



Normanby School

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Normanby School Board Meeting via Google Meet

19 August 2021

Meeting commenced: 7.01pm

Signed: _____

Dated: _____

16th Sept 2021

Present: Maz Prince (Presiding Member), Janelle Jones (Principal), Craig Clarke, Vicki Roberts, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary)

Apologies: Angelia Fowlie, Adam Werder

Declaration of Conflict of Interest/Pecuniary interest: Nil

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Public Excluded Business	Nil
3.	Reviews	Governance Review: <u>BOT Self Review</u> This was completed at the last meeting.
4.	Special Topics	Swimming Pool Janelle asked Rachel for a letter from the MOE stating that the pool, ancillary buildings and associated land are Crown owned. Rachel said it would take about two weeks. Grant for School Vans Janelle had made a date to meet with Tania but this will now need to be rearranged, due to the Covid pandemic. Board Gift Policy To be carried over to the next meeting. NELPS Discussed in the Principal's Report.

5.	Presiding Member	We are in lock down again, but we have been here before. We have the template for Bubble School in place. The Board appreciates what staff are doing in the background preparing for Bubble School and remote learning. Maz told the members to keep in touch with each other as required.
6.	Financial Report	<p>Moved that the August accounts of \$4,191.94 be passed for payment. M. Prince/Unanimous</p> <p>Maz will ask all members to email their approval for these accounts as a paper trail.</p> <p>Janelle and Tash approved a payment of \$991 for shelving for the new PE Shed. The company required payment before delivery. There was still \$500 left in SIP funding for the PE Shed so the school only had to contribute \$441.</p> <p>July VISA balance: \$830.07</p> <p>Balance of accounts as of 31 July 2021: BOT account: \$381,421.60 Investment account: \$86,000.00</p> <p>As at 31 July we have received 77% of what we had budgeted for the year and spent 63% of what we had budgeted for the year compared to 58% of the calendar year gone. We have used 71% of the salaries budgeted for the year.</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 31 July 2021 are \$294,287 Budgeted Available Funds at 31 July 2021 are \$239,103</p> <p>Our banked staffing is quite high, but Janelle has a plan in place. We will be reimbursed for when a staff member was on medical leave and we were paying for two teachers.</p> <p>Moved the Financial Report be accepted. M. Prince/J. Jones</p>
7.	PTA Report	<p>Janelle reported that there weren't enough helpers for the last PTA BBQ so it was cancelled before the order forms were sent out.</p> <p>The PTA applied for, and have been approved to receive, free sausages from Hellers.</p> <p>There is a disco coming up but it will be dependent on the Covid situation.</p>
8.	Principal's Report	<p>Covid Update</p> <ul style="list-style-type: none"> ● MOE have said that we can go into school to get devices to distribute and make up learning packs. This will happen on Monday. ● We are not providing formal learning over these three days. Janelle has put several resources online for families (on our school website). ● Janelle is making sure that staff are all ok. One staff member is on her own so we are looking out for her.

- Janele has shared a document to find out what staff would be available for Bubble School or to do remote learning.
- Senior management (Janelle, Jude and Tina) met this morning for two hours, then Jude and Tina met with their own teams this afternoon.
- Janelle had a Zoom meeting with MOE this afternoon.
- We will put a contactless pick up system in place for devices and packs, or deliver them.
- Local principals met via Zoom today - every school will be following much the same process.
- On Monday staff will go into school and make up packs, ready for pick up or delivery on Tuesday morning. (dependent on the announcement tomorrow).
- Janelle and Cameron worked on the website this afternoon creating links to online learning activities.
- Every class might have their own private Facebook group/Messenger. Our Facebook numbers of parents looking at posts is quite high, compared to emails or Hero posts. Other options are emails, texts and phone calls.
- Every teacher has to make some kind of contact with each child in their class every day.
- We have good supplies of cleaning and PPE. We can still make orders if required.
- A suggestion was made to continue with the same rules throughout the different levels and the Board thought this was a good idea. Janelle always follows the guidelines from MOE.
- A question was asked about staff vaccinations. Janelle said we can ask staff, but no one is obliged to inform us. If they don't reveal whether or not they are vaccinated we assume that they aren't. Janelle and one other staff member are the only ones fully vaccinated. Most staff are positive about having it. The Board are concerned that staff will be safe. Parents may be concerned if teachers aren't vaccinated.
- Janelle will encourage staff to wear a mask if they want to. Van drivers will wear masks due to being in a confined space. Children could wear masks if they wanted to. MOE haven't addressed mask wearing yet.
- Janelle has been communicating with the school community via Hero, email and Facebook.

The roll is 167 compared to 163 this time last year.

NAG 1

Learning Conferences

Mid year Learning Conferences were held on 5 August. The turnout was excellent with 92% of whanau attending. Teachers will connect with families who were unable to attend on the day. We were also able to connect another 12 whanau to the HERO app on the day. Staff completed a review of the process and overall found the experience very positive.

NZ Principals Conference

Janelle attended the NZ Principals Conference in Rotorua in Week 2. Janelle included a report on the conference and a summary of the Keynote Speakers in her Principal's Report.

NAG 2

Reviews

We are due to review the Board Presiding Member in Term 4. Janelle included a link to the review in her report. A hard copy is to be completed by each Board member and then given to the Board Secretary for summarising. The summary will then be shared with the Presiding Member.

PTA Report

Covered above. Janelle Included a link to her PTA Principal's Report for the August meeting.

Strategic Planning and Reporting Workshop

NZSTA are holding this workshop in Hawera on 8 September from 6pm to 8pm. Janelle encouraged all members to attend.

NELPS

NELPS (National Education and Learning Priorities) will be part of our Strategic Planning by 2023.

The NELPS are made up of five objectives and seven priorities:

Objective 1: Learners at the centre - Learners with their whanau are at the centre of education

Priority One: Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying

Priority Two: Have high aspirations for every learner/akonga and support these by partnering with their whanau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures

Objective 2: Barrier-free access - Great education opportunities and outcomes are within reach for every learner

Priority Three: Reduce barriers to education for all, including Maori and Pacific learners/akonga, disabled learners/akonga and those with learning support needs

Priority Four: Ensure every learner/akonga gains sound foundation skills, including language, literacy and numeracy

Objective 3: Quality teaching and leadership - Quality teaching and leadership make the difference for learners and their whanau

Priority Five: Meaningfully incorporate te reo Maori and tikanga Maori into the everyday life of the place of learning

Priority Six: Develop staff to strengthen teaching, leadership and learner support capability across the education workforce

Objective 4: Future of learning and work - Learning that is relevant to the lives of New Zealanders today and throughout their lives

Priority Seven: Collaborate with industries and employers to ensure learners/akonga have the skills, knowledge and pathways to succeed in work

Objective 5: World-class inclusive public education - New Zealand education is trusted and sustainable

Janelle will transfer her reporting to the Board against the NELPS. We will use Objective One from the beginning of next year. At each Board meeting we will discuss each of the objectives and associated priorities as we are expected to start implementing these into our strategic plan from 2022. The NELPS will be covered at the NZSTA Strategic Planning and Reporting Workshop and Janelle encouraged all members to attend if possible.

Recommendation:

- In our strategic planning for 2022, the Board needs to start using the NELPs in a way of phasing out the NAGs and NEGAs. This will be a phased approach throughout the 2022 year ready for full implementation in 2023.

NAG 3

New Sick Leave Laws

Under the Holidays Act 2003, the statutory minimum sick leave entitlements are increasing from 24 July 2021 from 5 days per year to 10 days per year. The increase will take place on each employee's next sick leave anniversary day.

Staff and Student Wellbeing

The Senior Management meeting to look at the results of the survey had to be cancelled due to the lockdown. Janelle will report to the Board once the results have been analyzed.

Staff Appraisal Process

Assurance is given that all staff have a thorough appraisal process in place. All staff have observations and coaching conversations every term. Provisionally Certified Teachers are provided with more observations and support.

NAG 4

Property Update

- Cyclical painting has not been completed and has been hampered by weather and a lack of painters
- Fencing is almost completed - getting some signs sorted
- Storage shed for PE/Play based equipment - currently painting walls and sorting out shelving
- Louise from WSP has sent the scope of works out to some roofers. This is part of our 5/10Y Property Plan as we have issues with some parts of our roof

- Louise from WSP is currently organising some pricing etc for the stormwater connection project too. This is also part of our 5/10Y Property Plan.

Swimming Pool

Covered under Special Topics.

NAG 5

Accident Register from 10 July 2021 to 12 August 2021

One incident involving a student.

No incidents involving a staff member.

One incident resulted in parents/caregivers being phoned.

No hazards identified from incidents.

Reporting on Physical Restraint

Nothing to report this month.

Stand Downs and Suspensions

There are no stand downs and/or suspensions to report.

RAMS Forms Submitted

No forms were submitted over the past month.

Risk Management

Janelle assured the Board that she meets the caretaker once a week to walk around the school to ensure all risks according to health and safety are identified and mitigated. There is a shared google document that staff can access if they notice anything of concern and this is checked regularly.

NAG 6

Nil

NAG 7

School Charter

Pages 19 - 35 have been updated with the information from the mid-year reports. i.e. What we have achieved and what we are working on.

NAG 8

Analysis of Variance 2020

Janelle included a link to the annual analysis of variance in her Principal's Report.

Policy Reviews Term Three 2021

- Concerns and Complaints
- Behaviour Management (this has changed with PB4L)

Behaviour-related Topics:

- School Values and Behaviour Expectations
- Bullying
- Cyberbullying

Staff and senior management team have reviewed and updated the Behaviour Management Policy to ensure it aligns with our PB4L strategic

		<p>direction. Janelle attached the updated Behaviour Management Plan to her report.</p> <p>Board Work Plan for Term Three The Board Work Plan has been updated for July, August and September. All tasks for July and August have been completed.</p> <p>Board Training Janelle has updated the Board Induction Folders.</p> <p>NZSTA Board Workshops <u>Term 3</u></p> <ul style="list-style-type: none"> Strategic Planning and Review - Wednesday 8 September - Hawera <p><u>Term 4</u></p> <ul style="list-style-type: none"> TBC <p>Learning in the Classroom 2021 Room 5 (Samantha Dalley/Olivia Williamson) & Room 6 (Jude Sklenars/Olivia Williamson) - Year 0 & 1, shared their learning via a slideshow.</p> <p>Moved that her Principal's Report be accepted. J. Jones/V. Roberts</p>
9.	Previous minutes	<p>Moved that the previous minutes be accepted. M. Prince/T.Campbell</p> <p>Maz will sign the minutes before they are released publicly.</p>
10.	Matters Arising	Nil
11.	Job Sheet:	<ul style="list-style-type: none"> Janelle has booked a table for 6pm on Friday 10 September at The Burnt Place Janelle has informed the PTA about the new sports shorts and will approach them at a later meeting about a contribution
12.	Correspondence	<p>Inwards To Presiding Member</p> <ul style="list-style-type: none"> Letter from MOE re Sexuality Education. Sexual harassment is not acceptable. We are required to consult with our school community at least every two years, that the school's health curriculum is meeting their needs. <p>To Full Board</p> <ul style="list-style-type: none"> Agenda Principal's Report Receipts - July VISA statement - July July Financial Management Report Previous minutes - 29/07/21 Job Sheet - July STA News - July

		<p>To Treasurer</p> <ul style="list-style-type: none"> • TSB bank statement - July • July Financial Management Report <p>BOT Emails (circulated to Full Board)</p> <ul style="list-style-type: none"> • Janelle - Term 2 Attendance Report • Maz - NZSTA Strategic Planning and Reporting Workshop to be held in the Hawera High School Staffroom from 6pm - 8pm on Wednesday 8 September • Janelle - Principal's PTA Report 9/8/21 <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
13.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for August.
14.	General Business	<p>Board Dinner Board dinner on Friday 10 September at 6pm at The Burnt Place. (Covid restrictions dependent).</p> <p>Supporting Families in Need Janelle is working with agencies to support our families in need. There are concerns for our special needs children - they can regress during this time. The lockdown causes stress for families and we need to be mindful of what is going on in homes. We don't need to add more stress. There are no expectations in terms of requirements for remote learning. Mental health can be an issue. Stress can also be experienced by children from split homes. The wellbeing of staff is also very important. Maz will write something for the newsletter on behalf of the Board about working together and looking out for each other - staff, board, parents, students.</p>
15.	Agenda Items for next meeting	<ul style="list-style-type: none"> • Swimming pool • School vans • Gift Policy
16.	Next PTA Meeting:	7.00pm Monday 6 September
17.	Next BOT meeting:	7pm Thursday 16 September
18.	Whakatauki	
19.	Meeting closed	8.13pm

20.	Future BOT Meeting Dates for 2021	<ul style="list-style-type: none">● Thursday 16 September at 7pm● Thursday 21 October at 6.30pm● Thursday 18 November at 6.30pm● Thursday 16 December at 6.30pm
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