics

This programme is for students who are closer to their expected level. It currently involves 5 students who are receiving an additional 15 minutes of maths instruction per day in a small group. This will continue in Term 3.

Community Consultation

As agreed at the special BOT meeting on 3 July, school hours will remain 9am to 3pm for the remainder of 2020. On 3 July a newsletter was sent to all families notifying them of this, as well as asking them to complete a survey regarding school hours for 2021, as requested by the trustees.

Mid-Year Data Analysis

A lot of work has been done recently to ensure all staff are familiar with using Hero, our new student management system. Mid-year data and next steps will be presented at the August meeting.

NAG 2

Learning Conferences

These have been held for all families today. Families are now able to log into Hero to view their child's progress and this has been discussed further with them today.

PTA

- Josie made a dinner for the teachers during the Parent/Teacher interviews.
- The financial commitments for the year are outlined at each meeting
- They are keeping track of the profit each fundraiser makes to help with future decisions around fundraising

- New scooter racks have arrived and are waiting to be installed
- A disco is being held on Friday 7 August
- Swimming lessons start next week for Puanga Hub. Matariki and Ngahere will have their lessons in Term 4. The PTA pay for the lessons and the school will cover the transport costs as the TSB are not covering it this year. The school vans will be used for Puanga Hub and buses for Matariki and Ngahere Hubs.

BOT Self Review

Covered above.

NAG 3

Staffing

Janelle and Maz met with Donna Cuthbert in the holidays regarding being the Kapa Haka tutor. Donna also met with Janelle, Jude and Amy before she started. She has been employed for 2 hours per week. This is a BOT funded, fixed term appointment until the end of 2020.

Janelle consulted with NZSTA about the job agreement and they recommended a few changes.

Staffing for 2021

Janelle will meet with each staff member for an Ed Chat during Term 3 to discuss their job descriptions, ideas and thoughts for 2021. This gives Janelle the opportunity to listen to their goals and aspirations which is very valuable for future planning and growing leadership.

NAG 4

School Donation

As agreed at the June meeting, we have opted into the MOE Donation Scheme for 2021.

Property Maintenance

The following property maintenance was carried out over the school holidays:

- All trees were pruned and checked for safety
- All roofs and guttering were cleaned.
- All 6 monthly testing of smoke alarms was completed. The only alarms linked to Obertech are Room 8 and the new space in Room 6. Janelle has arranged to meet with Wormald in the first two weeks of Term 3 to rectify this issue.
- Janelle has sent an updated phone list to Obertech which includes Janelle, Cameron and Maz as the emergency contacts for out of school hours
- Janelle will get quotes to replace some guttering at the top of Room 2 and 3 roof line and to replace the clearlite roofing outside Room 5 and 6.
- There was a faulty solenoid in the library heater so a new one has been ordered

Painting of the School

Although Janelle has contacted two painting firms so far, no one has been to the school to discuss requirements and then provide a quote, yet. Janelle will continue to follow up with the two companies.

School Vans

As discussed at the June Board meeting, all families who use the school vans have been issued with an invoice for Term 3.

School Audit

The Silks Audit Report to the Board of Trustees was included in the Principal's Report. One moderate finding and two low findings were reported:

- Credit card statements (moderate)

Recommended that the Board of Trustees' Chairperson review the use of the credit card account and that the Chairperson signs the credit card statement as evidence of the review.

- **Budgeting for a Loss (Low)**

It was noted in the financial statements that the school budgeted for a loss in 2019 and 2020.

Recommended that budgeting for a loss be approached with caution as continual losses will eventually erode cash resources and investments intended for other purposes such as asset replacement.

- **Stocktake Confirmation (Low)**

It was noted that the stocktake schedule was unsigned by the individuals who carried out the stocktake.

Recommended that two people perform the stocktake to minimise risk of error. All stock sheets should be signed and dated by the person who undertook the stock count.

MOE Property Advisor Visit

At the end of Term 2, Rachel Vickers visited for her annual school inspection.

- She suggested reconsidering installing heat pumps for cooling as a SIP project
- As testing of the boiler didn't take place following the boiler being shut down for the Room 5/6 teaching space upgrade, the cost to get it operating again will be incorporated into the project contingency
- We need to apply for Fire Evacuation Scheme approval

Recommendation:

- As agreed at the Special Meeting held on 3 July, Maz and Vicki are to meet with the local council to consider a school roundabout system which was the overwhelming response from the community during the recent community consultation process.

NAG 5

Fire Evacuation

A fire evacuation drill was held at the end of Term 2. Through this process we found a couple of protocols that need further clarification with all staff. Further training of emergency procedures will be held with all staff this term.

Recommendation:

- All staff to be fully trained in all emergency processes as set out in our school policies.

NAG 6

School Docs – Policy Review

The policies under review for Term 3 are:

- Learning Support (Nag 1 Curriculum)
- Appointment Procedure (Nag 3 Employer Responsibility)
- Child Protection (Nag 5 Health, Safety and Welfare)

Policy Assurances

NAG 3 – Employer Responsibility

Appraisal of the Principal

Assurance is given to the BOT that the principal appraisal system continues to be completed through an independent professional appraiser – Ed Lead Consulting

NAG 5 – Health, Safety and Welfare

Physical Restraint

Assurance is given that we follow the protocols and processes set out in our school policy on physical restraining.

Risk Management

Assurance is given that we continually:

- Identify reasonably foreseeable hazards that could give rise to risks to health and safety
- Eliminate risks to health and safety so far as is reasonably practicable
- Minimise risks to health and safety so far as is reasonably practicable if it is not possible to eliminate the risks

Safety Management System

Assurance is given that the policies and procedures are followed to ensure that we comply with all health and safety requirements.

Surrender and Retention of Property and Searches

Assurance is given that staff follow the set policies and procedures pertaining to surrender and retention of property and searches.

School Swimming Pool

The swimming pool is currently closed due to leaking issues and the complex remains locked at all times. Only delegated authorised personnel have access to the area.

As swimming is part of the curriculum, six swimming lessons with qualified instructors are provided at the Hawera Aquatic Centre. These are paid for by the PTA and the transportation costs are covered by the school.

Bi election

Our bi-election is due to be held in November and involves Maz and Sharlene. Adrienne Cooper has agreed to be the Returning Officer.

Recommendation:

- Trustees to review the policies currently under review

NAG 7

School Charter

This was included in the Principal's Report and has been updated for July.

Kahui Ako Updates

AST/WIST reports will be presented by Amy Boyd later in the meeting.

BOT Triennial Work Plan

A mid-year review of the budget is due. Community consultation and policy assurances have all been completed.

Moved her Principal's Report be accepted.

J. Jones/S. Ogle

Financial Report:

Moved that the July accounts be passed for payment: \$18,264.45

A. Fowlie/S. Ogle

June VISA balance: \$4,672.45

Balance of accounts as at 30 June 2020

BOT account: \$324,413.29

Investment account: \$86,000.00

As at 30 June 2020 we have spent 45% of what we had budgeted for the year compared to 50% 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 30 June 2020 are \$307,606
Budgeted available funds 30 June 2020 are \$228,536

Janelle submitted a claim for Covid related expenses. Not everything was claimable (such as sanitizer) however we received a payment of \$3,020.68.

Janelle reported that the TSB are not funding the numeracy and literacy grants from next year, which will affect our budget by about \$10,000 + GST.

Moved the Financial Report be accepted.

A. Fowlie/M. Prince

Amy and Jude joined the meeting at 7.33pm

Jude presented her reports.

Literacy Learning Support Programmes

FivePlus

Jude explained the *FivePlus* Programme which is a reading intervention for students who are in the early years at school and who are behind the expected reading level. There is a waiting list of children to go on it. Jude is training another LA to take the programme.

Some five year old children are arriving at a three year old level. Some have speech difficulties. We also have transient families where the children have attended many schools and their achievement levels can be lower than expected

Jude does the 6 year observation surveys. If they haven't had much progress since the 5 year old survey, these are the children we look at to include in the programme. We choose the ones we think we're going to make the most difference to.

Quick 60

Quick 60 is a prevention/intervention program designed to bring groups of up to five struggling students to the expected achievement level in reading and spelling in 60 quick lessons or fewer. An LA takes the lessons which are 45 minutes long. This length of time doesn't suit all children.

Literacy Professional Development Mid-Year Update - Writing

Jude reported that a PLD Action Plan is in place which is constantly being updated. Jude works with Cath Runga, a facilitator from Evaluative Associates, with the goal to improve writing across the school. Jude, as Lead Teacher of Literacy, will continue to work with staff once Cath's contract finishes at the end of 2021. The majority of classroom observations of teachers delivering their writing programmes have been completed. Motivation and engagement, especially for boys, is one of the biggest challenges.

Mid-year writing data will be presented to the BOT in August.

Amy presented her reports:

SENCO (Special Needs Coordinator)

The SENCO role ensures that students with high needs have the learning programmes and support they need to achieve at school.

Amy reported that 54 out of 158 students are on the Learning Support Register and that numbers are likely to increase. Referrals come from Team Leaders or the Principal. Referrals require a lot of paperwork and permission from parents is required. However we only have a certain number of spaces available on the different programmes. The Hero student management system is now being used to track these students and record any interventions that are put in place. It's a

powerful tool, as information entered by the classroom teacher populates the Learning Support group of students,
We have a Learning Support Coordinator (through our Kahui Ako) who works with our school. Amy also liaises with other specialist services.

IEP's

IEP's (Individual Education Plans) are developed when additional teaching strategies are needed to address a student's particular needs. Currently 11% of our students require an IEP.

Amy organises and facilitates the IEP meetings with parents, teachers and any specialist staff. The goals set can be very small. The students can be on the autism spectrum or have foetal alcohol syndrome. Oral language can be very low, sometimes at a 3 year level.

Early Intervention Programmes (In-School Support)

Early Words – this is an example of in class support

HPP – oral language focus using picture books. An adult will read to the child, make statements and then ask questions.

Talk to Learn – an oral language programme in a group setting

AST (Across School Teacher) Mid Year Report

Amy is released for two days a week for this position. Currently three AST's are working in the South Taranaki Kahui Ako with two more roles to be filled next year. They give individualised support to schools and are hoping to launch a website in Term 4. Their overarching strategy is to raise student achievement through the development of a Relationships-based Teaching Learning approach.

A Professional Learning Plan has been developed for Term 3 and a Kahui Ako Teacher Only Day with Russell Bishop is planned for 4 February 2021.

The Principals are meeting in August to update the South Taranaki Kahui Ako Achievement Plan.

Hero Student Management System

This will be a One Stop Shop e.g. for notices, newsletters, reporting, permission slips etc. Students will have their own portal but this is not up and running yet. Parents can now log in and view up to date goals and reporting for their children. Goals will be updated as they are achieved.

Amy and Jude left the meeting at 8.35pm.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/A. Fowlie

Matters Arising:

Nil

Job Sheet:

Jobs completed have been covered in the above reports.

Correspondence:

Inwards

Education Gazettes – 15 June, 20 July

VISA statement - June

June Financial Management Report

TSB June 2020 bank statement

Corrigan Electrical – quote for extractor fans at school flats

BOT Emails (circulated to Full Board)

Janelle – NZPF Principal Matters 22, 19 June

Janelle – draft of survey re school hours & drop off/pick up zone

Janelle – SchoolDocs update 18 June

Sheree – Documentation & Self Review Policy wording

Janelle – PB4L RP June 2020 Update

NZSTA – Employer Role Workshop 7pm 3 September at Hawera High School

NZEI – Notice of Paid Union meeting for Teacher Aides (to BOT Chair)

NZSTA – Charter, Strategic Planning and Review Workshop at HHS, 30 July 7 – 9pm

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

Greaves Electrical – quote for extractor fans at school flats

Ministry BOT tracking sheet completed for July.

Agenda Items for next meeting:

- Swimming Pool

PTA Meeting: 7pm Wednesday 12 August – Sheree to attend

Next meeting: 6:30pm Thursday 20 August (agreed to change September meeting from 24th to 17th)

Board Dinner: 28 August at Ohangai

Meeting closed: 8.43pm