



Normanby School

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Normanby School Board of Trustees Meeting

18 November 2021

Meeting commenced: 7.01pm

Signed: _____

Dated: 16/12/2021

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

Apologies: Nil

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 7.02pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 7.33pm.
3.	Reviews	Governance Review: <u>BOT Self Review</u> The review questions have now been completed
4.	Special Topics	Swimming Pool Maz emailed a draft letter to the community for the Board to consider. Maz asked if we need to add in the amounts that have been spent on the pool? Janelle suggested using bullet points - why we started, what we've done, and what the Board have decided. It's important we take our time with this and get it right. It may not go out to the community until February 2022. Grant for School Vans Tania and Janelle have been working on it together and are now up to the stage of choosing the companies we want to get quotes from.

		<p>Board Gift Policy Carried over to the next meeting.</p>
5.	Presiding Member	<p>Maz thanked Janelle for all her hard work and acknowledged that she is in a difficult position with the Covid situation, having to enforce all the rules and regulations. She also congratulated Janelle on how well she manages the school's social media.</p> <p>Angelika and Craig will attend the morning tea for staff tomorrow and say a few words of thanks on behalf of the Board.</p> <p>The Board election that is due in May next year has been changed to September. Maz will confirm this with NZSTA and let Janelle know.</p>
6.	Financial Report	<p>Moved that the November accounts of \$12,441.08 be passed for payment. A. Fowlie/C. Clarke</p> <p>Payments to Crombie Lockwood of \$6,297.90 for insurance and to South Taranaki District of \$819.40 for rates for the flats have been made during the month through Education Services. These payments were approved by Janelle and Tash.</p> <p>October VISA balance: \$1,160.65</p> <p>Balance of accounts as of 31 October 2021: BOT account: \$357,811.83 Investment account: \$86,000.00</p> <p>As at 31 October 2021 we have spent 92% of what we had budgeted for the year compared to 83% of the calendar year gone. We have used 105% of the salaries budget. We have also received 111% of what we had budgeted for the year.</p> <p>Actual available funds as at 31 December 2020 were \$270,641 Budgeted available funds as at 31 December 2021 are \$201,499</p> <p>Actual available funds as at 31 October 2021 are \$299,124 Budgeted available funds at 31 October 2021 are \$216,540</p> <p>Moved the Financial Report be accepted. A. Fowlie/Clarke</p>
7.	PTA Report	<p>Nothing to report as no meeting was held at the beginning of the month. The next meeting is on 29 November, 7pm at Rough Habits - Angelika will attend.</p>
8.	Principal's Report	<p>The roll is 169 compared to 173 this time last year.</p>

Clarification of Presiding Member Review

This review is feedback for Maz. She is not required to report back to the Board.

Board/Staff/PTA Social Function - Saturday 4 December

Invitations have been sent out - please RSVP to Tash. It starts at 3.30pm and is \$55/person. Partners are welcome. Please bring a mask.

NAG 1

Covid

Janelle assured the Board that all health and safety protocols are being followed, as recommended by MoH and MoE.

By 15 November we were required to ensure all staff and volunteers have had at least one dose of the COVID vaccine. This includes sports coaches who visit the school, as well as parent volunteers who will be providing transport and/or supervision during our upcoming EOTC week. We have a confidential vaccination register which is only viewed by our two officers who hold authority of confidential personal documents - Kay LePine (Office Manager) and Janelle Jones (Principal).

End of Year Assessments

All classes are involved in the end of year assessments which will all mostly be completed by 29 November which is the end date for Hero. Analysis of end of year school data will be shared with the Board on 16 December.

Student Well Being Surveys

Some of our current key messages around well being will continue to be developed in 2022:

- Whanaungatanga (good relationships) provides a foundation for many other school actions that foster wellbeing. Students, whanau and teachers view themselves as belonging to a large whanau.
- Shared school values that relate to wellbeing (e.g. caring, inclusion, diversity, identity) show students, whanau and staff that their wellbeing is important.
- The celebration of diversity and making culture visible and important will foster identity and wellbeing for all students. Maori students' identity is affirmed when our school values Te Reo Maori and Tikanga and we put Kapa Haka in a central place in the curriculum.
- Manaakitanga within the classroom is supported through employing staff who are skilled at building relationships with students and whanau. A tau or calm environment helps communication.
- We take time to know who our students are, we find ways to foster their passions and leadership capabilities, and have high expectations for all students and staff.

Every Puanga Hub student (Year 3 to 6) has participated in the student well being survey in the past week. The data is currently being entered and the reports will be analysed. Our Kahui Ako applied for some funding so that Cathie Johnson, a researcher and adviser, can work with us to unpack our wellbeing reports.

Healthy Active Learning

Our school has entered a Sport NZ/MOE/MOH initiative called Healthy Active Learning which will begin in 2022.

As part of our strategic plan we will be using the Te Whare Tapa Wha - this incorporates the four main pillars of wellbeing: Physical , Mental, Social and Spiritual.

EOTC Week for Puanga Hub

The Puanga team have been working hard to finalise the details for the upcoming EOTC week. RAMS forms will be sighted and signed by Maz when they become available.

Janelle assured the Board that only parents who have been vaccinated as required by the mandate, will be providing transport and/or supervision.

ALiM End of Year Presentation

A link to the presentation of the ALiM end of year cohort data by Taylah Gilbert was included in the Principal's Report.

NAG 2

PTA Report

The PTA decided not to hold the PTA meeting for November due to so many things being cancelled. A combined November/December meeting will be held on Monday 29 November at 7pm. This will be the final meeting for the year. The PTA have generously supplied a graduation gift for our Year 6 leavers.

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

The Strategic Plan/Annual aims are still in draft form but the main goals/key objectives are:

- Relationships-based Learning (RbL)
- Positive Behaviour for Learning (PB4L)
- Maths
- Well Being
- Local Curriculum
- Property/Environment

Literacy Support

We have continued to provide intervention programmes for literacy support during Term 4. We have Five Plus, Seven Plus, Quick 60 and Learning Through Talk programmes run everyday by our Learning Assistants. The programmes are monitored by our TIC of Literacy, Jude Sklenars.

Future Schooling in Hawera

MoE are currently advertising for applications for five positions on the Establishment Board of the new Y7 - Y15 school in Hawera. Applications will go to the Ministry.

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 confidential COVID vaccination register is being kept as required.

Staff Wellbeing

This week we have been holding a special Hauora Week for all staff. A Teacher Only Day is being held on 19 November. All Board members have been invited to a special morning tea on that day at 10.30am. Craig and Angelika will attend and say a few words of thanks on behalf of the Board.

Staffing for 2022

All teaching staff are secure for 2022. Janelle is currently working through support staff for next year. This is proving challenging as we have several students who will get a contribution from MoE but the Board has to top up the shortfall. This leaves a gap in meeting the needs of several other students, along with providing the literacy and maths intervention programmes we want to run for students who are not yet achieving at the expected level for their year group. On top of this, budget/finance requirements have to be met.

At this stage we have four permanent Learning Assistants. As we already have funding for four students for full time one on one support, we will need to employ further Learning Assistants on fixed term contracts in 2022.

Principal Appraisal

Janelle gave assurance that the Principal Appraisal and Professional Growth Cycle process has been taking place in 2021. The end point appraisal was held on 16 November with Nadia Ballantine, the Principal Appraiser.

Staff Appraisals

Janelle gave assurance to the Board that the appraisal of staff and the Professional Growth Cycle process has been taking place all year and these will be signed off by 17 December.

Provisionally Certificated Teachers

We have two PCT's (Provisionally Certificated Teachers). One is in her first year and the other has almost finished her second year. The second year teacher has been appraised and signed off and is now fully registered.

Janelle assured the Board that we provide a very robust and thorough advice and guidance programme for our beginning teachers.

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.
- In February, Janelle will start to work through the work that needs to be completed (roofing and plumbing) that was outlined in the 10 Year Property Plan

Budget for 2022

Covered in Public Excluded Business.

SUE Reports

Janelle assured the Board that we have a checking system of our SUE Reports (Staff usage and Expenditure Report). The people involved in the checking are Kay LePine (Office Manager), Janelle Jones (Principal), Marion Prince (Presiding Member) and Education Services.

5/10 Year Property Plan

A link to the most up to date 5/10 Year Property Plan was included in the Principal's Report.

School Flats

Janelle contacted WSP for an update on the disposal process for the flats. They are currently waiting on a decision from LINZ on whether the property should be exempted from the offer back requirement. If so, the property will then be offered to the iwi for purchasing before it is taken to the open market for sale. The iwi will be given one month to have the option to purchase the property. A market valuation will be done in January/February.

One of the tenants has inquired how much notice they need to give, which is three weeks. No notice has been received as yet, however the tenant has indicated that they will be leaving in January. Janelle suggested putting tenants in once it is vacated.

The blind for the flat can't be cut so we will need to purchase a new blind. Janelle will ask Sam to measure the window, Maz will purchase the blind and Gareth will install it.

School Vans

Covered in Special Topics.

Recommendations:

- The Board will need to organise an end of tenancy check/visit

NAG 5

Accident Register from 20 October to 9 November 2021

Four incidents involving students.
No incidents involving a staff member.
Three incidents 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

When the RAMS forms for the EOTC Week become available, they will be viewed and signed by the Presiding Member.

Earthquake Drill

On 28 October we participated in the national Shakeout Earthquake Drill at 9.30am.

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.

Emergency Kits

Assurance is given to the Board that we hold two large emergency kits on the school site. They are located in our school medical room and in the hall kitchen.

NAG 6

School Dates for 2022

The MoE TOD allocated for 2022 has had to be revised due to the requirement that they are to be used by the end of Term 2 in 2022. The Term 3 TOD has been moved to 15 March in Term 1 2022. A link to the revised dates was included in the Principal's Report.

Moved that the school dates for 2022 be ratified.

J. Jones/M. Prince

School Dates for 2021

Assurance is given to the Board that we have been open for the 380 half days required, unless we were told by the NZ Government to close due to the COVID pandemic. Distance learning was provided during this time.

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.

		<p>NAG 8</p> <p>Analysis of Variance 2020 A link to the annual analysis of variance was included in the Principal's Report. Janelle plans to have the 2021 Analysis of Variance to the Board by the February 2022 meeting.</p> <p>Policy Reviews Term Four 2021</p> <ul style="list-style-type: none"> ● Harassment ● Religious Education/Religious Instruction ● Maori Educational Success <p>Harassment-related Topics:</p> <ul style="list-style-type: none"> ● Harassment Complaints Procedure ● Defamation ● Personal Grievance ● Definitions of Harassment <p>Board members are to review these policies on SchoolDocs. One member has given feedback so far.</p> <p>Board Work Plan for Term Four 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 This will resume again in 2022.</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/T. Campbell</p>
10.	Matters Arising	Nil
11.	Job Sheet:	<ul style="list-style-type: none"> ● Vicki met with representatives from Waka Kotahi and STDC on 11 November. They think the Drop off/Pick up Zone is a great idea and are willing to assist by installing a structure. The two options were a permanent slightly raised island or a semi-permanent structure. The Board preferred the slightly raised island. There would be two lanes - one lane for pick up/drop off and the other lane to allow cars to go round, or down to the carpark, without stopping. They will also install a blue disabled park with wheelchair access. A yellow line will be painted around the corner on Grey Street. There will also be a yellow line on one or both sides of Hunter Street by the playing fields. We will lose 12 carparks.

		<p>We don't hold enough events at the school with large numbers to justify the expense of more car parks.</p> <p>The council want to encourage children to walk to school and have a fund called Innovation Streets. We can get funding to decorate/paint the footpaths to encourage children to walk to school.</p> <p>Vicki will ask the Council to email the plan and a proposal to Janelle. This will be voted on at the next meeting.</p> <ul style="list-style-type: none"> • Janelle will be more proactive with any issues regarding swimming lessons at the public pool • Janelle will approach the PTA next year for a donation towards the sports shorts • Janelle has ordered some sports shorts. The black will be matched to the tops - there may be a very, very small difference in the shade of black (only 1% - 2% potential difference).
12.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> • Education Gazette - 8 November <p>To Full Board</p> <ul style="list-style-type: none"> • Agenda • Principal's Report • Visa Statement - October • October Financial Management Summary • Previous Minutes - 21/10/21 • Job Sheet - October <p>To Treasurer</p> <ul style="list-style-type: none"> • October Financial Management Report • TSB October 2021 bank statement <p>BOT Emails</p> <ul style="list-style-type: none"> • Janelle - Decision about the future schooling in Hawera • Janelle - Morning tea invite • Maz - Draft of Swimming Pool Community letter • Janelle - Reminder about Presiding Member survey • Vicki - Update on sports shorts • Janelle - ALiM Impact Sharing - end 2021 • Janelle - Hawera Schooling - Update 1: Establishment School Board & Future Schooling Reports <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 November

14.	General Business	<ul style="list-style-type: none"> • Nil.
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"> • 7pm Monday 29 November – Angelika will attend
17.	Next BOT meeting:	<ul style="list-style-type: none"> • 6pm Thursday 16 December
18.	Whakatauki	
19.	Meeting closed	<ul style="list-style-type: none"> • 9pm
20.	Future BOT Meeting Dates for 2021	<ul style="list-style-type: none"> • Thursday 16 December at 6pm