



# Normanby School

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

## Normanby School Board Meeting

15 April 2021

Meeting commenced: 6.36pm

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

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

20/5/2021

**Present:** Maz Prince (Presiding Member), Janelle Jones (Principal), Angelika Fowlie, Adam Werder, Vicki Roberts (arrived 6.40pm), 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.	Declaration of Conflict of Interest	Nil
3.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.38pm to discuss a Personnel matter and a letter received from the MOE, to protect the personal privacy of natural persons. The Public part of the meeting resumed at 6.59pm
4.	Reviews	<p><b>Governance Review:</b>  <b>BOT Self Review</b>  <b>Leadership</b>            11. The board is satisfied that all processes and plans are in place to bring about the values and culture it seeks and to achieve the vision, mission, values, strategic and annual goals and targets.            12. We use our student achievement data to make decisions and set priorities. This is outlined in the Charter.            13. The board focuses on policy matters rather than operational issues.            14. The board has identified clear expectations and delegations to the Presiding Member.</p>

		<p>15. The board monitors and understands the financial management of the school and approves the budget. We have a Treasurer who reports to the board at every meeting.</p> <p>16. Every board member takes an active role at board meetings and feels they can speak freely.</p> <p>17. Board meetings are conducted in a manner that ensures open communication, meaningful participation, appropriate challenging of management and timely resolution of issues. Board meetings provide for adequate discussion of issues.</p> <p>18. There is no domination of discussions by any member.</p> <p>19. Maz, Tash and Janelle have undertaken professional development this year and other members will take part later in the year.</p> <p>20. The board has good relationships with stakeholders.</p> <p>21. Board members treat each other with respect.</p> <p>22. The board responds constructively to criticism.</p> <p>23. The board is optimistic about their ability to deal with whatever the future brings in the next 3 years.</p> <p>24. The board has a Code of Conduct that all members adhere to.</p> <p>25. The board is culturally competent and understands the importance of effective communication with parents, family and whanau.</p>
5.	<b>Special Topics</b>	<p><b>Swimming Pool</b> Janelle has let the MOE know that the board will not be responsible for the refurbishment and maintenance of the pool.</p> <p><b>School Vans</b> Adam reported that Toyota have the only new passenger vans available. The cost is approximately \$50,000/van including GST. Maz will ask Tania Elkerton to start investigating possible grants to apply for. TSB has a maximum grant of \$30,000.</p> <p><b>Casual Board Vacancy</b> Two people have indicated an interest in the position so far. Maz has contacted NZSTA about how we can make a decision but they said it was up to the Board. Maz will ask them to submit a blurb about themselves. Vicki will draft some questions for them to answer and email them to Board members. A Special Meeting will be held on Friday 7 May at 2.15pm to make a decision.</p> <p><b>Leaving Gifts</b> Maz looked at what we had spent on gifts the last time a Board member left which was approximately \$100. Moved that we spend \$100 on a gift basket for a member who has resigned. M. Prince/V. Roberts Maz to purchase. We need to put a policy in place which covers Leaving Gifts for Board Members, so we can be fair and consistent. Janelle will bring a template to the next meeting.</p>

		<p><b>Applying for Grants for New Gates for the Memorial Arch</b></p> <p>Tash reported that the Veterans Trust may be a possibility for funding. She will follow up with Rangī Abraham.</p> <p>Vicki approached the RSA. The Heritage arm of the RSA may be able to help. Vicki will follow up with the Chairperson of the Hawera RSA.</p>
6.	<b>Presiding Member</b>	<p>Maz reminded members to diary meetings. She offered to text reminders for meetings on the morning of the day of the meeting.</p> <p>As agreed at the last meeting, Maz will text a reminder to check emails when a decision is required.</p>
7.	<b>Financial Report</b>	<p><b>Moved that the April accounts of \$65,054.26 be passed for payment.</b> <b>A. Fowlie/M. Prince</b></p> <p><b>March VISA balance:</b> \$1,765.24</p> <p><b>Balance of accounts as of 31 March 2021:</b>  BOT account: \$387,251.86  Investment account: \$86,000.00</p> <p>The March Financial Management Report has not yet been received.</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 149 compared to 153 this time last year. We have seven new students starting on the first day of Term 2 but unfortunately we are losing a family of three who are moving out of the district.</p> <p>We are funded for 155. For every three students who enrol after that we can apply for more funding.</p> <p><b>NAG 1</b></p> <p><b>Intervention Programmes</b></p> <p>Several intervention programmes are up and running across the school to help meet the needs of our priority students:</p> <ul style="list-style-type: none"> <li>● ALiM - Accelerated Learning in Maths - Year 3 &amp; 4 - Rooms 1 &amp; 2 - 10 children involved (run by Tash &amp; Taylah)</li> <li>● Seven Plus - Literacy programme - Years 3 to 6 - Run by two Learning Assistants (three groups)</li> <li>● Five Plus - Literacy programme - Years 1 to 3 - Run by two Learning Assistants (three individuals)</li> <li>● Quick 60 - Literacy programme - Years 1 to 4 - run by one Learning Assistant</li> <li>● Maths Enrichment Group - Two groups of 10 children in each - Run by Janelle - Year 3 &amp; 4 group and a Year 5 &amp; 6 group</li> </ul>

## **Report on Literacy Intervention Programmes**

### Quick60

Quick60 is a prevention/intervention programme designed to bring groups of up to five struggling students to the expected achievement level in reading and spelling in 60 quick lessons or fewer. Every day five students work with a trained Learning Assistant for 45 minutes.

In 2020 11 students accessed Quick60:

- 4 students made accelerated progress
- 1 student made the expected rate of progress
- 6 students have been referred for continued in-class support or external agency support (RTLB/RTLit) in 2021

### FivePlus

FivePlus is a reading intervention for students who are in the early years at school and who are behind the expected reading level. In these early years, individual intensive teaching for a short period can bring about accelerated growth in reading.

FivePlus is taught daily for 30 minutes per student with a trained Learning Assistant. They have a series of 25 - 40 lessons over a period of eight weeks. It has a strong emphasis on word level skills and fluency.

In 2020 ten students accessed FivePlus

- 2 students made accelerated progress
- 3 students made the expected rate of progress
- 2 students were discontinued before completing the programme. One because the programme did not meet her specific learning needs and she was referred on to the RTLB service. The other was discontinued due to a high rate of absenteeism.
- 6 students have been referred for continued in-class support or external agency support (RTLB/RTLit) in 2021.

### SevenPlus

SevenPlus is a short-term reading intervention for older students (Years 3 - 8) who are reading at least at the average reading attainment for a seven-year-old. This year we have trained two of our Learning Assistants to administer the SevenPlus programme.

The work of the Learning Assistants was acknowledged in delivering the literacy intervention programmes. Classroom teachers continue to double-target these students in class.

## **Report on Maths Intervention - ALiM**

This intervention is run in class by the classroom teachers - Tash and Taylah. ALiM is for students who are close to their next milestone but are not expected to meet it without some extra support. It runs for 15 minutes a day, four days a week, on top of their usual maths programme. The intervention is 15 weeks long, although students can stay on for longer if needed.

### Whanau Engagement

Tash and Taylah hosted a parent evening for parents of the students in the ALiM programme. The parents who attended were very positive about the

programme. They had a go at doing some of the maths that their children have been doing.

Tash and Taylah are undertaking ongoing professional development.

### **Report on Maths Enrichment**

Janelle takes two groups of students twice per week for each group. The children are very keen to learn and are enjoying the opportunity to enrich their maths knowledge and abilities.

### **Learning Support**

We have had several new enrolments that need extra learning and behaviour support. Two classrooms in particular are requiring extra Learning Assistant support. Janelle requested an extra Learning Assistant for Terms 2 - 4 at a cost of approximately \$25,000 to cater for the needs in these two classrooms. This is over and above the agreed budget. Through funding applications Janelle has managed to secure \$6,000 from the Kahui Ako and \$5,000 for one of our special needs students. Therefore Janelle requested \$14,000 from the Board.

Moved that the Board provide an extra \$14,000 in the budget towards the cost of extra Learning Assistant hours.

J. Jones/Unanimous

### **SENCO Report Term One 2021**

The SENCO:

- Creates a learning support register
- Liaises with specialist services
- Completes referrals
- Organises and facilitates IEP meetings

HERO now generates a Learning Support Register from the information added by teachers, leadership team and the SENCO.

Connections are maintained with all agencies through the Learning Support Hui. The SENCO maintains a close working relationship with the Learning Support Coordinator who is allocated to our school.

We currently have 69 students (46% of our roll) on the SENCO register who require monitoring and/or additional support.

- 60% of the 69 children receiving support are Maori students
- 39% of the 69 children receiving support are non Maori students

Teachers have been allocated in class support from Learning Assistants.

Thirty three students are receiving specialized support from outside agencies. Of these students, 88% are Maori and 12% are non Maori.

Twenty five students have been provided with in school support intervention programmes run by the Learning Assistants.

### **Individual Education Plans**

Individual Education Plans are for all students whose learning requires additional support or for whom the curriculum requires continued adaptation. Currently 17 students have IEP's - 14 Maori and 3 non Maori.

### **School Assessment Schedule 2021**

Janelle included a link to the School Wide Assessment Plan. It is a working document that shows links between the school vision and the school targets for the year.

In Term 1, 2021, the only assessments that will take place will be for those children who for some reason, did not have assessments in Term 4, 2020 i.e. new arrivals.

### **NAG 2**

#### **Reviews**

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

#### **PTA Report**

The link to the April PTA Principal's Report was included in the Principal's Report. Janelle reported on the meeting. The PTA currently have a balance of \$9,710 in their accounts. Their biggest costs are swimming lessons and Duffy Books (approximately \$5,000).

### **NAG 3**

#### **Police Vetting of Non Teaching Staff**

Janelle assured the Board that all non teaching staff are currently having all police vetting updated as required.

From our policy on Police Vetting:

"Volunteers (e.g. parents and members of the school community) are not required to be vetted, although the school board or management may choose to do so. At our school, we police vet parent volunteers for camp or overnight activities."

#### **Equal Employment Opportunities (EEO)**

Janelle reported to the Board that she has followed our Equal Employment Opportunities (EEO) policy. She confirmed that there have been no issues regarding this in the past year.

#### **Staff Appraisal Process**

The staff appraisal process can be found on SchoolDocs. Janelle included a link to a Professional Growth Cycle template which every staff member has.

### **NAG 4**

#### **Learning Support Fencing Project**

The paperwork has been sent to the MOE for their final approval today. We have another student beginning at the start of Term 2 who requires a boundary fence for safety reasons. Janelle met with the family and assured them she will assign a LA to their child during break times.

The contractors are due to start on the fence next week and it will take approximately 4 - 5 weeks to complete. Louise from WSP will meet with the contractor on Monday morning to conduct a pre start meeting with him and his crew. Police vetting forms are underway for the portion of work that will be completed during term time.

#### **Property Update**

		<p><u>Storage Shed</u> Arthur Brown Construction's quote is still \$1,500 over budget (originally it was \$7,000 over budget). The caretaker will do the shelving, painting will be included in our current painting project, and we have changed from a double door to a single door, to save on costs. We are expecting the final quote tomorrow.</p> <p><u>Dental Clinic</u> Rotten boards need replacing, however the job requires a builder as one of the studs is also rotten.</p> <p><u>Current School Fencing</u> Repairs are required to the high fence at the front of the school which require welding. Adam will approach DMack Engineering to do the repairs.</p> <p><u>Painting</u> The internal painting was supposed to be done these school holidays however Janelle would like the outside finished first. This will hopefully be completed during the holidays. Janelle will suggest the July and September holidays to complete the internal painting. She has asked the painters to complete the remembrance arch area before 25 April. We are seeking another quote for three parts of the roof that are not Karaka Green (like the rest of the roof).</p> <p><b>South Taranaki School's Group Mowing Partnership</b> The South Taranaki Schools Group Mowing Partnership is ceasing as at 30 April. Any profits from the sale of the machinery will be distributed to the participating schools, which includes our school. We need an alternative option for mowing the fields. Janelle has asked for quotes from Mulch and Mow and Holdem Contracting. She will also contact the STDC to see if they offer this service.</p> <p><b>School Accounts and Auditors</b> The school auditor meets each year with the finance officer, the principal and the board representative to assess and monitor the finances of the school. As of 9 April all information, requirements and questionnaires have been completed for the auditors.</p> <p><b>Draft of 10YPP</b> Janelle included a link to the draft 10YPP to be reviewed. Janelle will clarify the following: <ul style="list-style-type: none"> <li>● Room 8 cloakbay for a breakout room was omitted</li> <li>● Large doors to outside of Room 5 &amp; 6 were omitted</li> </ul> We will wait for the corrections before approving it.</p> <p><b>NAG 5</b> <b>Healthy School Lunches</b> These will start at the beginning of Term 2. We will monitor how the system works for us.</p>
--	--	--

We have been informed that the funding for the lunches will continue until the end of 2023.

#### **Risk Management**

Janelle assured the Board that identified hazards are being monitored and/or controlled and that measures are being re-evaluated to check their adequacy.

Yellow lines are currently being painted to ensure we meet safety compliances in areas of hazards i.e. steps.

#### **Fire Doors in the Hall**

Janelle will contact Sopers regarding crash breakouts for the fire doors in the hall. These are required to meet fire safety requirements.

#### **Boiler Maintenance**

Janelle has arranged for Houghton's to come and complete the annual boiler maintenance inspection on 30 April. They will also meet with the caretaker to ensure he knows how to operate the boiler system safely and efficiently.

#### **Security Checks**

An Obertech technician will train our new caretaker to do the monthly security testing that is required.

#### **Reporting and Recording Accidents Assurance**

Janelle assured the Board that staff have been briefed and are implementing procedures regarding managing minor/moderate injuries and illness. All accidents and medicines are recorded. The majority of staff have a current first aid certificate.

#### **NAG 6**

Nil

#### **NAG 7**

##### **School Charter**

Janelle referred the Board to the updated action plan in the school charter (link provided).

#### **NAG 8**

##### **Analysis of Variance 2020**

Janelle provided a link to the annual analysis of variance that has been sent to the MOE as required. It can be found at the end of the annual plan.

#### **Board Work Plan 2021**

##### **School Policies to Review**

Policies to be reviewed this term are:

- Home Learning
- Finance and Property Management Policy



		<p><b>Board Work Plan for Term One</b> The Board Work Plan has been updated for 2021 to ensure we take into account all new legislation.</p> <p><b>Board Training</b> <u>Term 2</u></p> <ul style="list-style-type: none"> <li>• Education and Training Act 2020 - Te Tiriti o Waitangi (School Board responsibilities as a Crown Entity)</li> <li>• Student Achievement</li> <li>• Finance Part 2</li> </ul> <p><u>Term 3</u></p> <ul style="list-style-type: none"> <li>• Education and Training Act 2020 - Te Tiriti o Waitangi (School Board responsibilities as a Crown Entity)</li> <li>• Strategic Planning and Review</li> </ul> <p><b>Learning in the Classroom 2021</b> Ngahere's presentation was shown to the Board (Room 5 &amp; 6, Year 0 &amp; 1)</p> <p>Moved that her Principal's Report be accepted. J. Jones/A. Fowlie</p>
10.	Previous minutes	Moved that the previous minutes be accepted. M. Prince/T. Campbell
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> <li>• Janelle informed MOE about the Board's decision to sell the school flats</li> <li>• Sheree has been removed from Board emails</li> <li>• Willies Property Maintenance will complete the work at Flat B in the second week of the holidays</li> </ul>
13.	Correspondence	<p><b>Inwards</b> <b>To Presiding Member</b></p> <ul style="list-style-type: none"> <li>• Education Gazette - 12 April</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 - March</li> <li>• VISA statement - March</li> <li>• Previous minutes - 24/03/21</li> <li>• Job Sheet - March</li> <li>• STA News - March</li> <li>• Letter from South Taranaki Schools Group Mowing Partnership - ceasing service as at 30 April 2021</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>• TSB bank statement - March</li> </ul>

		<p><b>BOT Emails (circulated to Full Board)</b></p> <ul style="list-style-type: none"> <li>• NZSTA - re Fixed Term Employment in Schools: New Resources, New Approach Webinar - 31 March</li> <li>• Sheree - Update on the work at Flat B</li> <li>• Janelle - Governance Review</li> <li>• MOE - funding for the Healthy School Lunches Programme extended to the end of 2023</li> <li>• WSP - draft of 10Y Property Plan (<i>to Janelle</i>)</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>• Nil</li> </ul> <p><b>Late Correspondence</b></p> <ul style="list-style-type: none"> <li>• Letter from MOE (to be discussed in Public Excluded Business)</li> </ul>
14.	<b>Ministry BOT tracking sheet</b>	Ministry BOT tracking sheet completed for April
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 10 May – Angelika will attend
18.	<b>Next BOT meeting:</b>	6:30pm Thursday 20 May
19.	<b>Whakatauki</b>	
20.	<b>Meeting closed</b>	8.38pm
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> <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>