



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

25 February 2021

Meeting commenced: 6.33pm

Signed: _____

Dated: _____

Present: Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Sheree Ogle, Adam Werder, Tash Campbell (Staff Rep), Kay LePine (Minute Secretary)

Apologies: Vicki Roberts

Declaration of Conflict of Interest/Pecuniary interest: Nil

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Election of Chairperson	Maz nominated by Sheree seconded by Angelika. There being no further nominations, Maz Prince was elected as Chairperson.
3.	Election of Treasurer	Angelika nominated by Sheree seconded by Adam. There being no further nominations, Angelika Fowlie was elected as Treasurer.
4.	Code of Conduct	To be signed by all Trustees for 2021. Janelle will bring copies to the next meeting.
5.	Reviews	Governance Review: BOT Self Review It was decided to continue from where we got to last year. We will wait for the next meeting when all trustees are in attendance. Janelle will put a digital copy of the Self Review Questionnaire on Google Docs.
6.	Special Topics	Swimming Pool Sheree emailed Carley the lawyer, who said she will have something prepared for the next meeting. She is happy to come to the meeting if required. Sheree will email the BOT once she receives Carley's response and whether she will be attending the meeting.

		<p>There are tables and chairs at the pool which Janelle suggested could be painted and used in the school grounds (these can be chained or concreted in).</p> <p>The gate into the pool has been checked and is secure.</p>
7.	Principal's Report	<p>The report is now in a digital format. If Trustees don't have access to links in the report, they can email Janelle.</p> <p>The roll is 148 compared to 143 this time last year.</p> <p>NAG 1</p> <p>PTA</p> <p>The AGM was held on 17 February and all positions were filled. Janelle included a link to her PTA Principal's Report.</p> <p>Professional Development in Writing</p> <p>Cath Runga from Evaluation Associates will continue to be the facilitator working with staff for the final six months of our contract in the improvement of student writing. The PD includes developing the understanding of the Learning Progression Framework for Writing which will help staff to teach writing more effectively.</p> <p>ALiM – Accelerated Learning in Mathematics</p> <p>Our application for funding for ALiM (Accelerating Learning in Mathematics) and MST (Mathematics Support Teacher) was successful, however due to the time commitment out of class for MST, it was decided not to participate in this programme. Last year's MST teacher has enough knowledge and expertise to make an impact on children's learning in mathematics. This year her focus will be to share her knowledge and skills to accelerate learning in mathematics.</p> <p>Taylah has taken on the ALiM position this year and Tash will be her mentor. The ALiM teacher provides extra support for a small group of 6 – 8 students who have been identified as needing further support to experience success in numeracy. For 2021 the Ministry will fund \$4,000 (GST excl) per place, through the school's operation grant, as a contribution towards participation in the programme.</p> <p>Level 3 He Papa Tikanga Certificate</p> <p>A group of six staff members, including Janelle, have enrolled in the Level 3 He Papa Tikanga certificate through Te Wānanga o Aotearoa. The course covers basic Te Reo, Maori values, belief systems, traditions, philosophies and protocols.</p> <p>PB4L – Positive Behaviour for Learning</p> <p>Our contract for PB4L continues for 2021. We are continuing to develop Tier 1 this year (out of three Tiers).</p> <p>Head Start Hui Learning Conferences</p> <p>The learning conferences held on Friday 5 February were very successful with 113 bookings out of 143 students. Teachers followed up with any</p>

parents who were unable to attend. We only have four families yet to connect with, which gives us a 96% rate of connection with families.

NAG 2

Normanby School Charter

The school charter and strategic plan (annual plan) is a work in progress. Janelle acknowledged the help of Clarissa and Amy in setting up the new template. The mission statement has been updated from the meeting held last year. We now have four stars outlining our school values. Developing the Local curriculum is the main focus for our school this year. Janelle will add the date to any updates she makes and will print a copy each term to have on file. Janelle will work on the goals for the next meeting.

NAG 3

Staffing

We started the year with a full quota of effective and quality teachers and support staff. We had several staff absent with sickness during the last Alert Level 2. Ministry requirements were followed. All three had a Covid test, which all came back negative.

Principal Appraisal

For continuity in the Principal's professional growth, Nadia Ballantine will continue to be the Principal appraiser in 2021. Janelle met with Nadia in January and set her goals for the year. The Board will be more involved in the process this year. Nadia presented Janelle's appraisal for 2020 to Maz in December.

The Principal's Appraisal Process on SchoolDocs will need to be updated as it has changed.

Delegation of the Principal's Authority

In the absence of the Principal from the school, the powers vested in the Principal are delegated to the Deputy Principal and in the absence from the school of both the Principal and the Deputy Principal, all the Principal's powers are delegated to the Team Leader as specified by the Principal. If the Principal, Deputy Principal and Team Leader are all absent, the Principal will delegate the Principal's powers to a designated teacher. This delegation of the Principal's authority was approved by the BOT.

Staff Appraisal

The Principal is delegated the responsibility for undertaking the annual staff appraisals. The Principal may delegate parts of this task to senior members of staff and/or external consultants.

Caretaker Appointment

The Senior Management Team shortlisted three people for the position. One applicant withdrew his application just prior to the interviews taking place so only two were interviewed. The Interview Panel consisted of Janelle, Maz, Jude and Adam.

Janelle approached Maz about Gareth, her husband, applying, prior to the whole process. Maz advised Janelle to contact NZSTA to discuss it with them. They said to have Board members involved in the decision. Janelle left the room when the decision was made. Gareth has been offered the position and he starts on Monday 1st March.

Ratify that Gareth Jones be appointed to the caretaker/van driver position.

M. Prince/ Unanimous

NAG 4

BOT Fees

The BOT agreed to leave fees as they are for the coming year - \$55 per member and \$75 for the Chairperson.

SUE Reports (Staff Usage and Expenditure Report)

Assurance can be given that all SUE Reports have been printed off and the processes and authorisations used to make payments to staff members have been checked. These have been signed by the Principal and the BOT Chairperson. These will be checked by the auditors.

Property Update

The following work/upgrades have been completed since the last BOT meeting:

- The start of cyclical painting. Janelle has asked for a timeline.
- New security cameras installed
- Security maintenance completed. The fire panel is still to be completed – this requires both Wormald and Obertech to attend at the same time.
- New sunshade over the staffroom deck
- In the process of putting up the other large sunshade structures (Punga eating area and Matariki sandpit). There has been a delay as a pipe was hit when they were digging a hole to install one of the poles.
- Heat pump installed in Room 7
- Rotten weatherboards replaced (these were identified by the painters)

School Fencing

Paperwork for the fencing has been received. The total cost is approximately \$140,000. The student (who requires a physical boundary for safety reasons) is currently attending the school and is under constant supervision. We are receiving 17 hours per week funding for the rest of the year. Janelle has applied for an extra 18 hours/week funding until the fencing has been completed. She is still waiting to hear the result of the application.

Vandalism

We have had one case of vandalism (smashed bottles), but this wasn't in the line of a camera.

Police have issued trespass notices to the persons involved in the break in to the hall last year. A restorative meeting has been arranged for March and will be held at the school.

School Flats

On Christmas Day, Flat B had a water pipe burst in the ceiling. There was considerable water damage as the leak went undetected for approximately 12 hours while the tenant was off site. The flat was dried out before the tenant moved back in. The insurance company has given the go ahead to get the main bedroom's ceiling re-tiled as well as new wallpaper and paint in the same bedroom. The school's excess was \$550. The school had to cover the costs associated with the burst water pipe as that was considered wear and tear/maintenance. Janelle suggested using the same person to do all the repairs and ask them to issue two separate invoices. Sheree offered to oversee the work.

Janelle suggested giving the tenant some rent free weeks for the inconvenience caused to her. She had to find alternative accommodation for a week while the flat was being dried out and she will also need to vacate the premises while the repairs are carried out.

Moved that we reimburse the tenant two weeks rent in good faith for the inconvenience.

M. Prince/Unanimous

Sheree suggested that when we have new tenants, they are shown the location of the metre board and water toby.

Janelle suggested looking at the process of selling the flats. Although they offer accommodation for staff, they also take a lot of time and money to maintain. This takes our focus away from our prime purpose of providing excellent educational opportunities for our tamariki. MOE have said it would take a couple of years for the process to go through.

Moved that we start the process of selling the school flats.

J. Jones/M. Prince

Janelle will contact the MOE to find out the process.

Sheree reported that smoke alarms and new curtains have been installed in Flat A.

Moved that we purchase three more sets of curtains to complete the curtains in Flat B.

S. Ogle/J. Jones

		<p>It was agreed to put all other work on hold for the time being. It would be best to do it closer to the time the flats are listed for sale.</p> <p>10 Year Property Plan Meeting Janelle and Adam met with WSP Opus and our MOE Property Advisor regarding the 10-year property plan. Reports had been completed on the school property prior to the meeting, covering drainage, roofing, electrical and plumbing.</p> <p>We have been allocated \$157,990 for the 2021-2026 period. We are also allocated another \$157,990 from the Accelerated Modernisation Scheme (AMS). Maintenance that needs to be completed has an estimated cost of \$54,000 (\$41,000 roofing and \$15,000 storm water). This needs to come out of our allocation which we will receive in July. We will also receive an additional \$4,213 in July for furniture. This will leave us with approximately \$262,000. The school is required to pay for any work under \$5,000.</p> <p>The following has been planned:</p> <ul style="list-style-type: none"> ● Room 7 and 8 deck area to be utilised for a learning and cloak bay space. This area will be screened off on the field side. Cubby holes (also utilised as seats) and hooks for bags will be installed. ● Room 8 – remove inside cloak bay area and create a breakout space ● Complete the Room 5 and 6 doors opening out onto the deck ● Outdoor learning space for Rooms 5, 6, 7 and 8 – decks all joined and at the same height ● New carpet in the hallway, Room 7, Room 1 and Room 2 ● Complete the modernisation of the Autex walls in all classrooms ● Fully refurbish Room 7 ● Join Room 1 and 2 with a hole in the wall and sliding doors <p>Rachel Vickers (MOE Property Advisor) sent an email to Janelle to share the following information with the BOT:</p> <ul style="list-style-type: none"> ● Operational funding should not pay for maintenance work within the Board owned hall ● The small sports shed could possibly have asbestos. ● It was recommended for health and safety reasons to investigate an alternative solution to locking external doors from the inside (not the dead bolts that are currently in use). One system used is to have a button that is pressed on the interior side of the door which deadbolts the door. Free egress is always maintained and access from the exterior side would require a key when the interior is in a locked state. ● It is vital to have Ministry approval before using board funding for a property project. Rachel is to be contacted in the first instance. <p>SIP Funding We have approximately \$22,000 remaining from the SIP funding. This will go towards a shed at the end of Room 8 for storing play-based equipment and PE gear. Janelle is getting quotes from builders. It was suggested by our Property Advisor that any remaining money could be used to upgrade</p>
--	--	--

		<p>the staff toilets as these are not allowed to be done through our 10-year Property Plan.</p> <p>NAG 5 Ensuring our Site is Safe. The initial focus for the new caretaker will be to ensure that our site is safe.</p> <p>Healthy School Lunches We have been provided with our supplier option for the Healthy School Lunches which Janelle anticipates will start in Term 2. We have four suppliers to choose from and could possibly use different suppliers on different days for variety. All children will be provided with a school lunch every day.</p> <p>Kai Kitchen have offered to provide morning tea for those students in need.</p> <p>NAG 6 Nil</p> <p>Moved her Principal's Report be accepted.</p> <p>J. Jones/A. Fowlie</p>
<p>8.</p>	<p>Financial Report</p>	<p>Accounts passed for payment by email: December - \$26,270.13 January - \$10,900.36 January/February - \$25,612.45</p> <p>January VISA balance: \$613.76</p> <p>Balance of accounts as of 31 December 2020: BOT account: \$374,852.28 Investment account: \$86,000.00</p> <p>Balance of accounts as of 31 January 2021: BOT account: \$478,530.23 Investment account: \$86,000.00</p> <p>As at 31 January 2021 we have spent 5% of what we had budgeted for the year compared to 8% of the calendar year gone. We have used 3% of the salaries budget.</p> <p>Actual available funds as at 31 December 2020 were \$271,011 Budgeted available funds as at 31 December 2021 are \$211,369</p> <p>Actual available funds as at 31 January 2021 are \$301,306 Budgeted available funds 31 January 2020 are \$284,223</p> <p>The Board agreed for meeting fees to be paid twice per year in June and December.</p>

		<p>Moved the Financial Report be accepted.</p> <p>A. Fowlie/S. Ogle</p>
9.	PTA Report	<p>Maz attended the February meeting which included the AGM. An election of office holders was held and all positions were filled. Maz gave them a reminder to let parents know what fundraised monies will be used for.</p> <p>It is illegal to offer liquor as a prize for activities such as raffles. They now have Friends of the PTA, for those parents or caregivers who are unable to attend evening meetings. Meetings are now held on Mondays.</p>
10.	Previous minutes	<p>Moved that the previous minutes be accepted.</p> <p>M. Prince/A. Fowlie</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> • The school community have been informed that MOE are upgrading the boundary fences • The hot water cylinder has been replaced in Flat B. The damaged floor will be replaced at the same time the other repairs are carried out.
13.	Correspondence	<p>Inwards</p> <ul style="list-style-type: none"> • Education Gazettes – 7 December, 8 February • VISA statement - January • TSB bank statements – December 2020, January 2021 • Financial Management Reports – November 2020, December 2020, January 2021 • STA News – November/December 2020, January/February 2021 <p>BOT Emails (circulated to Full Board)</p> <ul style="list-style-type: none"> • MOE – SIP project approval for security system - \$30,083 • Sheree – working bee at flats 10am 13 December (<i>not held due to a lack of Trustee availability</i>) • Sheree – Maintenance Report for school flats • Sheree – Flooding at Flat 9B • Janelle – AMI re insurance claim for flat • Janelle – new tenant moving in 12 or 13 January • Maz – NZSTA Governance Essentials Workshop 7 – 9pm, 16 March at Hawera High School • Maz – NZSTA – final reminder to submit AGM remits <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 January and February.
15.	General Business	<p>a. Maz reminded everyone to check their Board emails every few days.</p> <p>b. A query was raised about replacing the school vans. Janelle clarified that the replacement of the vans is included in the Annual Plan under property. Janelle will investigate a Lotteries Grant as they do need to be replaced this year.</p> <p>c. A discussion was held about the balance in meetings between student achievement and other business such as property, finance etc. Janelle clarified that the Annual Plan shows what programmes are being implemented. Janelle showed the PowerPoint that was shown at assembly. It was created by a class to show what our Stars look like in practice. e.g. What self-management looks like. Tash will share something related to learning at the end of the March meeting.</p>
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> ● Swimming pool ● Special Topic – School vans ● Governance Review - Discuss the role/purpose of BOT members
17.	Next PTA Meeting:	7.45pm Monday 15 March – Angelika will attend
18.	Next BOT meeting:	6:30pm Thursday 25 March
19.	Whakatauki	
20.	Meeting closed	8.43pm
21.	Future BOT Meeting Dates for 2021	<ul style="list-style-type: none"> ● Thursday 15 April at 6.30pm ● Thursday 27 May at 6.30pm ● Thursday 24 June at 6.30pm ● Thursday 29 July at 6.30pm ● Thursday 26 August at 6.30pm ● Thursday 23 September at 6.30pm ● Thursday 21 October at 6.30pm ● Thursday 11 November at 6.30pm ● Thursday 2 December at 6.30pm

