



Normanby School

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Normanby School Board Meeting via Google Meet

16 September 2021

Meeting commenced: 7.02pm

Signed: _____

Dated: _____

21/10/2021

Present: Maz Prince (Presiding Member), Janelle Jones (Principal), Craig Clarke, Vicki Roberts (via Google Meet), Angelia Fowlie, Adam Werder (left the meeting at 7.12pm), Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary)

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest: Nil

Adam read out his letter of resignation from the Board explaining his reasons. His resignation is effective from 16 September 2021.

Maz will contact NZSTA to get some feedback and clarification around the reason for his resignation and update Adam.

Adam left the meeting at 7.12pm.

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 7.14pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 7.25pm
3.	Reviews	Governance Review: <u>BOT Self Review</u> This has now been completed.
4.	Special Topics	Swimming Pool Rachel said she would hopefully have the letter stating MOE's ownership of the pool to Janelle yesterday, but it hasn't been received as yet. Grant for School Vans Janelle hasn't been able to meet with Tania due to Covid restrictions. Board Gift Policy To be carried over to the next meeting.

		<p>School Drop Off/Pick Up Zone Vicki met with Mohit, the STDC Roading Engineer, at school so he could see the Drop off/Pick up zone system in action. He could see the benefits and safety aspects of the system and said it was very well run. It is a Drop off/Pick up Point rather than a roundabout. He took photos and asked lots of questions. They also had a discussion about where extra parks could go. A possibility could be to have angle parking down Hunter Street. He was going to meet with his Manager later that morning. Vicki hasn't heard back from him yet so will follow up with him tomorrow.</p>
5.	Presiding Member	<p>Maz asked Janelle to pass onto staff how appreciative the Board are of all their hard work during the different Covid Alert Levels Maz will contact NZSTA to get some feedback and clarification regarding the reasons for Adam's resignation and then email Adam and the Board with what she finds out. Janelle will remove his access to Board emails etc.</p>
6.	Financial Report	<p>Moved that the September accounts of \$6,858.70 be passed for payment. A. Fowlie/C. Clarke</p> <p>A payment of \$2,500 is being refunded to the Kahui Ako (to the Tawhiti School BOT account), as the payment should have been paid directly to Janelle for her services to the Kahui Ako, not to the school.</p> <p>Janelle and Tash approved a payment of \$46,777.00 to Metropolitan Fencing Ltd which was the final payment for the boundary fence.</p> <p>August VISA balance: \$2,284.97 A payment of \$436.80 was made to the Polynesian Spa in Rotorua - Angelika checked the receipt which was for books.</p> <p>Balance of accounts as of 31 August 2021: BOT account: \$341,925.19 Investment account: \$86,000.00</p> <p>As at 31 August we have received 88% of what we had budgeted for the year and spent 72% of what we had budgeted for the year compared to 67% of the calendar year gone. We have used 82% 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 August 2021 are \$295,997 Budgeted Available Funds at 31 August 2021 are \$231,582</p> <p>Banking staffing is high but Janelle is working to get this down. Staffing is well over budget because of our high needs students. We get some funding (MOE contribution) but the school has to meet the shortfall.</p> <p>Moved the Financial Report be accepted. A. Fowlie/ C. Clarke</p>
7.	PTA Report	<p>The September meeting was cancelled due to Covid. The next meeting will be held on the first Monday of Term 4.</p>

<p>8. Principal's Report</p>	<p>The roll is 167 compared to 166 this time last year.</p> <p>NAG 1</p> <p>Covid - Learning from a Distance</p> <p>Janelle is sending out a survey to families, staff and students tomorrow about Lockdown. The feedback will be used to prepare for the next lockdown.</p> <p>Learning packs were made up and delivered to families. There was only one student we were unable to connect with and their details were passed onto MOE and MSD.</p> <p>Some things we did well and some things we could have done better. We are unable to engage with some families no matter what we do. We didn't want to put pressure on families.</p> <p>We could aim to be more creative if there was another lockdown, e.g. one teacher could do math's workshops for students across the school. Another teacher could take a reading lesson.</p> <p>On-line learning doesn't suit all families - some families prefer the hard packs. We would still keep the hard packs but offer other options.</p> <p>The teachers are concerned they've lost three weeks of teaching. This could affect our end of year data. The Board asked if students would need extra help next year to catch up. We may need to look at funding extra Learning Assistant hours to give support to students who have fallen behind.</p> <p>All children returned to school much more quickly this year under Level 2 and there are only two families we are working with to ensure they attend school. Children have adapted to Level 2 more quickly and have shown greater resilience.</p> <p>The drop off and pick up zone has worked really well and traffic flow has improved with lessons learnt from 2020.</p> <p>NAG 2</p> <p>Reviews</p> <p>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.</p> <p>PTA Report</p> <p>The September meeting was cancelled due to the Covid lockdown. Janelle included a link to the August meeting minutes in her report.</p> <p>Strategic Planning and Reporting Workshop</p> <p>The NZSTA workshop on Strategic Planning was cancelled due to the Covid lockdown. There is a webinar which Janelle will email to the Board to watch.</p> <p>At this stage our main focus for 2022 is:</p> <ul style="list-style-type: none"> ● Maths - <i>new</i> ● PB4L/RbL - continuation ● Active Healthy Living/Wellbeing for staff and students - <i>new</i> ● Local Curriculum/NZ Histories/Te Ao - continuation
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Janelle has signed us up to the Active Healthy Living programme which is free. It teaches students about health, well-being, recreation and leisure and promotes healthy lifestyles and mental well-being.

Future Schooling in Hawera

Janelle emailed Rae at MOE for an update. We need something to communicate to the wider Hawera community that is consistent across all schools. Rae is meeting with the national team tomorrow to develop key messages that can be shared with our school communities. However, she is on leave next week so there may be a delay.

She said that the report on Future Schooling in Hawera has been completed but is not yet with the Minister.

Recommendations:

- 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.
- For Board members to watch the recording of the NZSTA Webinar on strategic planning.

NAG 3

Covid Vaccination Views

Due to advice from the MOE and Teachers Council an email was sent to all staff and board members which stated, "As members of the public service, it is not appropriate for teachers, school leaders or board members to use their position to promote their personal views." This was in response to personal comments about Covid-19 vaccination being posted on a small number of teachers' social media.

There is the expectation that Normanby staff and Board members will avoid publicly challenging (or on social media) the official health advice.

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.

Throughout the lockdown and different alert levels, the wellbeing of both staff and students has been a high priority and we have had robust check in systems in place.

Staffing for 2022

Discussed in Public Excluded business.

Staff Vouchers

During lockdown we had staff who delivered hard packs (using their own vehicles), plus on a daily basis they were using their own internet and power to work from home. Last year we provided staff with \$100 vouchers as a way of contributing to these costs and Janelle proposed doing this again this year. The Board agreed that this was a way of showing support for staff, demonstrating that the Board values them and would also promote their well-being.

Janelle is claiming our Covid-related expenses and she would include the vouchers as well.
Moved that we purchase \$100 vouchers for staff, a total of approximately \$2,000. J. Jones/Unanimous

NAG 4

Property Update

- Cyclical painting - during Level 3, painters used the opportunity to do more painting as the weather was favourable. They now have about two more full days left to complete the exterior.
- Signs for the fence have been ordered - once they arrive they will be erected
- Storage shed for PE/Play based equipment - walls have been painted by the caretaker and shelving put up, during Level 3 lockdown
- Grounds - during Level 3 the caretaker used the time to work on the grounds - particularly the area in the corner of the field (by Hunter St/Wynyard St)

Swimming Pool

Covered in Special Topics

School Flats

Janelle had an email from Sam to say her stove top elements are not working properly. Craig will contact Tim White to have a look at it. We will need to weigh up whether it is worth repairing or should be replaced.

NAG 5

Accident Register from 10 July 2021 to 12 August 2021

No incidents involving a student.

No incidents involving a staff member.

No 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

2022 Dates

Janelle attached the school year dates for 2022. We need to add one more Teacher Only Day to the 2022 calendar as the one planned for Monday 6 September was cancelled due to the Covid lockdown. This MOE allocated TOD needs to be used prior to the end of 2022.

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 direction. Janelle attached the updated Behaviour Management Plan to her report.

Board Work Plan for Term Three

The Board Work Plan has been updated for July, August and September. All tasks have been completed apart from the sharing of provisional staffing entitlement and funding as this has not yet been received from the MOE.

Board Training

Janelle has updated the Board Induction Folders.

NZSTA Board Workshops

Term 3

- Strategic Planning and Review - cancelled due to Covid. A webinar is available to view - Janelle will email the link.

Term 4

- TBC

Learning in the Classroom 2021

Room 7 (Morgan Cowper) & Room 8 (Geraldine Sumner) - Year 1 - 3, shared their learning via a slideshow.

Moved that her Principal's Report be accepted.

J. Jones/A. Fowlie

9.	Previous minutes	Moved that the previous minutes be accepted. M. Prince/T. Campbell
10.	Matters Arising	Nil
11.	Job Sheet:	No jobs completed this month due to the Covid Alert Levels in place.
12.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> NZSTA Update - re Board specific responsibilities Education Gazette - 16 August <p>To Full Board</p> <ul style="list-style-type: none"> Agenda Principal's Report Receipts - August VISA statement - August August Financial Management Report Summary Previous minutes - 19/08/21 Job Sheet - August <p>To Treasurer</p> <ul style="list-style-type: none"> TSB bank statement - August August Financial Management Report <p>BOT Emails (circulated to Full Board)</p> <ul style="list-style-type: none"> Janelle - Strategic Planning and Reporting Workshop cancelled Janelle - Advertising for Teaching Position 2022 Maz - Board dinner postponed Janelle - Message from MOE regarding Covid vaccinations Janelle - NZSTA - Board Matters re proposed name change Sam Dalley (to Janelle) - only one element working correctly on stove top at Flat 9A <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 September.
14.	General Business	<p>Board Dinner Friday 12 November. Janelle will book The Burnt Place for 6.30pm</p> <p>End of Year PTA/Board/Staff Christmas Function Saturday 4 December</p>

15.	Agenda Items for next meeting	<ul style="list-style-type: none"> • Swimming pool • School vans • Gift Policy
16.	Next PTA Meeting:	7.45pm Monday 18 October
17.	Next BOT meeting:	7pm Thursday 21 October
18.	Whakatauki	
19.	Meeting closed	8.41pm
20.	Future BOT Meeting Dates for 2021	<ul style="list-style-type: none"> • Thursday 18 November at 7pm • Thursday 16 December at 7pm