

Normanby School Board of Trustees Meeting Minutes
22 October 2020

Signed 

Dated 19/11/2020

Meeting commenced: 6.30pm

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

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest:

Nil

Whakatauki

In-committee: 6.32pm
Out of committee: 7.15pm
Resolution: The Board agreed to fund an extra full time teacher for 2021.

In-committee: 7.15pm
Out of committee: 7.20pm
Resolution: Application for leave was approved.

In-committee: 7.20pm
Out of committee: 7.33pm
Resolution: The BOT agreed to advertise for one permanent Scale A teacher and one fixed term Scale A teacher for 2021.

In-committee: 7.33pm
Out of committee: 7.37pm
Resolution: The BOT were informed that the community tenant in the school flat has been given 42 days notice.

Reviews

Governance Review:

BOT Self Review

The BOT discussed questions 11 - 25 on Leadership and questions 1 – 9 on Representation. The trustees agreed with all statements apart from:

Leadership

18. Is there domination of discussions by some trustees? - No

Representation

4. Do you have difficulty recruiting or retaining credible board members? – No

6. Do you know if the school is performing to parent's expectations? The Board felt that the majority of parents are happy with how the school is performing and that trustees are seen as approachable.

9. Do you view students and parents as customers and clients? The Board felt they were more in a partnership with parents.

Special Topics:

Swimming Pool

Sheree prepared some background on the pool and shared it with the BOT.

It was built in 1984 by the community and built on MOE land. The school receives no financial support to run the pool. The pool technically belongs to the community who fundraised to raise the money to build it. The pool was leaking and in December 2017 it was closed to allow for a proper investigation to be carried out by engineers. The cost to repair and upgrade pool would be approximately \$100,000.

Janelle will talk to the Ministry Property person about the pool and see what information they have. She will email the BOT with the results.

Sheree will collate all the information on the pool and add it to her report, including the cost of the engineer's reports and listing what work is outside the scope of the upgrade.

The pool gate is rusty and needs replacing. Janelle will check the condition of the second gate to see if this provides sufficient security.

Sheree asked, "Do we as a Board, want to continue the responsibility of looking after the pool?"

The Board agreed that the priority is what's best for our students. Janelle commented that the pool would be good for community use but not the best option for teaching our students how to swim. The BOT agreed not to support the repair and upgrade of the pool.

We require a neutral person to run the community meeting. Sheree will email her report to Gabrielle. She will also arrange a time for her and Maz to meet with Gabrielle via Zoom.

Principal's Report

The roll is 170 compared to 168 this time last year.

NAG 1

ERO

Janelle attended a meeting run by the Director of Education Review Office, Phil Cowie. ERO want to provide a more collaborative approach with schools and will support internal evaluations. If a school has good internal evaluations they may visit the school 1 – 2 days per year or up to 6 days per year if a school requires more support. An in-depth evaluation will only be required when there is no clear direction. The school will decide what they will focus on.

It is suggested that under the new model, a public report is produced every 3 to 4 years stating what progress the school has made and its next steps. The report can be co-constructed between ERO and the school principal.

Perry Rush, the president of the NZ Principal's Federation, has some concerns about the suggested model. He feels the new model won't succeed unless there's a substantial change in ERO's mind-set, staff capability and culture. When the new model is launched, NZPF intends to seek feedback from principals about how it is being implemented so that they can communicate directly with ERO.

Student Achievement

This term the focus continues to be on writing achievement, with Cath Runga working with all teachers. Over the next three weeks all children will be assessed to determine the end of year student data. The same data will be used as baseline data for the beginning of 2021.

Special Learning Programmes/SENCO

To ensure there is clear communication between all parties (parents, SENCO, principal, outside agencies, class teachers and learning assistants), Janelle has set up a Special Services Hui which will probably be held twice a term. At these meetings the children on the special needs register will be discussed and successes and action plans shared. It will also be confirmed at these meetings who will make contact and communicate with parents. Usually this is done at the time of the IEP (Individual Education Plan) which all parents are expected to attend.

Term Four Learning

Newsletters from each Hub (Ngahere, Matariki and Puanga) were included in the Principal's Report.

NAG 2

PTA

The October PTA Principal's Report was included in the Board Pack.

PTA/BOT/Staff End of Year Social

This is to be held on Saturday 5 December – invites will be sent out once the social committee have everything finalised.

BOT Self Review

Covered above.

Charter/Strategic Plan 2021

An update on the Strategic Action Plan was included in the Principal's Report.

A special meeting will be held 7pm – 8.30pm Monday 9 November to review the strategic plan for 2020 and set goals for 2021.

NAG 3

Staff Appointment

The appointment of Samantha Dalley was ratified by an email from Janelle to all trustees, as follows:

"I move that we ratify the appointment of Samantha Dalley to the permanent Scale A position commencing January 2021."

Four trustees responded to the email confirming the ratification of this position.

Staffing for 2020/2021

Discussed in-committee.

NAG 4

TSB Grant

The TSB have advised that an Annual Grant of \$3,750.00 has been approved.

Office Max Grant

Janelle has applied for a \$5,000 grant from Office Max to pay for 10 children to participate in the Quick 60 programme for 2021. This would pay for the learning assistant hours to run this programme.

Property Maintenance

Several maintenance jobs were completed over the school holiday break. New water fountains and rubbish bins were installed and Dobson's put up the sun shades over the playground. The field was sprayed for prickles and marked out for athletics.

The painting of the exterior of the school will begin in mid-January 2021. Some of the interior will be painted in the April school holidays 2021.

Vandalism

Room 8 was broken in to in the holidays and some small items were stolen. On the weekend of 17 and 18 October a group of youths were seen on top of the sun shades and some damage was caused. Janelle contacted the Police and trespass notices will be issued to those involved.

Dobson's will assess the damage and Janelle will notify the insurance company dependant on their advice.

Sports Uniforms

All touch teams are wearing the new tops and they look very smart. A suggestion was made to take a group photo.

Swimming Pool Consultation

Janelle has been in contact with Gabrielle Wall about the cost of a zoom meeting about the pool. Her reply was, "If the meeting is for my advice with a view to running the consultation yourselves, then \$160 plus GST. If the meeting is with a view to engaging me to carry out the consultation on your behalf, then no charge."

2021 Budget

Janelle hopes to present this to the Board for ratification at the November meeting.

NAG 5

Emergency Drills

An earthquake drill was held on 15 October.

Implementation Audits and Reports

Risk Management

The board were assured that identified hazards are being monitored and/or controlled as well as being re-evaluated.

Emergency Evacuation/Emergency Kit

The Board were assured that trial evacuations are completed each term, emergency planning and procedures are up to date and in hard copy and that the emergency kit has been checked.

SUE Reports

The board were assured that the BOT Chairperson has checked the processes and authorisations used to make payments to staff.

The Appraisal Process and Attestation

The board were assured that all staff have completed the appraisal process for the current year and that attestations are up to date.

Provisionally Certificated Teachers

The board were assured that the school has a very thorough induction programme for provisionally certificated teachers.

Teacher Registration and Police Vetting

The board were assured that all teaching staff are certificated and therefore vetted.

Length of School Year

The board were assured that the school has been open for the correct number of statutory half-days and hours per day.

NAG 6

School Docs – Policy Review

The policies under review for Term 4 are:

- Salary Units/Management Allowances
- Classroom Release Time/Timetable

- Privacy

These will be discussed at the November meeting.

BOT Bi-Election

Nomination packs have been sent out to all families. Nominations close 1 November. Maz and Sharlene's positions are up for re-election. Sharlene informed the Board that she won't be standing for re-election.

The new Board will take office on 11 December.

BOT Triennial Work Plan

All tasks for October have been completed. Policy reviews and the review/preparation of the 2021 Charter Aims and Goals will be carried out in November.

Moved her Principal's Report be accepted.

J. Jones/M. Prince

Financial Report:

Moved that we pass the October accounts for payment: \$24,658.99

A. Fowlie/ S. Ogle

September VISA balance: \$1017.38

Balance of accounts as at 30 September 2020

BOT account: \$367,992.58

Investment account: \$86,000.00

As at 30 September 2020 we have spent 71% of what we had budgeted for the year compared to 75% 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 September 2020 are \$341,155

Budgeted available funds 30 September 2020 are \$221,381

Moved the Financial Report be accepted.

A. Fowlie/S. Ogle

PTA

PTA members are on a roster to man the door during the Art Exhibition on 29 and 30 October. They will be selling raffles - \$100 note, Scratchies and Guess the Number of Jellybeans in the Jar.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/A. Fowlie

Matters Arising:

Nil

Job Sheet:

- A hot water supply is not required at the pool
- Obertech are to call the Fire Service if our smoke alarms are activated after hours

Correspondence:

Inwards

VISA statement - September
September Financial Management Report
TSB September 2020 bank statement
Education Gazettes – 21 September, 12 October
STA News - September

BOT Emails (circulated to Full Board)

Janelle – Media release about Green Party visit to school
Janelle – NZSTA Workshop – Community Member Guide to the role of the Board – 7 to 8pm, 13 October at Normanby School
NZEI – Paid union meeting for primary teachers' worksite rep. Monday 2 November, 2pm at Ramanui School Hall (*to Maz*)
Janelle – School Docs Advisories – News and Reviews 24 September, Term 4 Advisory
Janelle – re school flat
Janelle – motion to ratify the appointment of Samantha Dalley to the permanent Scale A position commencing January 2021. Trustees approved the motion by email.
TSB Community Trust – Annual Grant of \$3,750.00 has been approved

Board Correspondence Received (filed)

Nil

Outwards

Nil

Ministry BOT tracking sheet completed for October.

General Business:

It was agreed to go up together as a Board for the BOT speech at Prizegiving and the End of Year concert.

Agenda Items for next meeting:

- Swimming pool

PTA Meeting:

7pm Wednesday 11 November – Vicki will attend

Strategic Planning meeting:

7pm Monday 9 November

Next meeting:

6:30pm Thursday 19 November

Karakia

Meeting closed: 8.51pm