



# Normanby School

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## Normanby School Board of Trustees Meeting

17 February 2022

Meeting commenced: 6.29pm

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

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

17/3/2022

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

**Apologies:** Vicki Roberts

**Declaration of Conflict of Interest/Pecuniary interest:** Nil

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Reports	Nil
3.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.30pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 6.39pm.
4.	Reviews	<b>Governance</b> Board training is coming up this year, however it will be held on Zoom. Maz will forward the emails to Board members so they can register.
5.	Special Topics	<b>Swimming Pool</b> Maz did a draft of a letter for the community which Janelle will work on and then email to the Board. Maz suggested attaching the letter from MOE which clarifies the ownership of the pool. The Board to agree on the letter at the next meeting. Craig offered to approach some of the businesses and organisations that contributed towards the establishment of the pool and offer them some background information and an explanation of the decision. Janelle will email Craig the letter from MOE regarding ownership of the pool. Janelle will also make a "Swimming Pool" folder on the Board drive.

		<p><b>Grant for School Vans</b> No update. We have some large expenses for the vans coming up. One requires rust to be removed and the quote was very expensive.</p> <p><b>Board Gift Policy</b> Carried over to the next meeting.</p> <p><b>COVID Protocols and Policies</b> There is a Covid Pandemic folder in the 2022 Board Drive about Covid protocols and policies. In our school we don't have the personnel to create bubbles. If there was a positive case in our school Janelle would recommend to the Board that we would go to distance learning. MOE gives advice but it is up to each school to make their own decisions. Janelle has a flow chart to follow and a contact person at MOE who will assist with the process. Janelle would contact Maz, then Maz would contact the rest of the Board. The Board may need to catch up by Zoom to make a decision. We have packs ready to go and will be using Hero to communicate with families.</p>
6.	<b>Presiding Member</b>	<p>Maz is writing a blurb for the newsletter. All Board members need to update their profile and email it to Maz along with a photo.</p>
7.	<b>Financial Report</b>	<p><b>The following Accounts for Payment schedules were passed for payment unanimously by email:</b></p> <p>End of Year 2021: \$8194.76</p> <p>January/February 2022: \$51,592.98</p> <p>Maz reminded the Board to "Reply to all" when accounts are passed by email.</p> <p><b>December VISA balance: \$3,742.83</b> <b>January VISA balance: \$1,188.15</b></p> <p><b>Balance of accounts as of 31 December 2021:</b> BOT account: \$238,026.93 Investment account: \$86,000.00</p> <p><b>Balance of accounts as of 31 January 2022:</b> BOT account: \$366,893.15 Investment account: \$86,000.00</p> <p><b>31 December 2021 (Draft)</b> As at 31 December 2021 we have spent 105% of what we had budgeted for the year compared to 100% of the calendar year gone. We have used 112% of the salaries budget. We have received 115% of what we have 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 December 2021 are \$255,403 Budgeted available funds at 31 December 2021 are \$201,499</p> <p><b>31 January 2022</b> As at 31 January 2022 we have spent 8% of what we had budgeted for the year compared to 8% of the calendar year gone. We have used 4% of the salaries budget. We have received 14% of what we have budgeted for the year.</p> <p>Actual available funds as at 31 December 2021 were \$241,730 Budgeted available funds as at 31 December 2022 are \$171,711</p> <p>Actual available funds as at 31 January 2022 are \$258,897 Budgeted available funds at 31 January 2022 are \$263,796</p> <p><b>Moved the Financial Report be accepted.</b> A. Fowlie/C. Clarke</p>
8.	<b>PTA Report</b>	<p>Maz and Janelle attended the AGM. There was the possibility that it might fold if the positions couldn't be filled, however on the night, all positions were filled.</p> <p>Janelle explained to the PTA why a Board member attends PTA meetings.</p>
9.	<b>Principal Report</b>	<p>The roll is 146 compared to 148 this time last year.</p> <p><b>NAG 1</b> <b>School Roll</b> The roll has fluctuated due to the transient nature of some families as well as the Covid situation. We have some families we are still trying to locate, as well as others who have chosen to keep their children at home. We are following MOE guidelines and processes trying to connect with these families. Housing is a big issue - a lot of school hopping is happening as families move to available housing. Many of our new children are arriving with high needs. A huge amount of Janelle's time is taken up with this, liaising with other agencies such as OT, as well as trying to source funding. We have had a lot of New Entrants start in the last two weeks. All of our classes are relatively small.</p> <p>Overall we have had a smooth start to the year. The school is feeling calm, with lots of good behaviour in the playground.</p> <p><b>Teacher Only Week</b> Prior to the children starting the school year, staff met for several days to participate in PLD. For the majority of the time it was just teachers, the office manager and caretaker at school, but for two full days we also paid for Learning Assistants to attend. A list of what was covered during Teacher Only Week was included in the Principal's Report. Some of the topics covered:</p> <ul style="list-style-type: none"> <li>● New staff induction half day</li> </ul>

- SENCO discussions
- Revisited the Staff Treaty and Staff Code of Conduct
- Behaviour Management Plan reviewed
- PB4L discussed
- Local Curriculum discussed
- Transition Meetings with last year's class teacher to pass on information
- Maths No Problem PLD
- Autism Workshop for all staff
- Team Building and Wellbeing workshop run by Nadia Ballentine for all staff
- Head Start Hui with all children and families to set goals for Term 1

We have also had staff put in extra hours making up new Maths resources required for the new Maths curriculum, the TIC of Digital Technology who has spent hours changing over the staff laptops ready for the new leases, as well as the caretaker who has often changed plans to be at school in emergency situations.

#### **Intervention Programmes**

Our Deputy Principal is currently going through the process of testing and prioritizing our target students.

#### **Maths Curriculum Development 2022**

We are very excited about the new Maths programme. Maths is between 10am - 11am everyday with LA's ready to assist where needed. Children are being taught at their ability levels. There is a move away from a focus on learning basic facts and a greater focus on using materials. Writing in a book is only for 10 minutes per day. Junior classes are accessing Maths through play and stories.

A lot of guidance is being provided for staff. The Teacher Only Day on 15 March will cover PLD on Maths No Problem. The next day, Alex from Maths No Problem will be modelling some lessons with students. The school is investing approximately \$12,000 to implement this programme this year. The first year is the greatest investment. Every subsequent year is significantly less, as the textbooks are re-used each year.

#### **Swimming**

Last week a very successful Water Fun Day was held at the Hawera Pools. Next week we start providing swimming lessons for children. Every child will receive six lessons at a cost of \$36/child. The transport (buses) are a similar cost. The PTA pay for the lessons and the school pays for the transport.

#### **Pause, Breathe, Smile Programme**

Next week all teachers will be participating in an introduction to the sponsored programme Pause, Breathe and Smile (student well being). The programme is a programme designed to equip children aged five to 12 with tools to manage the ups and downs of life and set them up for a healthy future. It is fully funded by Southern Cross.

### **Student Wellbeing**

Last year the Kahui Ako decided to fund the PIVOT Wellbeing Tool across all schools to be used with all Year 4 to 10 children. Normanby School is also subscribing for the Year 3 children in Puanga Hub at our cost, so that all Puanga students will have access to this tool. PIVOT is a Wellbeing for Learning tool which allows us to measure, track and support student wellbeing so our students are better placed to learn.

We will be able to check-in with students once a week, with five simple questions that will help us understand how student wellbeing is tracking at an individual student level, as well as across the school. We can then provide support using a variety of strategies.

### **Education Outside the Classroom**

The Year 5 & 6 camp to Eltham Presbyterian Camp on 23 - 25 March will still go ahead unless we get a positive case. We will be the only school at the camp.

### **NAG 2**

#### **2022 Charter and Action Plan**

Janelle included the link to the updated Charter and Action Plan in her Principal's Report.

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 main goals/key objectives are:

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

### **PTA Report**

Covered above.

### **Local Curriculum Community Consultation**

During the Head Start Hui a survey was given to whanau to gather feedback about our local curriculum. This feedback will be used to direct our next steps.

### **Recommendation:**

- 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**

#### **Staffing**

Discussed in Public Excluded Business.

#### **Covid Requirements**

Under the Government's COVID-19 Protection Framework for schools and kura, all school staff working with or around students are required to:

- Be fully vaccinated, receiving a booster vaccination no later than 1 March 2022 or within 183 days of a person receiving the second Covid-19 vaccination
- Wear approved, medical-grade masks when teaching indoors (from 4 February 2022)

### **NAG 4**

#### **School Flat - Unit 9B**

Janelle met with the outgoing tenant on 17 January. The flat was left in excellent order. Janelle advertised the flat and was inundated with 100's of applicants. Three of the applicants were shortlisted and offered a viewing. Two tenants were selected and moved in on 14 February. Extra terms were added to the Tenancy Agreement which were agreed to and signed by both parties.

During the pre-inspection some damp patches in the ceiling were identified. This may have been a result of the bad weather last weekend. The roof will be checked.

Janelle informed the tenants via email that the Board were going through the process of selling the units but that it could take some time. They would get 3 months notice if it's sold.

The rent was set at \$300/week as the new tenants weren't under the teachers collective agreement.

#### **Property Update**

We have had the following work/upgrades completed since the last Board meeting:

- Cyclical painting - The painters completed the job of the external and internal painting on 21 January. Our cyclical maintenance has now been completed.
- Roofing Remediation - we are in the process of starting this project
- Plumbing Remediations - we are in the process of starting this project
- 5YP - Upgrade of Room 1 and 2, and Room 7 - this cannot start yet as the architects are too busy - planning to meet with them in April.
- Stage 2 of the property upgrade for the Special Needs student is underway. This is fully funded by MOE.

#### **Disposal Process of School Flats**

The second valuation came in lower than the first valuation.

Moved that the Board approve that the property at 9A and 9B Atkinson Street Normanby, be offered to Te Runanga O Ngati Ruanui Trust and/or Nominee at \$425,000 incl GST (if any).

J. Jones/Unanimous

**Beginning Teacher Grant**

We received the Beginning Teacher Grant of \$10,000 + GST on 31 January 2022.

**Covid Expenses Reimbursement 2021**

Last year an application was submitted to MOE for reimbursement of expenses incurred from distance learning during the COVID lockdown. We received a reimbursement of \$2,636.10 on 21 December 2021.

**NAG 5****Accident Register from 2 to 13 February 2022**

Two incidents involving students.

No incidents involving a staff member.

Two 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.

**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.

**Covid Protection Framework**

Our COVID Protection Framework is constantly being updated as we receive updates from MOE and MOH.

Janelle has created a "COVID Pandemic 2022" folder on the Board drive.

There is also a new section on our SchoolDocs site called "COVID Information and Procedures".

**First Aid Certificates**

Several staff require their first aid certificates to be updated this year. We will try and book a refresher course in the April school holidays.

**Fire Evacuation Drill**

A fire evacuation drill was carried out on 16 February. It was carried out in a record time of 3 minutes and 44 seconds. The report was submitted to the Fire Service as required.

**NAG 6****Board Elections 2022**

The election for our school board will take place on 7 September 2022.

### **Analysis of Variance 2022**

Due to the COVID pandemic the MOE has extended the deadline for AOV - this will be shared with the Board once completed.

### **Policy Reviews Term One 2022**

#### Health and Safety Management

The key topics to review will be :

- Safety Management System
- Risk Management (+ Hazard Register and Audit)
- Health and Safety Induction
- Visitors (+ Contractors Working at School)

#### Emergency, Disaster, and Crisis Management

The key topics to review will be:

- Emergency Planning and Preparation (this is currently the Emergency Planning and Procedures topic)
- School Closure
- Emergency Management (this is currently the Emergency Evacuation topic) - consider reviewing the subtopics
- Disaster Management - consider reviewing the sub-topics
- Crisis Management
- COVID-19 Information - consider reviewing the sub-topics

Go to the **Current Review** tab on the SchoolDocs site for review instructions and take part in this term's review.

#### **Recommendation:**

- Review current policies as required.

#### **Board Work Plan for Term One**

The tasks for Term 1 were itemized.

#### **Board Training**

Janelle has updated the Board Induction Folders.

All members have been emailed the recording of the NZSTA webinar on Strategic Planning.

Registration for the following webinars will be available soon through Eventbrite:

**Leading an Effective Board** - 7 March, 7 - 8.15pm

**Governance Essentials 1** - 4 May, 7 - 8.15pm

**Governance Essentials 2** - 25 May, 7 - 8.15pm

#### **Recommendation:**

- To attend Board Training whenever possible.



		<p><b>Learning in the Classroom 2021</b> Room 1 and 2 presentation.</p> <p>Moved that her Principal's Report be accepted. J. Jones/A. Fowlie</p>
	<b>Code of Conduct 2022</b>	Board members signed the Code of Conduct for 2022. Janelle will add these to the Board Google drive.
	<b>Delegations for 2022</b>	<p>Janelle called for nominations for the positions of Presiding Member and Treasurer.</p> <p><b>Election of Presiding Member:</b> Maz Prince <b>Nominated by:</b> Tash Campbell <b>Seconded by:</b> Craig Clarke There being no further nominations, Maz Prince was elected as Presiding Member.</p> <p><b>Election of Treasurer:</b> Angelika Fowlie <b>Nominated by:</b> Maz Prince <b>Seconded by:</b> Tash Campbell There being no further nominations, Angelika Fowlie was elected as Treasurer.</p>
	<b>Co-opting another Board Member</b>	<p>We need to fill the Board position vacated by Adam Werder. Janelle phoned NZSTA to make sure that we follow the correct process. Adam's position wasn't due to expire until November 2023 so needs to be filled. We can fill it via the selection process because we currently have three elected Board members and one selected. We always need more Elected Board members than selected members. The Board agreed to fill the vacancy via the selection process.</p> <p>We need to advertise that there is a casual vacancy for an elected board member and that the Board has resolved to fill the vacancy by selection unless 10% or more of eligible voters ask the Board to hold a by-election. Janelle will advertise the notice on Facebook and Hero.</p> <p>After 28 days of the notice being published the Board must select a person within six weeks.</p> <p>Anyone interested in the position can fill out an Eligibility Declaration form at the office and these will be passed on to Maz.</p>
10.	<b>Previous minutes</b>	<b>Moved that the previous minutes be accepted.</b> M. Prince/A. Fowlie
11.	<b>Matters Arising</b>	Nil
12.	<b>Job Sheet:</b>	<ul style="list-style-type: none"> <li>The \$4,000 budgeted under Activities is set aside for EOTC</li> </ul>

		<ul style="list-style-type: none"> <li>• A link to SchoolDocs has been included in the newsletter</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 - 7 February</li> </ul> <p><b>To Full Board</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Principal's Report</li> <li>• Visa Statement - December 2021, January 2022</li> <li>• Financial Management Summary - December 2021 (Draft), January 2022</li> <li>• Previous Minutes - 16/12/21</li> <li>• Job Sheet - December</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>• TSB bank statements - December 2021, January 2022</li> <li>• Financial Management Reports - November 2021, December 2021 (Draft)</li> </ul> <p><b>BOT Emails</b></p> <ul style="list-style-type: none"> <li>• Janelle - Hutchins &amp; Dick - second valuation of flats</li> <li>• Janelle - Update on her injury</li> <li>• Kay - Accounts for payment to be approved by email</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>
14.	<b>Ministry BOT tracking sheet</b>	Ministry BOT tracking sheet completed for January and February
15.	<b>General Business</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
16.	<b>Agenda Items for next meeting</b>	<ul style="list-style-type: none"> <li>• Swimming pool</li> <li>• Grant for school vans</li> <li>• Board Gift Policy</li> <li>• Update on Drop off Zone (Vicki)</li> </ul>
17.	<b>Next PTA Meeting:</b>	<ul style="list-style-type: none"> <li>• 7pm Wednesday 9 March</li> </ul>
18.	<b>Next BOT meeting:</b>	<ul style="list-style-type: none"> <li>• 6.30pm Thursday 17 March</li> </ul>
19.	<b>Whakatauki</b>	
20.	<b>Meeting closed</b>	<ul style="list-style-type: none"> <li>• 8.50pm</li> </ul>

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