



Normanby School

3 Hunter St, Normanby 4614 ph/fax 06 272 8023 email admin@normanby.school.nz www.normanby.school.nz

Normanby School Board of Trustees Meeting

21 October 2021

Meeting commenced: 6.36pm

Signed: 

Dated: 18/11/2021

Present: Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Vicki Roberts, Craig Clarke (arrived 6.50pm), Tash Campbell (Staff Rep), Kay LePine (Minute Secretary)

Apologies:

Declaration of Conflict of Interest/Pecuniary interest: Nil

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.50pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 8pm.
3.	Reviews	Governance Review: <u>BOT Self Review</u> The review questions have now been completed
4.	Special Topics	Swimming Pool This will be covered in the Principal's Report. Grant for School Vans Janelle will get in touch with Tania. Board Gift Policy Carried over to the next meeting. Board Dinner Rescheduled for Friday 5 November at 6.30pm. Janelle will change the booking at The Burnt Place.

		<p>Van travel - Health and Safety</p> <p>Vicki was asked by a parent about children being in the school vans while they are being filled with petrol. It is good practice not to do this. Janelle has told the van drivers not to fill the vans while children are on board. Vicki will inform the parent of this decision. If the parent has any other concerns they should talk to Janelle or put it in writing to the Board.</p>
5.	Presiding Member	<p>Maz emailed Adam after clarifying his resignation with NZSTA. She followed this up with a text but hasn't received a reply.</p> <p>Moved that we accept Adam Werder's resignation from the Board.</p> <p>M. Prince/A. Fowlie</p> <p>Janelle to purchase a card and a small gift and Maz will write the card and give it to Adam.</p> <p>Maz proposed that we operate with one less Board member for the time being. The Principal is considered a Board member.</p> <p>We need three Board members present at meetings to make decisions.</p>
6.	Financial Report	<p>Moved that the October accounts of \$7,147.11 be passed for payment.</p> <p>A. Fowlie/C. Clarke</p> <p>September VISA balance: \$1,999.76</p> <p>Balance of accounts as of 30 September 2021:</p> <p>BOT account: \$254,192.03</p> <p>Investment account: \$86,000.00</p> <p>As at 30 September 2021 we have spent 81% of what we had budgeted for the year compared to 75% of the calendar year gone. We have used 93% of the salaries budget. We have also had more income than what we budgeted for.</p> <p>Actual available funds as at 31 December 2020 were \$270,641</p> <p>Budgeted available funds as at 31 December 2021 are \$201,499</p> <p>Actual available funds as at 30 September 2021 are \$288,475</p> <p>Budgeted available funds at 30 September 2021 are \$224,061</p> <p>Moved the Financial Report be accepted.</p> <p>A. Fowlie/C. Clarke</p>
7.	PTA Report	<p>Maz and Janelle attended the October meeting. A link to the minutes has been included in the Principal's Report.</p> <p>Josie, the Board secretary has resigned.</p> <p>The PTA will still hold a Treat Day however it may look different depending on the Alert Level.</p> <p>The next meeting is on Monday 29 November at 7.45pm. Angelika will attend.</p>
8.	Principal's Report	<p>The roll is 168 compared to 170 this time last year.</p> <p>NAG 1</p>

Covid

The Covid pandemic has created a lot of extra work over the past two months.

Our systems were reviewed after the last lockdown and we have a plan in place should we need to move to Level 3 or 4 again in the future.

Many school and inter-school events have been cancelled. MOE has advised all schools to minimise mixing between schools and restrict all non-essential events where possible. Many of our in-school events will be happening without parents attending, due to the health and safety policies that are being followed.

With many sports fixtures cancelled, Janelle has arranged for lots of in-school physical activities to take place.

End of Year Assessments

All data is to be collated and analyzed by 29 November. It will be presented at the December meeting.

Healthy Active Learning

This programme is fully funded by Sport New Zealand and will start in 2022. We have an advisor, Hayley Tito, attached to our school. Taylah and Cameron will be the lead teachers involved in the training.

NAG 2

Board Elections 2022

The recommended election date is 4 May 2022. There is an online election planner tool, which automatically populates dates for the 2022 triennial elections timetable.

Reviews

The Induction Folder has been updated and a link was provided in the Principal's Report.

We are due to carry out a review of the Board Presiding Member in Term 4. A hard copy of the review was given to all Board members. These are to be completed and returned to the Board Secretary by 8 November. These will then be summarised and the results shared with the Presiding Member.

PTA Report

Covered above.

Strategic Planning 2022

Our main focus for 2022 is:

- Maths - new
- PB4L/RbL - continuation
- Active Healthy Living/Wellbeing for staff and students - new
- Local curriculum/NZ Histories/Te Ao - continuation

Future Schooling in Hawera

The decision on the Hawera schooling network has been delayed due to the Minister of Education focusing on the Covid response.

If the final decision is to recapitate the primary schools, this would be implemented from 2023. This means that the intermediate will operate as normal next year, and then in 2023, the primary schools would retain their Year 7 students and the intermediate would only have Year 8 students on site.

If the final decision is to close Hawera Intermediate and Hawera High School, then implementation would also be in 2023 where Year 7 - 13 students would be at the newly formed school.

This means that regardless of the decision, there will be no changes to schooling in Hawera for 2022.

Recommendations:

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

NAG 3

Covid Vaccination Register

Janelle assured the Board that a Covid vaccination register is being kept as required.

Staff Wellbeing

In Week 5 we will be holding a special Hauora Week for all staff. Following the last Board meeting, Janelle considered the staff vouchers and felt that due to the time lapse after the lockdown, the money would be better used to purchase some special treats for staff during Hauora Week. Janelle appreciates that the Board is being very proactive in considering the staff's overall wellbeing.

Staffing for 2022

Discussed in Public Excluded Business.

Assurance of Appointment Process

Assurance is given to the Board that all policies and processes are followed when making appointments.

NAG 4

Property Update

We have had the following work/upgrades completed since the last Board meeting:

- Cyclical painting - we are still waiting for DR (Jack) Gray to complete two more days of exterior painting. Once this has been completed they will need to start on the interior - hopefully this can be completed in January.
- Signs have now been put up where required.
- Storage shed for PE/Play based equipment - this shed is ready to be used.

- School field has been sprayed for prickles.
- Lots of cleaning and general school maintenance was completed by the caretaker during the school holidays.
- Allan Vincent kindly donated his time to remove tree stumps in the Puanga Hub eating area during the school holidays. This will be acknowledged in the school newsletter. A quote for this work was \$750 and Allan did it for free for the school.

Swimming Pool

A letter has been received from the MOE stating that the swimming pools, changing sheds, filter shed and toilets are owned by the Ministry of Education. The land is owned by the Crown.

The letter will be published for the community as well as a statement giving the background to the Board's decision not to repair or maintain the swimming pool. We need to give the community all the facts.

Maz will draft the statement for the community and email it to the Board for feedback. This will be reviewed at the next meeting and then published in the newsletter.

Budget for 2022

Covered in Public Excluded Business.

School Insurance

Janelle, Angelika and Kay met with Crombie Lockwood Insurance. The following changes were made:

- Pool and pool buildings deleted
- Dental Clinic deleted
- New sports shed added with cover of \$25,000
- Value of the School Hall increased to \$350,000
- Value of the Caretaker's Shed increased to \$50,000
- Value of Other Site Improvements increased to \$150,000 to include the new fencing
- Both vans decreased to \$6,000 each

The quote for this cover is \$6,297.78 compared to \$6,106.42 paid last year.

A discussion was held about whether the school needed CyberSafe insurance. The cover costs approximately \$1,000. The Board agreed not to take out CyberSafety insurance this year but to review the need for it annually.

Toi Foundation Application

We can apply to the Toi Foundation for operational grant funding of approximately \$4,000.

Moved that the Normanby School Board make an application to Toi Foundation for a contribution towards our organisational day-to-day costs. We envisage this money will go towards continuing to enhance student wellbeing.

J. Jones/Unanimous

NAG 5**Accident Register from 14 September to 19 October 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.

Fire Drill

A fire drill was carried out on 27 September.

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 Four 2021

- Harassment
- Religious Education/Religious Instruction
- Maori Educational Success

Harassment-related Topics:

- Harassment Complaints Procedure
- Defamation
- Personal Grievance
- Definitions of Harassment

Board members are to review these policies on SchoolDocs.

Board Work Plan for Term Four

		<p>The Board Work Plan has been updated for 2021. The tasks for Term 4 were itemized.</p> <p>Board Training Janelle has updated the Board Induction Folders.</p> <p>All members have been emailed the recording of the NZSTA webinar on Strategic Planning.</p> <p>Learning in the Classroom 2021 Room 3 (Tina Ryan) & Room 4 (Cameron Jones) - Year 5 & 6, shared their learning via a slideshow.</p> <p>Moved that her Principal's Report be accepted. J. Jones/A. Fowlie</p>
9.	Previous minutes	<p>Moved that the previous minutes be accepted. M. Prince/A. Fowlie</p>
10.	Matters Arising	Nil
11.	Job Sheet:	<ul style="list-style-type: none"> • Kay has asked Adam to drop the blind into school • Adam has had access to Board emails removed • The STDC have accepted the Drop off/Pick up Point concept but have declined the request for extra parking on Hunter Street. The next step is for Marion Webby to visit, to assess what needs to be done, however she is on leave at the moment. • The stove top in Flat A has been repaired • Vicki will order the shorts in the mesh so that the black matches the black in the tops
12.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> • Education Gazette - 27 September, 18 October <p>To Full Board</p> <ul style="list-style-type: none"> • Agenda • Principal's Report • Receipts - September • Visa Statement - September • September Financial Management Summary • Previous Minutes - 16/9/21 • Job Sheet - September <p>To Treasurer</p> <ul style="list-style-type: none"> • September Financial Management Report • TSB September 2021 bank statement <p>BOT Emails</p> <ul style="list-style-type: none"> • Janelle - MOE - school holiday dates will remain unchanged • Janelle - Letter from MOE re swimming pool

		<ul style="list-style-type: none"> ● Maz (to Adam) - clarification of resignation after discussion with NZSTA ● Janelle - NZSTA - Strategic Planning and Reporting webinar ● Janelle (to Maz) - re appointment of permanent teacher - to share with Board ● Janelle - letter to staff re Covid vaccination mandate ● Janelle - unable to attend dinner for 12/11. Would 19/11 work? ● Janelle - SchoolDocs Advisory: Coronavirus outbreak ● Janelle - NZSTA webinar recording on Strategic Planning <p>Board Correspondence Received (filed)</p> <ul style="list-style-type: none"> ● Nil <p>Outwards</p> <ul style="list-style-type: none"> ● Nil
13.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for October
14.	General Business	<ul style="list-style-type: none"> ● Saturday 4 December - Staff/Board/PTA Christmas function. An invitation will be sent out. ● Each member to complete the Presiding Member Review and return it to the Board Secretary
15.	Agenda Items for next meeting	<ul style="list-style-type: none"> ● Swimming pool ● Grant for school vans ● Board Gift Policy
16.	Next PTA Meeting:	<ul style="list-style-type: none"> ● 7.45pm Monday 29 November – Angelika will attend
17.	Next BOT meeting:	7pm Thursday 11 November
18.	Whakatauki	
19.	Meeting closed	<ul style="list-style-type: none"> ● 8.58pm
20.	Future BOT Meeting Dates for 2021	<ul style="list-style-type: none"> ● Thursday 11 November at 7pm ● Thursday 16 December at 7pm