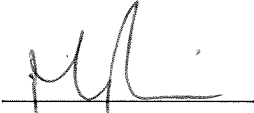


Normanby School Board of Trustees Meeting
19 November 2020

Signed 

Dated 3/12/2020

Meeting commenced: 6.31pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Vicki Roberts, Adam Werder, Tash Campbell (Staff Rep), Kay LePine (Minute Secretary), Sheree Ogle (arrived 6.38pm)

Apologies: Nil

Maz welcomed Adam to his first official Board meeting.

Declaration of Conflict of Interest/Pecuniary interest:
Nil

Whakatauki

In-committee: 6.42pm
Out of committee: 6.50pm
Resolution The appointments of one permanent and one fixed term Scale A teaching positions were ratified.

In-committee: 6.50pm
Out of committee: 6.55pm
Resolution The Board were informed of a staff members leave in 2021.

In-committee: 6.55pm
Out of committee: 7.02pm
Resolution The principal will present the proposed staffing structure for 2021 at the next meeting.

In-committee: 7.02pm
Out of committee: 7.07pm
Resolution Advertise a permanent part time (15 hours) caretaker position to start in 2021.

Reviews

Governance Review:

BOT Self Review

Carried over to the next meeting. Janelle will add the next ten questions to the December Board pack.

Special Topics:

Swimming Pool

MOE couldn't provide any documentation to show ownership of the pool. The paperwork we have doesn't give a clear answer.

It was suggested that we approach a lawyer for advice. Adam will contact Carly from Parker Marriner and Sheree will show her the documentation we have, and put Gabrielle's question to her about clarifying the ownership of the pool.

Principal's Report

The roll is 173 compared to 172 this time last year.

NAG 1

Student Achievement.

End of year assessments have been completed and will now be analysed. This analysis will be shared at the December meeting.

Kahui Ako TOD

This will be held on Thursday 4 February at the TSB Hub for all 18 schools in the Kahui Ako. All Board members are invited to attend, however registrations close today.

NAG 2

Strategic Planning

Janelle has asked Clarissa to revamp the visuals of the Strategic Plan and showed the Board an initial draft.

Janelle has updated the wording from the Strategic Planning meeting and included the draft of the first part of the Strategic Plan for 2021 in her Principal's Report.

Kahui Ako Achievement Plan

The three goals are:

- To improve relationships and teacher capability across the Kahui Ako
- Enhance well-being by developing social and emotional skills so akonga can successfully participate in learning and contribute to the community
- Enrich learning opportunities by ensuring coherence and continuity of learning for akonga

These should align with our own strategic plan.

Community Consultation

Janelle reported that there were 24 responses to the survey and the Board were given a copy of the results. This information will be used for future planning.

Giving a name was optional but an email address was required. For future surveys the email address will also be made optional so that parents can complete it anonymously if they wish.

A discussion was held on the low rate of responses which is in line with past surveys and community consultation evenings. It was felt that some of the school community are disengaged.

PTA Report

Janelle asked the BOT what assistance they could give with the End of Year Graduation for the Year 6 students.

Chocolate/lollies – Sheree

Mac n Cheese x 2 - Angelika

Lettuce salads x 2 – Sheree

Serving - Angelika

Cleaning up - Maz

NAG 3

Staffing for 2020/2021

Discussed in-committee

Teacher Aide Equity Payment

All Learning Assistants received their back pay for the new TA Equity Pay – this was backdated to February 2020 and was a substantial amount. The MOE will fund the increase to the LA's hourly rate but this will be paid in instalments.

NAG 4

2021 Budget

Janelle, Angelika and Kay met with Karyn Brett from Education Services to draft a budget for 2021.

Our current operations grant for 2021 is based on a roll of 155.

Taking into account depreciation and cash movement the budget is currently \$76,000 in deficit. The BOT have approved \$40,000 from our reserves for the eighth classroom teacher, however that figure is likely to decrease as our roll increases over the year.

Our options are to reduce our spending by \$36,000, find extra sources of income, use our reserves or a combination of these.

Our income is less, as we are being funded on lower roll numbers than last year, we don't have the \$10,000 from TSB for the Numeracy and Literacy Grants and a Beginning Teacher Grant of \$10,000 is uncertain at this stage.

Support staff is the main expenditure but this is what children and staff need. The budget currently includes \$30,000 for a fourth LA.

The Board discussed applying for grants to purchase new vans e.g. Rotary, Lions, Selwyn Metcalfe.

A suggestion was made to sell the school flats however this is not a quick fix.

All trustees are to review the draft budget which will be discussed further at the next meeting.

Photocopying

Janelle has been looking at ways to cut costs and suggested having all documents shared with trustees on Google drive. The Board agreed that moving to digital information sharing was the way to go.

Fencing Project

The MOE are funding an upgrade to our boundary fencing to ensure the safety of a high needs student who will be starting at our school at the beginning of 2021. Janelle will inform the community that this will happen in Term 1 next year. She has asked for the heritage entrance to be retained.

SIP Projects

Our SIP funding has been approved for the following projects:

- Sun shade covers – Puanga lunch eating area, Matariki sandpit and over the staffroom deck
- Security system upgrade and security cameras (which are due to be installed the week before Christmas)
- Air conditioning unit in Room 7

School Flats

The new tenancy begins on 21 December which allows almost 3 weeks for any maintenance work to be carried out. Sheree and Adam will inspect both flats as soon as possible to see what maintenance, repairs or replacements need to be done. Windows could be measured at the same time if new curtains are required.

Currently the rent is below market value. It was proposed to increase the rent to \$250/week for teachers and \$300/week for the general public. Janelle will check her emails to see what price she quoted the new staff member.

School Vandalism

After the sunshades were vandalised in October the four teenage culprits have been trespassed from our school for two years.

Break in to School on Monday 16 November

At 3.30am on Monday 16 November the police were called after a neighbour saw some people in the school hall. A list of damage is being made. A lot of mess needed to be cleaned up on Monday morning. The offenders were caught and charges are being laid. They will be trespassed from the school. Janelle will arrange a thank you gift for the neighbours.

School van

Karyn from Education Services said to be careful when increasing the van fees as we may lose students if it's increased too much.

Janelle will include the current charges and proposed charges for the van in the next BOT pack.

Room 1

Room 1 needs to be set up as a classroom for next year. Furniture will be purchased using this year's budget. Some desk top computers will be sold so this may help offset some of the costs.

NAG 5

Emergency Drills

A lockdown drill was held on 11 November at morning tea break so the children would know what to do if this happened out of normal class time.

Social Workers and Guidance Counsellors

The Kahui Ako received MOE Covid Urgent Response Funding to employ two social workers and two guidance counsellors until the end of Term 2, 2021. A referral process has been put in place.

NAG 6

School Docs – Policy Review

Thank you to the trustees who reviewed and gave feedback on these policies:

- Salary Units/Management Allowances
- Classroom Release Time/Timetable – we are following the legal requirements
- Privacy – Janelle to check if publishing a student's first name, surname and date of birth in the newsletter is acceptable under this policy.

BOT Triennial Work Plan

All scheduled tasks for October and November have been completed.

Moved her Principal's Report be accepted.

J. Jones/S. Ogle

Financial Report:

Moved that we pass the November accounts for payment: \$16,390.50

A. Fowlie/ V. Roberts

October VISA balance: \$1248.34

Balance of accounts as at 31 October 2020

BOT account: \$425,804.60

Investment account: \$86,000.00

As at 31 October 2020 we have spent 81% of what we had budgeted for the year compared to 83% of the calendar year gone.

The large pay out of back pay for our Learning Assistants has increased our salaries budget. MOE will be funding this.

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 October 2020 are \$330,970

Budgeted available funds 31 October 2020 are \$218,996

Moved the Financial Report be accepted.

A. Fowlie/V. Roberts

PTA

Vicki attended the November meeting. Discussion was held about:

- PTA Treat
- Year 6 Graduation Dinner and what needed to be done
- Clarification around swimming lessons. These will now be held in Term 1 & 2, 2021
- Fundraising options for next year and the importance of health and safety when planning events

The December meeting will be held at Upside Down Eatery.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/A. Fowlie

Matters Arising:

Nil

Job Sheet:

- Notice was given to the tenant in Unit A
- Sheree will check the condition of the second gate into the pool
- The cost of the engineers reports on the pool came to \$8,180 + GST. We weren't charged for the third instalment.

Correspondence:

Inwards

VISA statement - October

October Financial Management Summary

TSB October 2020 bank statement

Education Gazettes – 26 October, 9 November

BOT Emails (circulated to Full Board)

Janelle – update on staffing

Janelle – re vandalism

Janelle – to Rachel Vickers (MOE Property) re swimming pool + reply, and response from Janelle and Sheree

Janelle – Capital works – state integrated schools

Janelle – advertisement for Scale A permanent position

Janelle – advertisement for Scale A fixed term position

Angelika – re Privacy Policy (to Janelle)

Janelle – Charter & Strategic Planning meeting Monday 9 November, 7 – 8.30pm

Janelle – Gabrielle Wall's email address (to Sheree & Maz)

Janelle – to successful trustees in election
Janelle – re-election of chairperson (*to Maz*)
Sheree – Strategic Planning meeting

Board Correspondence Received (filed)

Nil

Outwards

Letter to tenant in Unit A

Ministry BOT tracking sheet completed for November.

Agenda Items for next meeting:

- Swimming pool
- Selling of school flats
- 2021 Budget
- Increase to van fees
- Staffing for 2021
- Data analysis

PTA Meeting:

6.30pm Wednesday 2 December – Angelika will attend

Next meeting:

6:30pm Thursday 3 December

Meeting closed:

9.02pm