



Normanby School

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Normanby School Board Meeting

20 May 2021

Meeting commenced: 6.34pm

Signed: _____

Dated: 17/6/2021

Present: Maz Prince (Presiding Member), Janelle Jones (Principal), Angelika Fowlie, Adam Werder, Vicki Roberts, Craig Clarke, Kay LePine (Minute Secretary)

Apologies: Tash Campbell nee Gibson (Staff Rep)

Declaration of Conflict of Interest/Pecuniary interest: Nil

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Declaration of Conflict of Interest	Nil
3.	Welcome	Maz welcomed Craig to his first Board meeting. He has had an induction with Maz and Janelle.
4.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.37pm to discuss staffing matters to protect the personal privacy of natural persons. The Public part of the meeting resumed at 6.45pm
5.	Reviews	<p>Governance Review: <u>BOT Self Review</u> Representation</p> <ol style="list-style-type: none"> 1. The board actively seek members from a diverse range to ensure that they effectively represent the community. However sometimes there isn't a choice, depending on who is prepared to stand for election or selection. 2. We have a succession plan - staggered elections are held every 18 months with two or three positions coming up for election each time. This ensures continuity of some members.

		<ol style="list-style-type: none"> 3. The board provides orientation and training for new board members - an induction programme is in place. All members are encouraged to attend local workshops run by NZSTA to keep up to date with training. 4. There is no difficulty in recruiting or retaining credible board members. 5. There is lots of communication with the community from the school. The Board could communicate more via the newsletter. 6. You are never able to please all parent's expectations all of the time. There is always room for improvement. 7. Janelle will include the Complaints Procedure in the newsletter again. 8. The board follows all processes and policies when dealing with a dispute or conflict. 9. The board views students, parents and staff as a community. The teachers nurture and teach the children in partnership with the parents.
6.	Special Topics	<p>Swimming Pool Janelle emailed Rachel Vickers (MOE Property Advisor) about the pool. However the question of "Who owns the land and the pool?" still hasn't been answered. Janelle will invite Rachel to a Special Board meeting at 1.30pm on Friday 18 June to discuss the future of the pool.</p> <p>School Vans Maz will catch up with Tania to see what progress she has made in applying for grants for the purchase of two new vans. Maz approached Phil from Coulton's. He will let us know if he finds anything suitable.</p> <p>Leaving Gift Maz has purchased the gift. Angelika will email a photo of it to the board and deliver it this weekend.</p> <p>Applying for Grants for New Gates for the Memorial Arch Maz will follow up with Tash to see if she has contacted Rangi Abraham about funding for the gates and then email the board with an update.</p> <p>School Flats Rachel Vickers has confirmed that the disposal of the school flats has been approved and is currently with Land Information NZ. She is waiting on an updated timeframe for disposal.</p>
7.	Presiding Member	Nil
8.	Financial Report	The May accounts of \$49,834.00 were passed for payment unanimously by email.

		<p>April VISA balance: \$3,809.37 Janelle itemised the purchases on the credit card.</p> <p>Balance of accounts as of 30 April 2021: BOT account: \$538,533.38 Investment account: \$86,000.00</p> <p>We've received SIP funding which hasn't been spent yet e.g. for the storage shed. We've also received \$123,045.98 from MOE for the boundary fence and \$101,410.21 for the second instalment of our Operations Grant. Janelle has been applying for everything she can for the approximately 10 high needs students we currently have.</p> <p>As at 30 April we have spent 28% of what we had budgeted for the year compared to 33% of the calendar year gone.</p> <p>Actual Available Funds at 31 December 2020 were \$270,641 Budgeted Available Funds at 31 December 2021 are \$201,499</p> <p>Actual Available Funds at 30 April 2021 are \$330,449 Budgeted Available Funds at 30 April 2021 are \$261,665</p> <p>Janelle gave some background information on our finances to Craig.</p> <p>Moved the Financial Report be accepted. A. Fowlie/A. Werder</p>
9.	PTA Report	<p>Angelika attended the last meeting. The Disco and Licorice fundraisers were discussed. There was only one instructor for some of the Matariki lessons but the Puanga lessons are going much better.</p> <p>Janelle contacted the STDC about a posting the pools had made on their Facebook page which was very inappropriate. If she doesn't get a response, she will ask for a meeting with Fiona Atkins at the Council. Maz would also attend.</p>
10.	Principal's Report	<p>The roll is 152 compared to 153 this time last year.</p> <p>Paid union meetings for teachers are being held on Thursday 24 June. Half the staff will attend in the morning and the other half will go in the afternoon so the school can remain open. Paid union meetings and PLD for Principals is being held on Wednesday 16 June from 8.30am - 12 noon. Janelle is attending the NZEI Rural Principals' Conference next week. Jude will be in charge, however Janelle will be available by phone or email at all times.</p> <p>NAG 1 Attendance Data Term One Every day Matters (MOE) has sent through the breakdown of our Term One data. The link to this was provided in the Principal's Report.</p>

Our annual target for student attendance is 95% or more for 2021. The MOE target is 90% or more attendance. Janelle has reminded the parents of the importance of regular attendance through the newsletter.

NZSTA Student Achievement Workshop

Janelle attended the NZSTA Student Achievement board training workshop in New Plymouth last week. It was very valuable to check that we are complying with all requirements.

How do we Monitor Student Achievement Progress?

Janelle outlined the assessments and tools the school uses to monitor student achievement:

- PAT (Progress and Achievement Tests) for Puanga Hub students in Maths and Reading Comprehension
- Overall Teacher Judgement (OTJ). An OTJ can be made when the teacher reviews all of the evidence, rather than relying on a single source of evidence.
- Moderation within teams and between teams. All assessment decisions should be moderated if there are elements of teacher judgment about curriculum expectations involved.
- HERO Goals
- easTTle - Electronic Assessment Tasks for Teaching and Learning. At our school we only use this tool for writing assessment.
- IKAN - Individual Knowledge Assessment of Number
- GLOSS - Global Strategy Stage (GloSS) assessment. This enables a teacher to identify the strategy stage a student is operating at, on each of the three strategy domains of the Number Framework.
- JAM - Junior Assessment of Mathematics
- Reading Running Records - helps to calculate the student's reading age and learning needs.

We don't always measure success and achievement using data. Often success can look like a range of celebrations such as attending school regularly, using the key competencies and STAR values, making a new friend, sport and cultural achievements. These types of achievement can't be measured with a test but a narrative is provided with the Mid Year and End of Year Data to include these other vital areas of a child's growth and development.

Local Curriculum

Jude and Tina have been attending PLD over the last 18 months on developing our Normanby School Local Curriculum. All elements of The New Zealand Curriculum are used as the framework in designing our local curriculum.

The Leadership Team of Janelle, Jude and Tina will meet on 11 June to write a report about the development of our own local curriculum. This will be presented at the June Board meeting.

NAG 2

Reviews

Current Reviews:

- The role of the Presiding Member (Chair)
- Presiding Member Review
- Review of Effective Governance - Board self assessment checklist

New Parent Information Evening

A new parent information evening was held on 6 May. Representatives from the staff, PTA and board attended. These meetings are an excellent PR exercise and the families who attend always speak positively about what they learn.

PTA Report

Janelle included a link to her May PTA Principal's Report and the April and May PTA minutes.

Future of Hawera Schooling

Last Thursday Janelle received an email regarding the future of schooling in Hawera giving two proposals: recapitulation of six contributing primary schools to Year 1 - 8 or establish a Year 7 - 13 secondary school. The six contributing schools had a lot of questions about recapitulation and at the schools' request, the Ministry set up a meeting today to answer those, which was well attended by 22 people. MOE are sending out an email tomorrow that can be shared with the community.

Another meeting for principals and school boards is being held on Wednesday 26 May at 2pm, and another at 5pm, both in the Hawera High School staffroom. Maz, Vicki and Adam will attend the 2pm meeting and Angelika and Craig will attend the 5pm meeting.

The Hawera High School and Hawera Intermediate are running Community Information Sessions to show what models of a Year 7 - 13 school look like. Staff from two Year 7 - 13 schools will present models of how their school's operate - Ormiston College and Coastal Taranaki School.

The meetings are being held at Tairoa Lodge Church Hall:

Tuesday 1 June - 3.30pm - 5.30pm or 6pm - 8pm

Wednesday 2 June - 9.30am - 11.30am

Janelle will attend one of the meetings.

Boards of affected schools will consult with their own school communities about the two proposals and need to provide a submission by 9 July.

- *Proposal A:* Recapitulation of Year 7 & 8 at Normanby School. This would mean retaining our current Year 6 students as Year 7 students in 2022.
- *Proposal B1:* Merge Hawera Intermediate School and Hawera High School to form a Year 7–13 school from the start of 2023 on the Hawera High School site.

Proposal B2: Close both Hawera Intermediate and Hawera High School and open a new Year 7-13 school on the Hawera High School site from the start of 2023. If it wished, the board could structure this as middle schooling (Year 7-10) and senior schooling (Year 11-13) within one school on a common site.

This is a consultation process only - the Ministry will make the final decision, which at this stage will be by September. The Board agreed to put a survey out to the school community in the last two weeks of June. A special meeting may need to be held to compile the survey.

Mokoia School have indicated that they have already applied for recapitation.

Janelle said It would be viable for us to keep Year 7's here next year as we have a spare classroom. If our community decides they want recapitation we need to write a list for the Ministry of what we would need, to accommodate that.

An Employment Transition team has been set up as the Intermediate is closing. They will be taking Year 6's next year as they are not closing until new facilities have been set up. Only the entity of the Intermediate would close at the end of 2022, not the buildings. Their name would change. A website will be set up with Frequently Asked Questions and other information.

If the decision is made to go with a new school they will create an Establishment Board and some members will be elected from the community. The new school site hasn't been determined yet. WITT could also become involved.

PB4L Review

In Term One we had a review of our current PB4L structures that we have put in place over the past 12 months. This is called SET data which is a School-wide Evaluation Tool (SET). Our overall score was 92.9%. The area for us to work on next, is to formally summarise data to look at overall trends for behaviour. This information can then be used for making decisions in designing, implementing, and revising PB4L-SW systems and practices.

Policy Review

This term the policy "Reporting to Parents on Student Progress and Achievement" needs to be reviewed. It requires updating to include our new Hero reporting format. Board members are to review the policy on SchoolDocs and submit feedback.

NAG 3

New Learning Assistant Appointed

After checking school policies and seeking guidance from NZSTA we advertised for a Learning Assistant. Ten suitable applications were received. These were shortlisted by Janelle and Jude, and interviews were held. Rhys Hurley was the successful applicant. This is a fixed term position until the end of 2021. The money for this extra resource has been contributed by the MOE for a student with specific needs.

Policy Review

The "Protected Disclosure" policy is due for review this term. Board members are to review the policy on SchoolDocs and submit feedback.

NAG 4**Property Update**

The following work/upgrades have been completed since the last Board meeting:

- Cyclical painting has continued
- Fencing is well underway - just waiting on equipment from overseas
- Storage shed for PE/Play based equipment - this has started and the money has been released by MOE. All SIP funding has now been used.

School Dental Clinic

A lot of work needs to be done - approximately \$70,000 at the school's cost. It would cost approximately \$60,000 to demolish it but the Ministry would pay for that.

Janelle contacted Rachel Vickers (MOE Property Advisor) who said we had two options:

- If we want to keep it, funds would be reallocated from our current 5YA identified projects to cover the cost of the work
- If it is surplus to requirements the building would be added to the rationalisation list and when Opex funds become available the building would be rationalised (i.e. demolished or disposed of)

Move that the board agrees unanimously to put the Dental Clinic into the Crown Disposal Process. J. Jones/Unanimous

Draft of 10YPP

Janelle has received a revised draft of the 10YPP which now includes using the Room 8 cloakbay for a breakout room and the installation of large doors to the outside of Room 5 and 6.

Move that we approve the 10YPP. J. Jones/A. Fowlie

Mowing

Janelle received a quote from Mulch and Mow for a similar price to what we had been paying, which has been accepted.

Board Gift Policy

Janelle provided a copy of the Staff Gift Policy. A Board Gift Policy will be discussed at the next meeting.

Some questions to consider:

- Do you want to align a Board Gift Policy with the Staff Gift Policy?
- Do you want to increase the staff gift policy?
- Do you want to make the Board gift policy totally separate from the staff gift policy?
- Do you want a policy to state a \$100 gift for any Board member who resigns irrespective of length of service?

NAG 5**Fire Service**

Andrew Cotter (Fire and Emergency Officer for Taranaki) met with Janelle to discuss how the false fire alarms in the school hall can be resolved.

		<p>Obertech have been out to try and rectify the issues. They have replaced the Hall Kitchen smoke detector with a heat detector.</p> <p>Accident Register from Monday 17 May to Thursday 10 June 2021 This is a new addition to Janelle's reports where the Board will receive a summary of accidents each month.</p> <p>Reporting on Physical Restraint Nothing to report this month.</p> <p>Stand Downs and Suspensions There was one stand down that took place for two days (11 - 12 May). MOE were notified.</p> <p>RAMS Forms Submitted No forms were submitted over the past month.</p> <p>Policy Review - Visitors Board members are to review the Visitors Policy on SchoolDocs and submit feedback.</p> <p>Digital Technology and Cybersafety/Cyberbullying The Board can be assured that the Digital Technology and Cybersafety/ Cyberbullying policies are being implemented and that the school holds copies of signed digital use agreements for all staff and students, as required.</p> <p>Computer Security and Cybersecurity The Board can be assured that staff are engaged with the abuse reporting procedure and indicators of abuse.</p> <p>NAG 6 Nothing to report.</p> <p>NAG 7 School Charter Janelle included a link to the updated action plan in the school charter in her Principal's Report.</p> <p>NAG 8 Analysis of Variance Janelle included a link to the annual analysis of variance that has been sent to the MOE in her Principal's Report.</p> <p>Board Work Plan The Board Work Plan has been updated for May and June.</p> <p>Board Training Janelle has updated the Board Induction Folders. Members were asked to bring their folders to the next meeting so they can be updated. Janelle will</p>
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		<p>add the Direct Credit Authority form and IR330c tax form to the folder so these can be given to new members during their induction.</p> <p><u>Term 2</u></p> <ul style="list-style-type: none"> • Education and Training Act 2020 - Te Tiriti o Waitangi (School Board responsibilities as a Crown Entity) (Janelle attending in New Plymouth on 29 June) • Finance Part 2 (Janelle attending in New Plymouth on 21 June and Angelika attending in Stratford on 23 June) <p><u>Term 3</u></p> <ul style="list-style-type: none"> • Education and Training Act 2020 - Te Tiriti o Waitangi (School Board responsibilities as a Crown Entity) • Strategic Planning and Review <p>Learning in the Classroom 2021</p> <p>Room 3 and 4 (Y5 & 6) presented what's been happening in their classrooms. Janelle will ask teachers if they would like students to do a voice over for future presentations. Janelle elaborated on some of the work her maths enrichment groups have been doing.</p> <p>Moved that her Principal's Report be accepted. J. Jones/M. Prince</p>
11.	Previous minutes	Moved that the previous minutes be accepted. M. Prince/V. Roberts
12.	Matters Arising	Nil
13.	Job Sheet:	<ul style="list-style-type: none"> • Coulton's no longer offer free transport to sports events • Maz will check with Sheree to see if the smoke alarms have been installed at the school flats • The new curtains have been hung at the flats • Maz will follow up with Tash about funding for the gates for the Memorial Arch and email the board • DMack Engineering are doing the fence repairs on 21 May
14.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> • Education Gazette - 3 May <p>To Full Board</p> <ul style="list-style-type: none"> • Agenda • Principal's Report • Receipts and Payments - April • VISA statement - April • March Financial Management Report Summary • April Financial Management Report Summary • Previous minutes - 15/04/21 • Job Sheet - April • STA News - April

		<p>To Treasurer</p> <ul style="list-style-type: none"> ● TSB bank statement - April ● March Financial Management Report <p>BOT Emails (circulated to Full Board)</p> <ul style="list-style-type: none"> ● NZSTA - Reminder for Student Achievement Workshop in New Plymouth 13 May. 6pm - 8pm at Brougham Heights Motel. ● Vicki - Questions for applicants for Casual Vacancy ● Sheree - Invoices from Willies Property Maintenance - \$4972.60 to replace ceiling and wallpaper in bedroom (insurance claim), \$323.15 to replace lino in hallway and rehang two doors ● Janelle - confirmation of payment to Willies Property Maintenance for work done at Flat B ● Maz - informed candidates of result of Casual Board Vacancy ● Janelle - NZSTA Training - National Advertised Workshops: Central West ● Janelle - Principal's PTA Report 10 May 2021 ● Janelle - repairs required to Dental Clinic ● Kay - May Accounts for Payment ● Janelle - Hawera Schools Consultation <p>Board Correspondence Received (filed)</p> <ul style="list-style-type: none"> ● Nil <p>Outwards</p> <ul style="list-style-type: none"> ● Nil <p>Late Correspondence</p> <ul style="list-style-type: none"> ● Nil
15.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for May
16.	General Business	<p>Health School Lunches Programme</p> <p>The Healthy School Lunches Programme is going well. There is no waste in Puanga Hub. Children are loving the fruit. Janelle has been giving the suppliers feedback which they are responding to. Janelle has also given feedback to the Ministry that it isn't enough food for some of the older students. Janelle will remind parents via the newsletter that they can send food from home if their child doesn't like an item on the menu.</p> <p>Board Reports</p> <p>Janelle asked the Board if the reports are giving them the information they need. It was agreed that the links found in the report are really useful. Some of the copy and paste isn't necessary as this information may be available elsewhere if people are interested.</p> <p>Whakatauki</p> <p>Maz asked if Vicki would like to provide a whakatauki for the next meeting.</p>

17.	Agenda Items for next meeting	<ul style="list-style-type: none"> ● Swimming pool ● School vans ● Gift Policy ● Applying for Grants (Front Gates - Tash and Vans - Maz)
18.	Next PTA Meeting:	7.00pm Monday 14 June – Craig will attend
19.	Next BOT meeting:	6:30pm Thursday 17 June
20.	Whakatauki	
21.	Meeting closed	9.32pm
22.	Future BOT Meeting Dates for 2021	<ul style="list-style-type: none"> ● Thursday 17 June at 6.30pm ● Thursday 29 July at 6.30pm ● Thursday 19 August at 6.30pm ● Thursday 16 September at 6.30pm ● Thursday 21 October at 6.30pm ● Thursday 18 November at 6.30pm ● Thursday 16 December at 6.30pm

