



# Normanby School

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## Normanby School Board Meeting

24 March 2021

Meeting commenced: 6.33pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

15/4/2021

**Present:** Maz Prince (Presiding Member), Janelle Jones (Principal), Angelika Fowlie, Sheree Ogle, Adam Werder, Vicki Roberts (via Zoom), 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.	Code of Conduct	The Code of Conduct has been checked by NZSTA and was signed by members for 2021. Kay will send a copy home for Vicki to sign.
3.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.34pm to discuss a Personnel matter and a letter from the MOE, to protect the personal privacy of natural persons. The Public part of the meeting resumed at 6.45pm
4.	Reviews	<p><b>Governance Review:</b> <b>NZSTA Workshop</b></p> <p>Maz attended the Presiding Member (Chair) workshop. There have been a lot of changes due to the new Education and Training Act 2020:</p> <ul style="list-style-type: none"> <li>• We are now called a School Board.</li> <li>• We are now called Members not Trustees</li> <li>• The Chair is now called the Presiding Member.</li> <li>• The name of the school bank account will need to be changed to 'Normanby School Board'</li> <li>• At the first meeting each year the Principal will call for nominations for the Presiding Member for the year</li> <li>• The Board has four Primary Objectives (listed below in the Principal's Report)</li> </ul>

		<ul style="list-style-type: none"> <li>● Four members present at a meeting constitutes a quorum</li> <li>● Decisions via email need to be unanimous and the email listed in correspondence. When an email is sent that requires a decision, the Presiding Member will send a group text as a reminder to check emails. At the next meeting every email decision needs to be recorded.</li> <li>● In-committee is now called Public Excluded Business.</li> <li>● The Presiding Member’s job description should be reviewed annually. Janelle will add this to the Work Plan for November.</li> <li>● There should be a Memorandum of Understanding between the Presiding Member and the Principal.</li> <li>● We currently work from a 3-year Work Plan. This could be reviewed. Janelle will add it to the Board Folder on Google Docs.</li> <li>● There is an on-line Knowledge Hub if you are unable to attend Board training. NZSTA can organize in-house training if required.</li> <li>● There is a School Board Facebook page for members</li> </ul> <p>Maz will write something for the newsletter to inform the community about these changes. She will also show Adam how to register on the NZSTA website to receive their emails about training etc.</p> <p><b><u>Role/Purpose of Board Members</u></b> Carried over to the next meeting.</p> <p><b><u>BOT Self Review</u></b> Carried over to the next meeting.</p>
<p>5.</p>	<p><b>Special Topics</b></p>	<p><b><u>Swimming Pool</u></b> A reply has been received from Carley the lawyer. She recommended talking to the MOE again to see if they have a procedure for best practice moving forward. As the pool is located on Ministry of Education land, they will have the final say. Moved that due to the decision made by the Board in 2020 that we are not going to be responsible for the refurbishment or maintenance of the pool, the MOE as the land owner will be notified, and we will await their response. M Prince/Unanimous Janelle will inform the MOE. She will let them know the process we have gone through to reach this decision. Any money fundraised for the pool has been used in the building or maintenance of the pool - there is no money left over.</p> <p><b><u>School Vans</u></b> The clutch on one of the vans has been rattling. Normanby Autos checked it and said the gearbox, clutch and bearings need to be replaced at an approximate cost of \$2,800. Moved that we get the van repaired. <span style="float: right;">J. Jones/unanimous</span></p> <p>Janelle asked if a board member could take the replacement of the vans on as a project and look into funding and applying for grants for two new vans.</p>



		Adam offered to help. Maz knows of someone who could help with grant applications.
6.	<b>Presiding Member</b>	Covered above
7.	<b>Financial Report</b>	<p><b>Accounts passed for payment by email:</b> March - \$22,669.37</p> <p><b>February VISA balance:</b> \$1,351.25</p> <p><b>Balance of accounts as of 28 February 2021:</b> BOT account: \$411,333.44 Investment account: \$86,000.00</p> <p>As at 28 February 2021 we have spent 12% of what we had budgeted for the year compared to 17% of the calendar year gone. We have used 11% of the salaries budget.</p> <p>Actual available funds as at 31 December 2020 were \$270,641 Budgeted available funds as at 31 December 2021 are \$215,499</p> <p>Actual available funds as at 28 February 2021 are \$311,380 Budgeted available funds 28 February 2020 are \$277,980</p> <p>Janelle reported that at the end of 2020 although we had budgeted for a deficit, we ended up in credit.</p> <p>Janelle inadvertently used the school credit card for a personal purchase for \$27.50. She has deposited this amount onto the credit card and it will show on the next Visa statement.</p> <p><b>Moved the Financial Report be accepted. A. Fowlie/A. Werder</b></p>
8.	<b>PTA Report</b>	Covered In the Principal's Report.
9.	<b>Principal's Report</b>	<p>The roll is 150 compared to 145 this time last year.</p> <p><b>NAG 1</b> <b>Future Schooling in Hawera Update</b> The Principals and Boards for Hawera Intermediate and Hawera High Schools have put in a submission to the MOE for a Year 7 - 10 (Junior School) and Year 11 - 13 (Senior School). The submission suggests closing both schools and reopening a new school on the Hawera High School site. The Minister will make a decision on March 27 and then it will go out to the community for consultation.</p>

### **Learning Support Coordinators**

A survey was carried out which was the phase one evaluation of LSCs. It found that the introduction of LSCs is making a significant and positive difference to schools' ability to identify and support the learning needs of children. Teachers are feeling more supported. LSCs are often the key contacts to engage with learning support services.

### **South Taranaki Principals Association**

Janelle has been voted in again as president of the association. The association is for 22 schools in the South Taranaki area. Janelle will be attending the NZ Principals Federation Moot in Wellington. All costs will be reimbursed by the STPA.

### **NZEI Principal Support Workshop**

Janelle attended a workshop which covered avoiding the pitfalls of fixed term appointments.

### **NZSTA Workshop - Governance Essentials**

Tash and Janelle attended the workshop on 16 March.

A school board is responsible for seven key work areas:

1. Development and ongoing review of the school charter
2. Monitoring and reviewing the school's progress
3. Putting in place a policy framework
4. Employing the Principal
5. Managing assets
6. Ensuring the school's legal compliance
7. Implementing the National Education Guidelines

There are four primary objectives of the Board

1. Every student at the school is able to attain their highest possible standard in educational achievement.
2. The school
  - (i) is a physically and emotionally safe place for all students and staff
  - (ii) gives effect to relevant rights set out in this act, the New Zealand Bill of Rights Act 1990, and the Human Rights Act 1993
  - (iii) takes all reasonable steps to eliminate racism, bullying, and any other forms of discrimination within the school
3. The school is inclusive of, and caters for, students with differing needs
4. The school gives effect to Te Tiriti o Waitangi, including by -
  - (i) working to ensure that its plans, policies, and local curriculum reflect Tikanga Maori, Maturanga Maori, and Te Ao Maori, and
  - (ii) taking all reasonable steps to make instruction available in Tikanga Maori and Te Reo Maori, and
  - (iii) achieving equitable outcomes for Maori students.

The key legal roles and responsibilities of the board in school governance:

- A board is the governing body of a school and is responsible for the governance of the school, including setting the policies by which the school is to be controlled and managed, and meeting its primary objectives



- A principal is the board's chief executive in relation to the school's control and management; and has complete discretion to manage the school's day-to-day administration as they see fit.

We must report on the Priority Groups:

- Supporting education success as Maori through Ka Hikitia
- Supporting Pasifika success through the Action Plan for Pacific Education 2020 - 2030
- Building inclusive schools through Success for All - Every School, Every Child.

The NAGs are due to be repealed on 1 January 2023 and will be replaced with NELPs (National Education and Learning Priorities).

### **Board Code of Conduct**

Covered above.

### **Intervention Programmes**

We have the following intervention programmes running across the school to help meet the needs of our priority students::

- ALiM - Accelerated Learning in Maths - ten Y3 & 4 children
- Seven Plus - Literacy programme - three groups of Y3 - 6 children run by two Learning Assistants
- Five Plus - Literacy programme - three Y1 - 3 children run by two Learning Assistants
- Quick 60 - Literacy Programme - Y1 - 4 group run by one Learning Assistant
- Maths Enrichment Groups - two groups of 8 - 9 children in each, run by Janelle - Year 3 & 4 group and Y5 & 6 group

### **MOE Learning Support**

Janelle sent some emails to MOE about her concerns and feels supported, however we're not getting all the financial support we require. We are going over budget employing LA's extra hours to be on duty to supervise high and complex needs students.

### **NAG 2**

#### **Reviews**

Janelle included the following links for the reviews of our Board:

- The Role of the Presiding Member (Chair)
- Presiding Member Review
- Review of Effective Governance - Board self assessment checklist

#### **PTA Report**

PTA minutes are included in the Principal's Report.

#### **Family Picnic and Meet the Teacher Evening**

A lot more families attended than expected. Live music was a big draw card as well as treats for the children. There were three presentations from each area of the school.

**NAG 3****Staffing**

The new caretaker has been in the position for three weeks. There is lots of maintenance to do around the school. Some extra hours will be required from time to time to manage the maintenance. The caretaker can do some jobs that will not require a tradesman to be employed.

Janelle has received feedback from the Dental Nurses to say that our students have good manners, and that the school and grounds are very well cared for.

**Recommendations:**

**As recommended by NZSTA, make up a memorandum of understanding between the Principal and the Board, and the Principal and Presiding Member.**

**NAG 4****Learning Support Fencing Project**

The project was approved and signed off. Janelle was then notified that some adjustments would be made to reduce costs. There was no consultation about the changes. One of the changes was the fence being right across the school entrance as the three doors with swipe cards were too expensive. The MOE reiterated that the purpose of the fence is to keep the child safe. Janelle and Adam met with our Property Advisor and Louise and Gina from WSP Janelle advised them that they needed to cater for a gate to the concrete pad for the Mobile Dental Unit and also to allow access to the Bus Shelter.

We were given no choice but to accept the changes. The gates would be shut once all students have arrived. Adults can still access the school - the gates have swimming pool type lift-up locks.

The Memorial Arch at the front of the school is a place of historical significance and an annual place of remembrance, however the Ministry will only pay for plywood panels on the back of the existing gates. They said the nicer gates in keeping with the arch would cost approximately \$9,000. Janelle suggested using Board funds to do the job properly. A suggestion was made to try and obtain funding through the RSA and Normanby Lions. Vicki will contact the RSA.

It was suggested that we use the plywood as a short term solution so that the project can be signed off. If we don't get funding for the gates the Board would need to reconsider how the gates could be paid for.

Janelle will inform the community via the newsletter that the Board are seeking funding to purchase gates for the Memorial Arch.

Moved that the plans for the new boundary fencing be approved.

J. Jones/Unanimous

**Property Update**

The following work has been completed since the last Board meeting:



- Cyclical painting has continued. We are seeking another quote for three parts of the roof that are not Karaka Green (as the rest of the roof is).
- Shade pods are now installed - final work to be completed on a guttering system between the two large pods
- More rotten weatherboards have been found and have been replaced, many of them on the dental clinic building
- Plumbing issues - five toilets and the boys urinal needed maintenance by plumbers

#### Storage Shed for PE/Play based Equipment

The council have said a building permit is not required but that it must be built by a registered builder. We've had an estimate of \$27,000 but the budgeted funds available are approximately \$20,000 so the shed may not be completed to a finished state. The caretaker could do the painting and shelving.

It was decided to take a vote on how to spend the remaining \$20,000 of SIP funding - on a storage shed or gates for the Memorial Arch:

Shed - 5

Gates - 1

Abstain - 1

The majority voted to use the remaining \$20,000 of SIP funding for a storage shed for PE/Play based equipment.

#### **Restorative Meeting**

On 15 March Janelle met with police, a youth aide worker and three of the four youth who have been trespassed from our school for the burglary and break in to our School Hall in December last year. It was a positive experience for all involved.

#### **Fire Call Outs**

Janelle reported that we had another fire call out on 22 March. This is about the 4th or 5th call out with a false alarm. Several fire trucks and approximately 30 volunteer firemen turn up each time. The fire safety officer has requested that we provide them with keys to the school so that they can have access to the buildings.

Move that we provide Hawera and Okaiawa Fire Brigade with keys to the school as advised by the Fire Officer. J. Jones/Unanimous  
Janelle will provide them with a set.

Today Obertech replaced the smoke sensor in the hall with a heat sensor as a possible solution to the false alarms. They are also organising a time to meet with Wormalds to finish the upgrade to the security system.

#### **NAG 5**

##### **Healthy School Lunches**

We will be using three different suppliers for our school lunches which will start at the beginning of Term 2. Children will receive their lunch at 11.20am

		<p>as some children choose not to have breakfast and waiting until 1.30pm to eat is too long.</p> <p>The companies are:  Pita Pit x 1 per week  Subway x 2 per week  Tika Catering x 2 per week (they will provide hot lunches)  Kai Kitchen will continue to provide a morning tea snack which will be issued at 1.30pm for those children who don't bring any food from home.</p> <p><b>Risk Management</b>  The Board is assured that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy. The caretaker has been working through a list of jobs to ensure we mitigate any risks.</p> <p><b>NAG 6</b>  <b>Attendance Report</b>  Janelle included an attendance summary for Weeks 1 to 6 in her report. MOE recommends that students attend no less than 95% of the time that the school is open. The data is shared with staff so they can try and make connections with families to support improved attendance. Reminders will also be included in the newsletter about the importance of school attendance. Currently 63% of students have an attendance rate of 95% - 100%.</p> <p><b>NAG 7</b>  <b>School Charter</b>  An updated version of the charter was included in the Principal's Report.</p> <p><b>NAG 8</b>  <b>Analysis of Variance 2020</b>  This is to be shared by Janelle.</p> <p><b>Board Work Plan 2021</b>  <b>School Policies to Review</b>  Policies to be reviewed this term are:</p> <ul style="list-style-type: none"> <li>• Home Learning</li> <li>• Finance and Property Management Policy</li> </ul> <p><b>Board Work Plan for Term One</b>  All tasks for February have been completed.  Tasks for March and April were itemised in the Principal's Report.</p> <p><b>Learning in the Classroom 2021</b>  Tash presented a video of Rooms 1 and 2 showing the students learning spelling rules and engaging in Science and Writing activities.</p> <p>Moved that her Principal's Report be accepted. <span style="float: right;">J. Jones/M. Prince</span></p>
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10.	<b>Previous minutes Amendment to the December 2020 Minutes</b>	<p><b>Moved that the previous minutes be accepted. M. Prince/A. Fowlie</b></p> <p>Moved that the following be added to the December 2020 minutes: A concern from a parent on the PTA has been received. NZSTA were consulted and said it wasn't a Board of Trustees matter. The Board Chair was advised to communicate to the PTA parent that this concern needed to be directed to the principal. M. Prince/J. Jones</p>
11.	<b>Matters Arising</b>	Nil
12.	<b>Job Sheet:</b>	<ul style="list-style-type: none"> <li>● The tenant has been informed of the rent increase and has received a donation towards the inconvenience caused by the flooding (the equivalent of two week's rent)</li> <li>● Insurance will pay for the damage from the blown water pipe. We have received a quote from Willies Property Maintenance for this work of \$4,792.60 (including GST). This will be an insurance claim.</li> <li>● We have received a quote from Willies Property Maintenance to replace the lino and rehang two doors at the flat for \$323.15. Sheree will give them the go-ahead to do this work. She will also ask Michelle to move out of the flat for one week while the work is being carried out.</li> <li>● Sheree or Adam will install the smoke alarms</li> <li>● Sheree and Angelika will install the new curtains</li> </ul>
13.	<b>Correspondence</b>	<p><b>Inwards</b></p> <p><b>To Presiding Member</b></p> <ul style="list-style-type: none"> <li>● Education Gazette - 1 March, 22 March</li> </ul> <p><b>To Full Board</b></p> <ul style="list-style-type: none"> <li>● Agenda</li> <li>● Principal's Report</li> <li>● Receipts and Payments - February</li> <li>● VISA statement - February</li> <li>● Financial Management Report summary - February</li> <li>● Previous minutes - 25/02/21</li> <li>● Job Sheet - February</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>● TSB bank statement - February</li> <li>● Financial Management Report - February</li> </ul> <p><b>BOT Emails (circulated to Full Board)</b></p> <ul style="list-style-type: none"> <li>● Janelle - Annual Plan 2021</li> <li>● Janelle - Reminder about NZSTA's Governance Essentials Workshop in the Hawera High School staffroom 16 March, 7 - 9.30pm</li> <li>● Maz - request to change March meeting date. New date: Wednesday 24 March.</li> <li>● Angelika - re attendance at PTA meeting 15 March</li> <li>● Kay - March Accounts for Payment</li> <li>● Carley Dwyer - response to questions regarding the swimming pool</li> </ul> <p><b>Board Correspondence Received (filed)</b></p>

		<ul style="list-style-type: none"> <li>• Nil</li> </ul> <p><b>Outwards</b></p> <ul style="list-style-type: none"> <li>• Letter and cheque to tenant in Flat B</li> <li>• Letter to tenant re rent increase</li> </ul> <p><b>Late Correspondence</b></p> <ul style="list-style-type: none"> <li>• Willies Property Maintenance - Quote for \$4,972.60 (including GST) for repairs to ceiling and wallpaper in Flat B</li> <li>• Willies Property Maintenance - Quote for \$323.15 (including GST) to replace flooring in hallway and rehang two doors in Flat B</li> <li>• Letter from MOE re possible enrolment (discussed in Public Excluded Business)</li> <li>• Email from Sheree Ogle - letter of resignation from the Board following the March meeting.</li> </ul> <p>Maz thanked Sheree on behalf of the Board. Janelle said that Sheree has given a lot to the school over many years and that her hard work has been very much appreciated.</p> <p>Sheree's term expires May 2022. It is a casual vacancy.</p> <p>Moved that the Board resolves to fill the casual vacancy by selection.</p> <p style="text-align: right;">J. Jones/M. Prince</p> <p>Kay will arrange to advertise the casual vacancy in the Taranaki Star within 14 days. If within 28 days of the notice being published, less than 10% of eligible voters request an election, the board will select a person within 6 weeks of the end of the 28 day notification period. Members are to let Maz know of any suitable candidates.</p>
14.	<b>Ministry BOT tracking sheet</b>	Ministry BOT tracking sheet completed for March
15.	<b>General Business</b>	Nil
16.	<b>Agenda Items for next meeting</b>	<ul style="list-style-type: none"> <li>• Swimming pool</li> <li>• School vans</li> </ul>
17.	<b>Next PTA Meeting:</b>	7.00pm Monday 12 April – Tash to attend
18.	<b>Next BOT meeting:</b>	6:30pm Thursday 15 April
19.	<b>Whakatauki</b>	
20.	<b>Meeting closed</b>	9.29pm
21.	<b>Future BOT Meeting Dates for 2021</b>	<ul style="list-style-type: none"> <li>• Thursday 20 May at 6.30pm</li> <li>• Thursday 17 June at 6.30pm</li> <li>• Thursday 29 July at 6.30pm</li> <li>• Thursday 19 August at 6.30pm</li> <li>• Thursday 16 September at 6.30pm</li> </ul>



		<ul style="list-style-type: none"><li>• Thursday 21 October at 6.30pm</li><li>• Thursday 18 November at 6.30pm</li><li>• Thursday 16 December at 6.30pm</li></ul>
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