



Normanby School

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Normanby School Board of Trustees Meeting

16 December 2021

Meeting commenced: 6.55pm

Signed: _____

Dated: 17/2/2022

Present: Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Vicki Roberts (arrived 7.09pm), Craig Clarke, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary), Jude Sklenars (DP) - left meeting at 7.59pm

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest: Nil

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Reports	<p>Literacy Report Presented by Jude Sklenars</p> <p>Summary of students achieving at or above:</p> <p><i>Reading</i></p> <p>2020 End of Year: 52%</p> <p>2021 End of Year: 61%</p> <p><i>Writing</i></p> <p>2020 End of Year: 40%</p> <p>2021 End of Year: 61%</p> <p><i>Maths</i></p> <p>2020 End of Year: 48%</p> <p>2021 End of Year: 67%</p> <p>This shows very good progress has been made, which is due to effective teaching and building good relationships. We are on the right track and we know that our data is accurate.</p> <p>Our target for 2022 is 70% - a 10% increase is achievable.</p>

66% of our Year 2 - 6 students are on the learning support register.

Staff have looked at the data and teachers will look at their own 2022 classroom data during Teacher Only Week.

Literacy

Writing

Some year groups are particularly low. The Year 5's are a particular concern and have been for several years. 25% are at or above. Year 3's are also of concern. They will need to be carefully tracked and monitored.

Our Maori students are achieving below our NZE students with 54% of Maori students AT or ABOVE compared with 68% of the NZE cohort. Girls (65%) are out-performing boys (57%).

Teachers are always asking, "What can we do to lift achievement?"

Reading

61% of students are achieving at or above. There has been an improvement in reading achievement levels across all ethnicities and gender groups, however more girls than boys are not meeting the expectations in reading. 57% of our Maori students are achieving At or Above in reading compared to 64% of NZE students.

The data is used to identify which students will go on to an intervention programme.

The Year 2 and Year 5 groups are of particular concern with over half of all students in these year groups not yet achieving at the expected curriculum level.

Hero, our student management system, gives clear learning progressions. The system generates a best fit level, however senior staff moderate this with their teams. The moderation is done in a supportive way at co-construction meetings.

Just over one third of students are not achieving at the expected level. Teachers will continue to use assessment data to target students who are currently considered to be 'at risk' of falling into the WORKING TOWARDS category and those who are very close to being in the AT zone.

There is a focus on Relationship Based Learning (RbL) - high teaching skills and high relational skills (a North-East teacher).

Next Steps:

- Localised Normanby School curriculum - the purposes for reading and writing need to be authentic and relevant to students and our whanau in order to increase motivation and engagement
- Gather and analyse student voice - asking, "What are you learning?", "How do you know when you achieve that?", "What are your next steps?"
- Strengthening moderation processes
- Monitor and track the achievement of learning goals
- Building teacher knowledge of learning progressions
- Continue to set high expectations of teachers and students in the

teaching and learning of reading and writing

- Give students time to practise and use taught literacy skills
- Maintain Relationship-Based Learning practices
- Two New Entrant teachers will be training in the "Best Start Literacy Approach" which focuses on building a foundation of strong phonological knowledge

LA's working one on one, and with small groups is invaluable. They also deliver learning support programmes to students who struggle to reach expected levels - HPP, Language Learning Intervention programme, Early Words, sight words, 5+, 7+, Quick 60 and Talk to Learn. The teachers of students on these programmes continue to notice a positive impact on participants' confidence, fluency and progress.

Jude has carried out post testing of intervention groups:

39 students (all in the working towards group) have accessed Literacy Intervention programmes this year.

At the end of the year we now have 14 of the 31 (45%) achieving AT the expected curriculum level. 12 of these students made accelerated progress on these programmes.

If the intervention programmes don't work for a student we may look at external help e.g. RTLit.

Teachers inform parents if their child is receiving extra help.

Parents may need educating in how to read the information on their child's Hero page. During the Head Start Hui teachers will go over this with parents. Janelle will investigate running workshops for parents on Hero.

Janelle acknowledged Jude and Tash's work with the data.

Jude left the meeting at 7.59pm.

Mathematics Report Presented by Tash Campbell

The overall progress in Maths this year is pleasing to see. 67% of students are achieving at or above (up from 48% at the end of 2020). However the gap between boys and girls has widened - 81% of boys are at or above compared to 55% of girls at or above. As part of the 2022 Maths PD we will need to track and monitor the girls and investigate what works better for them in order to lift their achievement.

Our Maori students are achieving below our NZE students with 57% of all Maori students at or above compared to 78% of the NZE cohort.

The Year 5 cohort continues to be of concern.

Students who were in the MST and ALiM programmes are showing good progress.

Comments and Recommendations:

- We are close to our strategic goals
- Some children are starting school with very little number knowledge
- Students require a base of reading and writing for problem solving
- 20 students were involved in ALiM and 15 are now achieving at or above
- LA support is invaluable to enable the teacher to take small groups

		<ul style="list-style-type: none"> • Our commitment to creating a family like context and teaching in ways that we know help our Maori students feel safe, being connected and supported to succeed, will continue to underpin our practices • A shift towards our Local Curriculum will ensure students are experiencing maths that is relevant and purposeful
3.	Public Excluded Business	<p>Maz moved that the meeting move into Public Excluded Business at 8.24pm to protect the personal privacy of natural persons, to discuss staffing and the 2022 budget.</p> <p>The Public part of the meeting resumed at 8.49pm.</p>
4.	Reviews	<p>Governance Review: <u>BOT Self Review</u> The review questions have now been completed</p>
5.	Special Topics	<p>Swimming Pool Carried over to the February meeting.</p> <p>Grant for School Vans No update.</p> <p>Board Gift Policy Carried over to the next meeting.</p> <p>COVID Protocols and Policies Janelle reported that when we went into the Traffic Light system the government said schools were to stay in Level 2 until the end of the year. We will move to the Traffic Light system from the beginning of next year. Janelle gave the Board a written summary of instructions from the MOE. We have been consistent in adhering to Level 2 protocols. Parents have been confused because schools have been interpreting the rules differently. We have been quite strict and erring on a place of caution. Janelle is implementing the rules from a place of caring and wanting to keep the wider school community protected as much as possible. If we got one case in our school, it would be wise for the Board to close the school due to the close connections of our families. Janelle will wait for information from MOE about the Covid vaccination for children aged 5 - 11 years. We hold a confidential Parent vaccination register for volunteers at school which can only be accessed by Janelle and Kay.</p> <p>School Newsletters - Monthly Board Update Vicki suggested a Board Update for the newsletter so parents are kept informed about what the Board is doing. Once a term was suggested.</p> <p>The Board will email ideas and do it collaboratively. The role of the Principal as Management and the Board as Governance will be addressed in the first update. The Complaints Policy will also be included.</p>

		Janelle will include the link to SchoolDocs in the newsletter so parents can access the school policies.
6.	Presiding Member	Maz read her Presiding Members Report to the Board. Maz to email it to Janelle and Kay tomorrow. Moved that her report be accepted. M. Prince/V. Roberts
7.	Financial Report	<p>Moved that the December accounts of \$18,014.66 be passed for payment. A. Fowlie/M. Prince</p> <p>November VISA balance: \$1,494.97</p> <p>Balance of accounts as of 30 November 2021: BOT account: \$284,982.14 Investment account: \$86,000.00</p> <p>As at 30 November 2021 we have spent 95% of what we had budgeted for the year compared to 92% of the calendar year gone. We have used 102% of the salaries budget. We have also received 107% 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 30 November 2021 are \$274,621 Budgeted available funds at 30 November 2021 are \$209,468</p> <p>Board payments can now be made more frequently if required. The Board agreed to the status quo of two payments per year - mid year and end of year.</p> <p>Moved the Financial Report be accepted. A. Fowlie/M. Prince</p>
8.	PTA Report	Maz will attend the PTA AGM on Wednesday 9 February.
9.	Principal Report	<p>The roll is 168 compared to 174 this time last year.</p> <p>NAG 1</p> <p>EOTC Week for Puanga Hub Planning has started for 2022 EOTC activities. A three day, two night camp at Eltham Camp was proposed for the two Year 5 & 6 classes (Room 3 & 4) to take place in Week 8 of Term One (23 - 25 March). Jeremy Johnson from Unreal Adventures would run activities on two of the days. Accommodation and food would be paid for by parents and anything curriculum related would be covered by the school. Moved that the three day Outdoor Adventure Camp for Year 5 & 6 in 2022 be approved. J. Jones/Unanimous</p>

We still plan to have the Big Day Out in Term 4, 2022 with the Year 5 & 6 children going to New Plymouth and the Year 3 & 4 children going to Whanganui for the day.

A Marae visit for the whole school is being planned for Term 3. Some students will stay overnight.

NAG 2

The following reports were included in the Principal's Report:

- Relationship-based Learning Report by Jude Sklenars
- Learning Support Report by Amy Boyd
- Puanga Hub Term 4 Report by Tina Ryan
- Matariki Hub Term 4 Report by Jude Sklenars
- Positive Behaviour for Learning (PB4L) Term 4 Report by Tina Ryan
- Sports Round Up by Taylah Gilberd & Cameron Jones

PTA Report

The PTA provided a treat for all children on 10 December with a visit from Santa, an ice block and a treat bag. Just over \$500 was spent on the treat afternoon.

The Christmas raffle raised \$1,800.

The PTA account has approximately \$10,500 as at the end of 2022. There is a commitment of \$7,000 already accounted for in 2022 i.e. Duffy Books, Van donation and Swimming lessons. The PTA accounts will be audited by Tania Elkerton in January 2022, prior to the AGM at 7.30pm on 9 February.

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

The final copy will be shared with the Board at the first meeting in 2022 on 17 February.

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

A report as part of ERO's Learning in a Covid-19 World series showed that there had been a further decline in principal and teacher wellbeing over the last 18 months.

It's extremely concerning that only 19% of principals found their workload was manageable, down from 26% in 2020. Only two-thirds of principals reported feeling happy at work. Workload and resourcing are at the heart of the issue. This reinforces findings from the Pūaotanga staffing report released earlier this year.

NAG 4

School Flat - Unit 9B

The tenant has given notice. Their last day will be Monday 17 January. A final inspection needs to be done. Janelle suggested advertising for a new tenant once the property has been vacated.

Teachers have been paying \$225 per week with the teachers discount as per their collective agreement.

Janelle suggested renting it out at \$290 - \$300 per week on the open market.

School Flat - Unit 9A

The tenant has requested permission to have a kitten.

Moved that the Board agree to let the tenant in Unit 9A have a kitten.

J. Jones/Unanimous

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 due to the confidential nature of personnel wages.

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.

Disposal Process of School Flats

WSP received the approval from LINZ and the property can now be offered to the iwi for purchasing.

Telfer Young have carried out a valuation on the property - \$425,000. Janelle thought this figure was quite low in the current market and contacted WSP to see if it was possible to have a second valuation, which they agreed to. We should receive a copy of this valuation by our February Board meeting. The local iwi are then given the first right to purchase at the market valuation. If they choose not to purchase, it can be sold on the open market.

Toi Foundation

We have received notification from the Toi Foundation that our application for an Annual Grant has been approved for the amount of \$3,750.00.

Beginning Teacher Grant

Our application for a Beginning Teacher Grant of \$10,000 + GST for 2022 has been approved.

NAG 5

Accident Register from 10 November to 8 December 2021

Three 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

RAMS forms for the EOTC Week are available to view and have been signed by our Presiding Member.

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

		<p>identified and mitigated. There is a shared google document that staff can access if they notice anything of concern and this is checked regularly.</p> <p>NAG 6 Board Elections 2022 The election for our school board will take place on 7 September 2022.</p> <p>NAG 7 School Charter The 2022 updated School Charter with strategic plan and annual aims will be shared at the February meeting.</p> <p>NAG 8 Analysis of Variance 2020 The 2021 Analysis of Variance will be shared with the Board at 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>
10.	Previous minutes	<p>Moved that the previous minutes be accepted. M. Prince/A. Fowlie</p>
11.	Matters Arising	<p>Nil</p>

12.	Job Sheet:	<ul style="list-style-type: none"> • No update on the pick up/drop off zone. Vicki will follow up in the new year. • The new date for the school board election is 7 September 2022
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> • Education Gazette - 29 November, 13 December <p>To Full Board</p> <ul style="list-style-type: none"> • Agenda • Principal's Report • Visa Statement - November • November Financial Management Summary • Previous Minutes - 18/11/21 • Job Sheet - November <p>To Treasurer</p> <ul style="list-style-type: none"> • TSB November 2021 bank statement • Education Services - update to Board payment schedule <p>BOT Emails</p> <ul style="list-style-type: none"> • Angelika - confirmation of new date for Board election in 2022 • Janelle - re Year 6 Celebration Dinner • Janelle - Proposed starting meeting with a meal at 5.30pm <p>Board Correspondence Received (filed)</p> <ul style="list-style-type: none"> • Nil <p>Outwards</p> <ul style="list-style-type: none"> • Nil
14.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for December
15.	General Business	<ul style="list-style-type: none"> • Nil
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> • Swimming pool • Grant for school vans • Board Gift Policy • Covid Protocols under the Traffic Light System
17.	Next PTA Meeting:	<ul style="list-style-type: none"> • Wednesday 10 February
18.	Next BOT meeting:	<ul style="list-style-type: none"> • 6.30pm Thursday 17 February
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> • 10.30pm

21.	Board Meeting Dates for 2022	<ul style="list-style-type: none">● 6.30pm Thursday 17 February● 6.30pm Thursday 17 March● 6.30pm Thursday 19 May● 6.30pm Thursday 16 June● 6.30pm Thursday 28 July● 6.30pm Thursday 18 August● 6.30pm Thursday 22 September● 6.30pm Thursday 20 October● 6.30pm Thursday 17 November● 6.30pm Thursday 15 December
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