



# Normanby School

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## Normanby School Board of Trustees Meeting

17 March 2022

Meeting commenced: 6.37pm

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

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

19/3/2022

**Present:** Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Craig Clarke, 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.	Reports	Nil
3.	<b>Public Excluded Business</b>	Maz moved that the meeting move into Public Excluded Business at 6.38pm to protect the personal privacy of natural persons, to discuss Covid and a high needs student. The Public part of the meeting resumed at 6.42pm.
4.	Reviews	<b>Governance</b> Nil
5.	<b>Special Topics</b>	<b>Swimming Pool</b> Janelle drafted a letter to inform the community of the Board's decision. Craig contacted a long standing member of the community who couldn't think of anyone who should be notified prior to the letter being sent out. The Board agreed to the letter going out to the school community with the MOE letter attached. Janelle will send a hard copy home with each family on Monday and add it to Hero. If any past school families want information they will be given a copy of the letters. If anyone has any queries they will be directed to contact the Ministry of Education.

		<p><b>Grant for School Vans</b> No update.</p> <p><b>Board Gift Policy</b> Carried over to the next meeting.</p> <p><b>Update on Drop Off Zone</b> Vicki reported that she hasn't received a reply to her email to the STDC as yet.</p> <p><b>Co-opting another Board Member</b> No one has requested a by-election so the Board can select someone to fill the vacancy. Board members will approach anyone who has shown an interest and let Maz know if they would like to put their name forward. Anyone interested will need to complete an eligibility declaration form. Positions up for election in September are Angelika, Vicki and Craig. Positions up for election in November 2023 are Maz and the newly appointed member.</p>				
6.	<b>Presiding Member</b>	<p>The school has managed the Covid response well, moving to Stage 2 and the hybrid model of learning by implementing distance learning and Bubble School for the children of essential workers who were unable to access childcare. Maz has heard positive feedback from the community that the school moved quickly and made decisions based on the best interests of the children.</p> <p>The Whanau House Day was a very successful event.</p> <p>It was disappointing that the Room 3 and 4 camp was unable to go ahead, however rather than cancelling, it has been postponed to early Term 4.</p>				
7.	<b>Financial Report</b>	<p><b>Moved that the March Accounts for Payment of \$16,104.46 be passed for payment.</b></p> <p style="text-align: right;">A. Fowlie/M. Prince</p> <p>This included a payment to Game Changer of \$2,098.75 for 50 pairs of sports shorts. Vicki clarified that she didn't work for Game Changer when the order for the shorts was placed. However she abstained from passing the accounts for payment as she is currently employed by them.</p> <p>Since the February meeting, Janelle and Tash passed a payment of \$300 to the Presbyterian Campsite for the bond for the Room 3 and 4 camp. The bond will now be held over to Term 4.</p> <p><b>February VISA balance:</b> \$2,901.63</p> <p><b>Balance of accounts as of 28 February 2022:</b></p> <table data-bbox="507 1854 1077 1928"> <tr> <td>BOT account:</td> <td style="text-align: right;">\$329,239.55</td> </tr> <tr> <td>Investment account:</td> <td style="text-align: right;">\$86,000.00</td> </tr> </table> <p><b>28 February 2022</b> As at 28 February 2022 we have spent 20% of what we had budgeted for the year compared to 17% of the calendar year gone. We have used 12%</p>	BOT account:	\$329,239.55	Investment account:	\$86,000.00
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Investment account:	\$86,000.00					



		<p>of the salaries budget. We have received 21% of our budgeted Government Grant income for the year.</p> <p>Actual available funds as at 31 December 2021 were \$259,748 Budgeted available funds as at 31 December 2022 are \$225,729</p> <p>Actual available funds as at 28 February 2022 are \$314,313 Budgeted available funds at 28 February 2022 are \$309,444</p> <p><b>Moved the Financial Report be accepted.</b></p> <p style="text-align: right;">A. Fowlie/C. Clarke</p>
8.	<b>PTA Report</b>	<p>The March meeting was cancelled due to Covid cases in the school community.</p> <p>The firewood raffle is due to be drawn and raised a profit of \$1,085. The Easter raffle will be sent home next week.</p> <p>The next meeting is on 13 April at 7pm. Angelika will attend.</p>
9.	<b>Principal Report</b>	<p>The roll is 149 compared to 150 this time last year. We have two new families enrolling in the next few weeks as they have purchased homes in Normanby.</p> <p><b>NAG 1</b></p> <p><b>Covid Update</b></p> <p>Janelle has registered the school as a critical business and has received RAT tests to be made available for staff and families. If staff are isolating with a positive case they could still come to school as long as they have a daily negative RAT test and are symptom free. Janelle will make those decisions on a case by case basis.</p> <p>If children are unwell at school, parents would be contacted to collect them and offered a RAT test to take home.</p> <p>Janelle purchased some masks and RAT tests to carry us through until the Ministry provided ones were received.</p> <p>97% of schools in Taranaki now have cases.</p> <p>Janelle receives MOE bulletins twice a week. The rules keep changing so these help keep us up to date.</p> <p>Janelle can apply to have teachers' sick leave disregarded (i.e. sick leave days reimbursed) if they've had to use it for being absent due to Covid or having to isolate.</p> <p><b>Maths Curriculum Development 2022</b></p> <p>The TOD on Maths has been postponed until Monday 11 April. A journaling workshop was held yesterday and on 8 April, Alex from Maths No Problem will be working alongside teachers and modelling lessons.</p> <p>Information about the Maths Programme has been shared with the school community in the newsletter.</p>

### **Maths No Problem Update**

There has been a very big focus on Maths. LA's have been helping to make resources when not helping with Bubble School. Nearly all of the resources have been completed now. Janelle invited the Board to come in and have a look.

Staff meetings have been held with our PLD provider via google meet. The one hour set aside for Maths is all teaching and learning. Every class will have a LA to support the teacher during Maths time.

It has been necessary to spend more money than anticipated but these costs won't be required in future years.

### **Teacher Only Days**

Move that we ratify the two new MOE allocated Teacher Only Days:

Monday 11 April - Maths PLD for all staff (originally 15 March)

Monday 22 August - Student Wellbeing PLD - Pause, Breathe, Smile

J. Jones/Unanimous

### **Education Outside the Classroom**

Unfortunately the Room 3 and 4 camp was unable to go ahead due to Covid, however rather than cancelling, it has been postponed to early Term 4.

### **BSLA**

This year we are implementing an enhancement to our reading curriculum in our Year 0/1 classrooms called the Better Start Literacy Approach (BSLA). This approach has been developed in New Zealand by a team of experienced researchers from the University of Canterbury.

Our New Entrant teachers Sam and Shelley have begun their micro-credential training course. Pre-teaching, baseline assessments have been completed using the U.C's online assessment tools and this data has been sent to the U.C staff to analyze and share back to our teachers for grouping and planning purposes. After 10 weeks of BSLA instruction, students are re-assessed and students who do not make the expected gains are then targeted as Tier 2 students who receive additional, explicit instruction.

Parents will be invited to attend two workshops about things they can do at home to help their children develop as readers.

### **Intervention Programmes**

This year we have three intervention programmes in place to support students to achieve expected levels in literacy:

Quick 60 - 60 x 40 minute consecutive lessons - 10 students

5+ - 20 minute lessons, 40 lessons (8 weeks) - 5 students

7+ - 8 to 10 weeks duration, 15 to 20 minute daily lesson - 8 students

LA's will be teaching these programmes in class as part of the normal literacy programme.

### **Positive Behaviour for Learning**



We have now entered our third year of training for PB4L. Recently we were assessed on our implementation of PB4L school wide and passed with flying colours. The commitment to Tier 2 training provides the final \$10,000 towards costs for relievers, prizes, rewards etc. This amount was not included in this year's budget, because at the time, Janelle was not sure if we were able to move to the next stage of training.

### **Student Leaders 2022**

A link to a slide presentation of this year's student leaders and monitors was provided in the Principal's Report.

### **NAG 2**

#### **Our Charter and Annual Plan**

The Charter and Annual Plan for 2022 has been shared with MOE, on the school website and with School Docs.

#### **PTA Report**

Due to the outbreak of COVID in our school community the PTA meeting which was to be held on Wednesday 9 March was cancelled.

#### **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**

Nil

#### **Staff Wellbeing**

Our Teacher Only Day on 22 August is Pause, Breathe, Smile PD which is a wellbeing programme for staff and students which we are hoping to begin in Term 4.

Janelle joined two sets of small classes this afternoon and sent two staff members home as fatigue is a factor when recovering from Covid.

All staff have well-being buddies who look out for each other.

### **NAG 4**

#### **Property Update**

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

- Roofing Remediation - this project is due to start in the April school holidays. The minor works contract has been signed. Roofing Taranaki will be doing the work. The cost of the work is \$27,446 + GST.

- Plumbing Remediations - we are in the process of starting this project. The minor works contract has been signed. This work is being undertaken by Vepo Ltd - to connect the downpipe at the front entrance to the stormwater system. The quote is \$9,660 + GST.
- 5YP - Upgrade of Room 1 and 2, and Room 7 - this week we have signed the offer of services documentation with BSM Group Architects Ltd for the alteration and upgrade to Room 1 & 2 and the repurposing of Room 7/8 deck area to accommodate bag storage in a sheltered space that can also be used for wet weather activities - this includes weather protection by a new screen to the NW end, new bag and coat storage facilities and anti-slip flooring.

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

WSP are preparing a sale agreement for LINZ to sign so the offer can be made to Ngati Ruanui, who then have 20 working days to respond.

#### **NAG 5**

#### **Accident Register from 14 February to 10 March 2022**

Eight incidents involving students.

No incidents involving a staff member.

Six 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.

#### **Police Vetting**

Janelle assured the Board that all non teaching staff have current police vets on file.

#### **Digital Technology and Cybersafety and Cyberbullying**

Janelle assured the Board that the digital technology policies are being implemented and the school holds copies of signed digital use agreements for all staff and students as required.

#### **Covid Protection Framework**

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

All information is in the COVID Pandemic 2022 folder in the Board drive.

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

### **Health and Safety Planning Around Vaccines**

MOE have stated that, "In the event the vaccination mandates in education are lifted, school boards will be required to take the implications of this into account in decisions about their own health and safety settings."

### Board obligations under the Health and Safety at Work Act

Workplaces are obliged to eliminate transmission risks where possible and where not, to substitute work practices or provide as high a level of control as possible.

We continually update our Covid Response Plans which can be found in the Normanby School COVID Pandemic folder on the board drive.

Janelle included copies of all our policies pertaining to Covid in her report. These can also be found on School Docs:

- COVID-19 Information and Procedures
- COVID-19 Case Management
- COVID-19 Red
- COVID-19 Orange
- COVID-19 Green
- COVID-19 Vaccinations

### **Ventilating Teaching Spaces in Cold Weather**

The MOE have updated their guidance for schools on ventilating teaching spaces in cold weather.

Natural ventilation performs better in colder weather, which means we can partially open windows and doors when it's cold outside and achieve the same or better ventilation than fully opening windows and doors when it's warm outside.

The goal is still to allow the flow of fresh outdoor air to minimise the risk of COVID-19 airborne transmission, while balancing this with maintaining a comfortable temperature in indoor spaces.

Portable CO2 monitors will be available for schools with rolls over 250 students.

### **NAG 6**

#### **Board Elections 2022**

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

#### **Proposed Enrolment Scheme for Rawhitiroa School**

The MOE have requested feedback or agreement on the proposed enrolment scheme for Rawhitiroa School. After looking at the map provided, the Board were in agreement that it wouldn't affect us.

Moved that the Normanby School Board agree to the Rawhitiroa School enrolment Scheme.

J. Jones/Unanimous



### **Updated School Year Dates**

A link to the 2022 School Year dates was included in the Principal's Report.

### **Analysis of Variance**

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

Janelle emphasised the importance of all Board members reading and reviewing the current policies up for review. This is a very important part of a Board members role in governance.

Janelle demonstrated how to give feedback on the SchoolDocs website as well as distributing a hard copy of instructions. If you don't have any comments to make, leave a star rating so Janelle can see you have reviewed it. Janelle will bring the review feedback to each meeting. Vicki asked if there was some way SchoolDocs could indicate when someone has reviewed a particular policy. Janelle will follow up with SchoolDocs

#### **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.



		<p>Janelle included a link to the webinar recording: <b>Leading an Effective Board 2022</b></p> <p>Registration for the following webinars will be available soon through Eventbrite:</p> <p><b>Giving Effect to Te Tiriti Part 1: Tikanga workshop</b> - 28 March - 6pm  <b>Governance Essentials 1</b> - 4 May, 7 - 8.15pm  <b>Governance Essentials 2</b> - 25 May, 7 - 8.15pm  <b>The Giving Effect to Te Tiriti Part 2: Governance</b> - 8 June - 6pm</p> <p>The Education and Training Act 2020 (the Act) is calling school boards to action about giving effect to Te Tiriti o Waitangi. This cause is so important that the Act makes it one of the four primary objectives of a school board. For a school board, giving effect means much more than making instruction available in te reo Māori or achieving equitable outcomes for Māori students. Plans, policies and local curriculum should also reflect local tikanga Māori, mātauranga Māori, and also te ao Māori.</p> <p>Janelle reminded the Board that members committed to attend Board training in the Code of Conduct that was signed at the beginning of the year.</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>● To attend Board Training whenever possible.</li> </ul> <p><b>Learning in the Classroom 2021</b>  Room 3 and 4 presentation.</p> <p>Moved that her Principal's Report be accepted. <span style="float: right;">J. Jones/A. Fowlie</span></p>
10.	<b>Previous minutes</b>	<b>Moved that the previous minutes be accepted.</b> M. Prince/T. Campbell
11.	<b>Matters Arising</b>	Nil
12.	<b>Job Sheet:</b>	<ul style="list-style-type: none"> <li>● Board members will be profiled in the next newsletter</li> <li>● Janelle has spoken to the Architect about finding an alternative to locking external doors from the inside during a lockdown through our 5YA</li> <li>● As staff wellbeing is constantly being addressed, this can be removed from the Job Sheet</li> <li>● Maz has written something from the Board for the newsletter</li> <li>● Maz has emailed her 2021 Presiding Member Report to Janelle</li> <li>● Maz has forwarded emails to members regarding Board training via Zoom</li> <li>● Janelle has drafted a community letter regarding the swimming pool</li> <li>● Signed Code of Conduct forms have been added to the Board Google Drive</li> <li>● The Board casual vacancy has been advertised on Hero and Facebook</li> <li>● There is a "Swimming Pool" folder on the Board drive</li> </ul>

		<ul style="list-style-type: none"> <li>The letter from MOE regarding the pool ownership has been emailed to Craig</li> </ul>
13.	Correspondence	<p><b>Inwards</b></p> <p><b>To Presiding Member</b></p> <ul style="list-style-type: none"> <li>Education Gazette - 28 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 - February 2022</li> <li>Financial Management Summary - February 2022</li> <li>Previous Minutes - 17/02/22</li> <li>Job Sheet - February</li> <li>Rawhitiroa School Proposed Enrolment Scheme</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>TSB bank statement - February 2022</li> <li>Financial Management Reports - January and February</li> </ul> <p><b>BOT Emails</b></p> <ul style="list-style-type: none"> <li>Janelle - Covid Response Progressions and Delegations as of 22/02/22</li> <li>Janelle - NZSTA - elections update</li> <li>Janelle - reminder to update profile for website and newsletter + photo</li> <li>Janelle - Flow diagrams for Phase 3 of Covid Response Plan</li> <li>Janelle - Positive Covid cases in school community</li> <li>Janelle - reminder about profile and photo</li> <li>Maz - Covid-19</li> <li>Janelle - Covid update</li> <li>Janelle - Room 3 &amp; 4 camp postponed</li> <li>NZEI - Paid union meetings for support staff (on-line)</li> <li>Maz - Monthly meeting via Zoom</li> <li>Tash - NZSTA: Te Tiriti o Waitangi - Part 2 Governance online via Zoom Hawera</li> <li>Vicki - back to school</li> <li>Janelle - returning to school</li> <li>Maz - Board meeting at school</li> <li>Janelle - draft letter to community regarding 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>Nil</li> </ul>
14.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for March



15.	<b>General Business</b>	<ul style="list-style-type: none"> <li>• No meeting will be held in April due to Easter and the school holidays. Accounts for Payment will be passed by email. Janelle will liaise with Maz who will keep the Board up to date.</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 13 April - Angelika to attend</li> </ul>
18.	<b>Next BOT meeting:</b>	<ul style="list-style-type: none"> <li>• 6.30pm Thursday 19 May</li> </ul>
19.	<b>Whakatauki</b>	
20.	<b>Meeting closed</b>	<ul style="list-style-type: none"> <li>• 8.09pm</li> </ul>
21.	<b>Board Meeting Dates for 2022</b>	<ul style="list-style-type: none"> <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>

