



Normanby School

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Normanby School Board of Trustees Meeting

19 May 2022

Meeting commenced: 6.31pm

Signed: _____

Dated: _____

15/6/2022

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

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest: Vicki - works for Game Changer

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	New Board Member	Move that we ratify the selection of Renee Robinson as the new Board member. M. Prince/Unanimous
3.	Reports	Nil
4.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.33pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 7.04pm.
5.	Reviews	Governance Nil
6.	Special Topics	Swimming Pool Janelle will contact Rachel regarding what is happening with the swimming pool, as well as the Dental Clinic. Grant for School Vans You can apply to the Toi Foundation for up to \$30,000 every two years. Janelle will check to see if we could use this to purchase a van. Other sources of funding were suggested such as Selwyn Metcalfe, Lions and Rotary. We have received \$3,000 from Rotary already this year.

		<p>We have registered for the All of Government Scheme. Maz will check with Tania about applying for funding.</p> <p>There are people who help organizations to apply for funding and take a percentage if the application is successful. Vicki will supply a contact name for Janelle.</p> <p>Board Gift Policy We don't currently have a policy on Board Gifts. Proposal: One term (up to 3 years) - \$100 Two terms (up to 6 years) - \$250 Three terms (up to 9 years or more) - \$500 Maximum of \$500</p> <p>Staff Gift Policy This is what the Board contributes to a leaving gift for a staff member. Proposal: 1 - 2 years \$50 3 - 5 years \$100 6 - 10 years \$200 10 - 15 years \$300 15 - 20 years \$400 20+ years \$500 Maximum of \$500</p> <p>Moved that these proposals be accepted. J Jones/ Unanimous Janelle will write up a Board Gift Policy and update the Staff Gift Policy and send it to School Docs.</p> <p>Update on Drop Off Zone The STDC proposal has now been received digitally. Janelle will print it off to study and email feedback to the Board so we can reply to STDC. The question was asked about what will happen when the restrictions stop? Do we need to consult the community about different options? Craig will compile some questions to ask the community. Janelle will send the original survey to Craig. Craig will email the questions to the Board for approval before it is sent out. Janelle reiterated that children will always be greeted every morning as they arrive at school regardless of the decision. There was also the Walkway initiative suggested by the Council which was a good idea. Vicki indicated she was keen to follow up on this initiative.</p>
<p>7. Presiding Member</p>		<p>Maz formally welcomed Renee Robinson to the Board. Her induction has been completed.</p> <p>All Board members are invited to attend Clarissa's farewell at 10am on Friday 3 June. Maz will speak on behalf of the Board.</p> <p>A Board Dinner will be arranged for Thursday 7 July at 7pm. Janelle will book.</p>

8. Financial Report

The Accounts for Payment of \$16,104.46 passed for payment at the March meeting were changed to \$15,525.39:

- The Waste Management invoice was for \$534.01 not \$543.01
- The Tika Catering invoice of \$570.07 had already been paid and was deleted from the schedule

The April Accounts for Payment of \$13,912.84 were passed for payment unanimously by email.

Two invoices totalling \$911.30 were passed for payment by Janelle and Tash on 5 May:

- NZ Ukulele Trust - registration - \$92.00
- South Taranaki District Council - rates for school flats - \$819.30

Moved that the May Accounts for Payment of \$64,128.48 be passed for payment.

A. Fowlie/M. Prince

The Occupational Therapist invoice was related to a special needs child. A conflict of interest was declared by Vicki as she works for Game Changer. However the school ordered sports uniforms from this company prior to her employment, so this order is a continuation of the schools association with the company.

We are receiving a refund of \$19,694 from our banked staffing for last year. This will be paid as part of the 1 July 2022 operational grant instalment.

March VISA balance: \$2,255.08

Balance of accounts as of 31 March 2022:

BOT account:	\$311,970.59
Investment account:	\$86,000.00

Balance of accounts as of 30 April 2022:

BOT account:	\$396,716.14
Investment account:	\$86,000.00

31 March 2022

As at 31 March 2022 we have spent 22% of what we had budgeted for the year compared to 25% of the calendar year gone. We have used 19% of the salaries budget. We have received 34% of our budgeted Government Grant income for the year.

Actual available funds as at 31 December 2021 were \$259,748
Budgeted available funds as at 31 December 2022 are \$225,729

Actual available funds as at 31 March 2022 are \$336,817
Budgeted available funds at 31 March 2022 are \$301,072

30 April 2022

As at 30 April 2022 we have spent 30% of what we had budgeted for the year compared to 33% of the calendar year gone. We have used 27% of

		<p>the salaries budget. We have received 43% 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 30 April 2022 are \$336,037 Budgeted available funds at 30 April 2022 are \$292,701</p> <p>Moved the Financial Report be accepted. A. Fowlie/V. Roberts</p>
9.	PTA Report	<p>A meeting was held last night:</p> <ul style="list-style-type: none"> • They are running a cookie and croissant fundraiser through Yarrows • Sausage sizzle on 3 June • Donating \$840 towards new sports shorts <p>Jude has resigned from her Staff Rep position and has been replaced by Sam Dalley.</p> <p>Matariki Celebration The PTA will run a BBQ for the children free of charge. A hangi has been discussed, but the staff were unsure if it was doable in the timeframe. Vicki will look into the possibility of a hangi.</p> <p>Marae Visit This will be held late in Term 3. The Seniors may stay over. The staff need to find out the protocols for flax cutting. Angelika will investigate and report back to Janelle. Vicki will approach some of her contacts about activities that can be run at school regarding the marae.</p>
10.	Principal Report	<p>The roll is 150 compared to 152 this time last year.</p> <p>Janelle reported that almost half of the school (staff and students) have had Covid. We still have covid cases being reported. Attendance has improved a lot this term - we have had approximately 85% attendance for the last two weeks. We are getting an attendance officer through our Kahui Ako.</p> <p>The first interschool tournament was held yesterday and it was a very successful event.</p> <p>NELP Objectives - Teaching and Learning</p> <p>Maths No Problem Update Maths is taught everyday from 10am - 11am school-wide. In April there was a day of modeled lessons and a Teacher Only Day with Alex Laurie from Maths - No Problem. Alex has asked if we could be an exemplar of a Best Practice School for other schools to visit. Feedback from Alex:</p> <ul style="list-style-type: none"> • The whole staff are on board with the programme • Our school is very well resourced

- We are consistent across the school with non-negotiables e.g. students working in pairs, all students having materials and access to the textbook

Students are far more engaged in their maths learning. Students who were less confident in maths are now able to take a risk, have a go and be successful.

Tash recently attended a maths leadership meeting with five other school maths leaders from our Kahui Ako. During the meeting the data of 10 schools was shared anonymously. It was noted from our school data that we buck the trend for Maori achievement, however we acknowledge that we still have work to do in this area as we have not made it to where we want to be yet. Our data also showed clear acceleration of learners (18 months or more improvement in student progress within 12 months).

This term all teachers will have at least one observation and coaching conversation around maths. We will be looking for examples of excellent practice, as well as, observing where we need to put in extra support (for students or staff) and to look more closely at how we are meeting the needs of our diverse learners.

Mid Year Assessments

Our mid year assessments will start to take place during Term 2. Our Mid-Year Data Point is 1 July. Jude and Tash will present the assessment data findings to the Board at the July meeting.

New Parent Information Evening

This is to be held on Tuesday 24 May at 7pm in the school library. Vicki will speak on behalf of the Board. Another Information Evening will be held at the end of Term 3.

BSLA Parent Information Evening

An information evening on BSLA (Better Start Literacy Approach) for parents was held on 16 May in the school library. The meeting was to explain this new approach to teaching reading and spelling and for the parents to learn how they can support their child with reading at home. BSLA is being used in Rooms 5 and 6 for the first time this year. It was developed at the University of Canterbury in Christchurch and results show it is very effective in advancing the reading and spelling abilities of 5 - 6 year old tamariki.

Strategic Planning, Self-review and Reporting

PTA Report

A link to the minutes from the 13 April meeting were included in the Principal's Report.

Normanby School Strategic Plan

A link to the documents outlining the Charter, Strategic Plan and Annual Aims for 2022 were included in the Principal's Report.

Analysis of Variance 2021

The analysis of variance for the 2021 school year has been published on the school website and sent to the MOE and Silk Auditors.

Employment and Personnel

Staffing

Covered in Public Excluded Business.

Resignation of Learning Assistant

One of our short term fixed term Learning Assistants was offered an extension of her contract at the end of Term 1, however she has chosen to move to Palmerston North to pursue other goals.

Resignation and Farewell for Staff Member

Covered in Public Excluded Business.

Professional Growth Cycle (PGC)

A Professional Growth Cycle focuses on how teachers use and meet *Our Code, Our Standards/Ngā Paerewa* in their everyday practice.

Components of our PGC at Normanby School:

Planning and design

- At the start of each year the Senior Leadership Team facilitates professional conversations to gain a common understanding of the Standards of Paerewa in our context and what meeting and using them in our practice looks like
- The Senior Leadership Team work alongside teachers to design an annual cycle of professional growth in our setting and are responsible for supporting teachers to engage in it. Our approach focuses on improving rather than proving performance. There is a strong emphasis on coaching.

Collaboration and Implementation

- Every teacher engages in professional learning using the Standards to advance their understanding of the relationship between their professional practice and outcomes for learners.
- Every teacher is given the opportunity to discuss and receive feedback on their practice through regular observations.

Feedback

- The Senior Leadership Team will confirm annually that each teacher has participated in the cycle and provide a statement to the teacher about whether they meet the Standards.
- If a teacher does not currently meet the Standards, SLT will discuss with the teacher and provide support to enable improvement.

Finance and Property

Property Update

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

- Roofing Remediation - Roofing Taranaki have completed the following work:
Block A remediation to Rooms 1 to 4; Block A remediation of membrane and Block E remediation in Classroom 7. The cost of this is \$27,446 plus GST which is paid through our 10YPP funding. At the same time they did the remediation that was required for the School Hall which cost \$9,568 inclusive of GST. The school has to pay this as the Hall is Board owned.
- Plumbing Remediations - Vepo connected the downpipe in Block A entrance to the stormwater system. The cost was \$9,660 plus GST and was paid through our 10YPP funding.
- 5YP - Upgrade of Room 1 and 2, and Room 7 - this week we 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.
- Dobsons came and took down 4 sun shelters in our school playground. This is done annually. We pay for them to be treated and repaired as required. They are then stored by Dobson's and put up again in the October school holidays. We will need to look at replacing these in the near future.
- White Electrical replaced many of our security lights and fixtures. Many of them were beyond repair and needed replacing.
- Evergreen Plumbing have been repairing the Puanga Hub Boys' urinal
- Three companies have come in to do measurements and quotes for the new carpet and autex walls

Disposal Process of School Flats

In April we received our rates valuation report for the school flats (as at 1 September 2021). As the amount was considerably higher than the registered valuations, Janelle wrote to WSP:

- To express her concerns about the discrepancies of the valuations
- To enquire about the offer made to Ngati Ruanui

WSP replied that as they hadn't heard from Ngati Ruanui and the acceptance period had expired, the property will be moving to the next stage - open market sale.

They also clarified that the valuation method for the rating valuation is different from the current market valuation and cannot be treated as the current market value. They will instruct Telfer Young to provide an updated valuation prior to going to the open market. When a reasonable offer is received they will seek approval from the school to proceed further.

Rotary Grant

In Term 1 we were notified that we had received \$3,000 from our local Rotary club. This money has been used towards the purchase of new Sports Uniforms.

Hall Hire

Janelle proposed increasing the costs to Hire the School Hall. The Board will review the Conditions of Hireage and proposed fees and bring feedback to the next meeting to discuss.

Staff Gift Policy

Covered above

Board Member Gift Policy

Covered above

Covid Expenses

In April we received \$6,689.42 from MOE to cover COVID expenses from Term 1.

Fuel for Schools

We joined the Fuel for Schools scheme last year and we already have \$1,000 towards purchasing equipment for our school. For this round we have chosen the sport package.

Health, Safety and Wellbeing**Accident Register from 11 March to 12 May 2022**

Two incidents involving students.

No incidents involving a staff member.

One incident 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.

Digital Technology and Cybersafety

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

Computer Security and Cybersecurity

Janelle assured the board that the school's computer security and cybersecurity have been reviewed and are up to date.

Student Attendance

Janelle assured the board that student absences are correctly recorded, monitored and followed up. The reports on attendance are in the Board Folder. Covid has had a major impact on attendance, especially in March and April. Our annual target for student attendance is 95%.

Abuse Recognition and Reporting

Janelle assured the board that staff have been engaged with the abuse reporting procedure indicators of abuse.

Emergency Evacuation/Emergency Kit

Janelle assured the board that staff and students are completing trial evacuations each term, that emergency planning and procedures are up to date in hard copy, and that emergency kits have been checked and contain all necessary items, with current dates.

Staff Usage and Expenditure (SUE) Reports (In Expenditure)

Janelle assured the board that the presiding member has checked the processes and authorisations used to make payments to staff members, the principal, and others responsible for the school payroll.

Covid Protection Framework and Covid Update

Our COVID Protection Framework is constantly being updated as we continue to receive updates from the MOE and MOH. Changes have been made to reflect that we are now operating at the Orange Setting. There is now also a section in School Docs under COVID information and Procedures.

Janelle has completed a risk assessment of our school site following the vaccine mandates being lifted from 5 April 2022.

Recommendations:

- That board members read the Covid school policies regularly. These are all available on School Docs and a link has been provided in the Principal's Report to the folder in the Board Google Drive.

General Legislation**Board Elections 2022**

The election for our school board will take place on 7 September 2022. Angelika, Vicki and Craig's positions will come up for election.

Changes to Planning and Reporting

New legislation for school planning and reporting comes into effect on 1 January 2023.

Summary of changes:

- School charters are being replaced with a strategic plan and an annual implementation plan
- The board will still have to produce an annual report
- Working in partnership with our community to develop our strategic plan is a must

		<ul style="list-style-type: none"> • The strategic plan, annual implementation plan and annual report will need to be published on our website • The current 2022 charter will remain in place until 31 December 2023. <p>Update to My Vaccine Pass From Tuesday 24 May an updated My Vaccine Pass will be available for anyone aged 12 and over who is up to date with their vaccinations.</p> <p>Policy Reviews Term Two 2022 <u>Healthcare</u></p> <ul style="list-style-type: none"> • Medicines • Managing Minor/Moderate Injury • Managing Serious Injury and Illness • Infectious Diseases • Reporting and Recording Accidents and Incidents (Board Review) <p><u>Behaviour Management</u> (Board Review)</p> <ul style="list-style-type: none"> • Bullying and Online Bullying • Surrender and Retention of Property and Searches <p>Recommendations:</p> <ul style="list-style-type: none"> • Review current policies as required. • Review Behaviour Management • Review Reporting and Recording Accidents and Incidents <p>Janelle requested that if a Board member is giving a policy less than 5 stars to please add a comment.</p> <p>Board Work Plan for Term Two The tasks for Term 2 were itemized.</p> <p>Board Training Janelle has updated the Board Induction Folders.</p> <p>Training Coming Up: Registration for the following webinars is available through the links in the Principal's Report. Governance Essentials 2 - 25 May, 7 - 8.15pm The Giving Effect to Te Tiriti Part 2: Governance - 8 June - 6pm</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • To attend Board Training whenever possible. <p>Learning in the Classroom 2021 Room 5 and 6 presentation.</p> <p>Moved that her Principal's Report be accepted. J. Jones/A. Fowlie</p>
11.	Previous minutes	Moved that the previous minutes be accepted. M. Prince/T. Campbell

12.	Matters Arising	Nil
13.	Job Sheet:	<ul style="list-style-type: none"> ● All Board members have now been profiled in the school newsletter ● The PTA agreed to donate \$840 towards new sports shorts ● Janelle will purchase a new blind for Flat 9A and ask Gareth to install it ● STDC emailed the Drop Off Zone proposal to Vicki ● Janelle replied to the Rawhitiroa School proposed Enrolment Scheme ● Janelle passed the Board feedback on reviewing policies to School Docs ● Janelle is reporting on policy review feedback at each meeting ● A letter regarding the future of the school pool along with a copy of the MOE letter regarding the pool, was sent home to all families on 21 March as well as being put on Hero
14.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> ● Education Gazette - 21 March, 11 April, 2 May <p>To Full Board</p> <ul style="list-style-type: none"> ● Agenda ● Principal's Report ● Visa Statement - March 2022 ● Financial Management Summary - March 2022, April 2022 ● Previous Minutes - 17/03/22 ● Job Sheet - March <p>To Treasurer</p> <ul style="list-style-type: none"> ● TSB bank statement - March 2022, April 2022 ● Financial Management Reports - March 2022, April 2022 <p>BOT Emails</p> <ul style="list-style-type: none"> ● Janelle - Letter of resignation ● Janelle - NZSTA Board Matters - Special edition on the Covid-19 mandate changes ● Janelle - NZSTA Training Webinars ● Kay - Accounts for Payment for approval by email ● Janelle - NZSTA Governance Essentials Webinar - Wednesday 4 May at 7pm ● Janelle - Change of date for June meeting ● Janelle - Covid 19 Response Plan under Orange setting ● Janelle to Maz - Joining projects together to reduce costs ● Janelle - New Board member and June meeting date ● Vicki to Maz & Janelle - Wednesday meetings ● Janelle - NZSTA Workshop Reminder: Te Tiriti o Waitangi: Part 2 Governance (via Zoom), 8 June 6pm - 8pm ● Janelle - Reminder: Governance Essentials Part 2 webinar on 25 May at 7pm ● Janelle - Ngahere Term 2 ● Janelle - Invitation to Clarissa's Farewell ● Janelle to Renee - Newsletter & Website

		<p>Board Correspondence Received (filed)</p> <ul style="list-style-type: none"> • Nil <p>Outwards</p> <ul style="list-style-type: none"> • Nil
15.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for April and May
16.	General Business	Maz will write a blurb about the Board for the newsletter to be published on 7 June.
17.	Agenda Items for next meeting	<ul style="list-style-type: none"> • Swimming pool • Grant for school vans • Update on Drop off Zone (Vicki)
18.	Next PTA Meeting:	<ul style="list-style-type: none"> • 6.30pm Wednesday 8 June - Renee to attend
19.	Next BOT meeting:	<ul style="list-style-type: none"> • 6.30pm Wednesday 15 June
20.	Whakatauki	
21.	Meeting closed	<ul style="list-style-type: none"> • 9.00pm
22.	Board Meeting Dates for 2022	<ul style="list-style-type: none"> • 6.30pm Wednesday 15 June • 6.30pm Thursday 28 July • 6.30pm Thursday 18 August • 6.30pm Thursday 22 September • 6.30pm Thursday 20 October • 6.30pm Thursday 17 November • 6.30pm Thursday 15 December