



# Normanby School

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## Normanby School Board of Trustees Meeting

15 June 2022

Meeting commenced: 6.35pm

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

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

28/7/2022

**Present:** Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Craig Clarke, Renee Robinson, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary), Amy Boyd (Teacher) - left the meeting at 7.04pm

**Apologies:** Vicki Roberts

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

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Reports	<p>Amy presented her Te Ao report.</p> <p><u>Goals for 2022</u></p> <ul style="list-style-type: none"><li>• Teach Te Reo by upskilling teachers in the use of the IPPIT approach to second language and implement. Create 3 year progressions.</li><li>• For all staff to gain confidence and increase the use of Te Reo</li><li>• To hold a Marae Trip for the whole school in Term 3</li><li>• To identify someone with the expertise to lead a Kapa Haka group</li><li>• To establish and maintain a relationship with the RTMaori in order to support us with our goals in Te Ao</li></ul> <p>These goals link into our Strategic Plan.</p> <p>A staff meeting was held on the teaching of Te Reo in the classroom where the IPPIT and 'Wai ako' approaches were introduced. Teachers need to be supported with their teaching - resources, plans and pronunciation slides are provided and students with a strength in Te Reo can be used as experts. One on one support is provided for staff as required. Phrases are being introduced so conversations can be held in Te Reo.</p> <p>Each class has a 30 minute lesson every Monday and then a 10 minute daily practice session for the rest of the week.</p>

		<p>There are a couple of possibilities for a Kapa Haka tutor. Both charge \$150/hour and the school would engage them for one hour per week for Terms 3 and 4. This would be a total cost of \$3,000. School staff would hold extra sessions each week. The employment of a Kapa Haka tutor will be discussed later in the meeting.</p> <p>Amy left the meeting at 7.04pm.</p>
3.	<b>Public Excluded Business</b>	<p>Maz moved that the meeting move into Public Excluded Business at 7.05pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 7.08pm.</p>
4.	<b>Reviews</b>	<p><b>Governance</b> Nil</p>
5.	<b>Special Topics</b>	<p><b>Swimming Pool</b> Janelle spoke to the new Property Adviser and both the swimming pool and the Dental Clinic are on the rationalization programme. We are ready to have them removed now as they are a health and safety issue, but it can take up to 5 - 10 years.</p> <p><b>Grant for School Vans</b> Janelle emailed the Toi Foundation asking if their grant is available for school vans. We can apply for up to \$30,000. Close off dates are in August and November. We will try to have an application ready for August.</p> <p><b>Update on Drop Off Zone</b> Copies of the Council's proposed Drop Off Zone were given to the board to study. Safety is the main priority when deciding on a plan. Parents also have to take responsibility for the safety of their children during pick up time. The Board had questions which they would like to put to the Council:</p> <ul style="list-style-type: none"> <li>● Will local neighbours be consulted?</li> <li>● Is a waiting lane down Hunter Street a possibility?</li> <li>● Is a staff car park outside the hall a possibility?</li> </ul> <p>Maz will talk to Vicki about inviting the Council to a Board meeting during the day so that the proposal can be discussed in more detail. The community survey will be put on hold until after the meeting.</p> <p><b>School Flats</b> Another valuation has been done on the flats and they have been appraised by three local real estate agents who have submitted sale proposals. WSP recommended Bayleys. The Board wanted to know if there would be any further advertising costs if it doesn't sell after four weeks and whether Trade Me will be used for advertising. Janelle will contact WSP then email the response to the Board so a decision can be made by email. A letter was sent to the tenants on 1 June informing them of the possibility of the sale of the school flats and the need for access when required.</p>
6.	<b>Presiding Member</b>	<p>Maz reminded everyone that the Board training webinars are all recorded and can be accessed through the NZSTA website. The Board dinner is at 6pm on Thursday 7 July.</p>

7.	Financial Report	<p><b>Three invoices totalling \$997.00 were passed for payment by Maz and Tash on 25 May:</b> Janelle Jones reimbursement, Ohangai Limited and Education Enterprises Ltd.</p> <p><b>Moved that the June Accounts for Payment of \$19,771.57 be passed for payment.</b> A. Fowlie/C. Clarke</p> <p><b>April VISA balance:</b> \$334.07</p> <p><b>Balance of accounts as of 31 May 2022:</b>  BOT account: \$301,583.58  Investment account: \$86,000.00</p> <p><b>31 May 2022</b>  As at 31 May 2022 we have spent 40% of what we had budgeted for the year compared to 42% of the calendar year gone. We have used 37% of the salaries budget. We have received 54% of our budgeted Government Grant income for the year.</p> <p>Actual available funds as at 31 December 2021 were \$312,873  Budgeted available funds as at 31 December 2022 are \$242,854</p> <p>Actual available funds as at 31 May 2022 are \$345,840  Budgeted available funds at 31 May 2022 are \$301,454</p> <p><b>Moved the Financial Report be accepted.</b> A. Fowlie/T. Campbell</p>
8.	PTA Report	<p>The next meeting is being held at 6.30pm on Wednesday 6 July. Renee will attend.</p>
9.	Principal Report	<p>The roll is 149 compared to 162 this time last year.</p> <p><b>NELP Objectives - Teaching and Learning</b>  <b>Mid Year Assessments</b>  Our Mid-Year Data Point is 1 July. Jude and Tash will present the assessment data findings to the Board at the July meeting.</p> <p><b>Matariki Hub June Board Report by Jude Sklenars</b>  Included in Principal's Report.</p> <p><b>Puanga Hub June Board Report by Tina Ryan</b>  Included in Principal's Report</p> <p><b>Sports Round Up Term One and Two by Taylah Gilberd and Cameron Jones</b>  Included in Principal's Report</p> <p><b>Te Ao Mid Year Report</b>  Covered above.</p>

## **Strategic Planning, Self-review and Reporting**

### **PTA Report**

A link to the minutes and Principal's Report from the 8 June PTA 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.

### **Support Staff Week**

Our support staff were recognised and given lots of appreciation during the week 7 to 10 June, culminating in a shared morning tea.

### **Primary Teacher Paid Union Meetings (PUMS)**

Primary teacher PUMs have been held online this week. Special programmes were arranged for two afternoons to allow teachers to participate in these meetings. One of the objectives of the Time 4 Tamariki: Wāwāhi Tahā campaign is to increase staffing.

### **Admin Pay Equity Settlement**

Full details of the school administrator pay equity settlement are now available. If the proposed pay equity settlement is endorsed by administrators, NZEI will be hosting webinars for principals where MOE and NZSTA will explain and answer questions regarding implementation and funding.

## **Finance and Property**

### **Property Update**

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

- A meeting with WSP and the architect was held this week regarding the Room 1 and 2 refurbishment. There will be a hole in the wall between the two classrooms.
- RJ Eagers have been chosen to do the autex wall linings and carpet for Room 3, 4, 7 and the hallway. The proposed plan is:
  - ❖ R7 before the September holidays
  - ❖ Corridor flooring and Room 3 & 4 wall linings during the September holidays
  - ❖ Complete the corridor wall linings in the Christmas holidays

An Asbestos Plan is required. Maz will email the MOE Property Adviser as we think we already have one.

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

Covered in Special Topics

### **MOE Property Advisor Meeting**

Janelle had a meeting with the MOE Property Advisor on Tuesday and our annual property inspection was carried out at this time. The rationalization of the swimming pools and dental clinic were discussed - see above in Special Topics.

### **Financials Completed by Auditors**

Silk Auditors have completed our financial report for 2021. This has been uploaded to our school website and sent to MOE as required. We had budgeted for a deficit of \$73,000, however we ended the year \$11,000 in credit.

Janelle will follow up with Silks about their finding regarding Payroll adjustments and clarify that this was a misunderstanding when she completed the online questionnaire.

### **Internal Environment Monitoring (IEM)**

MOE is installing internal environment monitoring (IEM) devices to help assess the quality of our school's physical learning environments. The devices measure acoustics, lighting, thermal comfort and indoor air quality. The data will feed into our future property planning process to inform decisions around property projects and improvements.

### **Hall Hire**

Proposed Hall Fees:

0 - 2 hours - \$50 (*was \$25*)

2 - 4 hours - \$100 (*was \$40*)

4 - 8 hours, up to 5pm - \$200 (*was \$70*)

4 - 8 hours, after 5pm - \$200 (*was \$70*)

8 hours or more - \$300 (*was \$100*)

Moved that the proposed hall fees be accepted. J. Jones/Unanimous  
Janelle will send the new School Hall pricing and agreement to School Docs.

### **Keys**

Janelle has started the process of looking at a variety of lock solutions that would address the issues of fire safety and lockdown health and safety protocols.

The first example is called "Key to Success".

- A wireless access control system
- A key that combines the benefits of digital technology, including passwords, authentication, audit trails, flexible access control with the security of robust mechanical locks
- Based on the traditional lock and key, it fits seamlessly into existing locking systems

- Without the need for wiring, it offers programmable access rights, time scheduling, audit trails and blocking of lost keys
- Other benefits - see who opened what door and when, easily change a person's access rights and control time periods when keys are operational (ideal for third party maintenance contractors)
- Much more cost-effective solution than installing card readers and running cabling

### **Health, Safety and Wellbeing**

#### **Accident Register from 13 May to 9 June 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.

#### **Impact of Covid**

As well as Covid, we have had students absent with stomach bugs, and flu-like illnesses. We have had our first student get Covid for the second time, approximately 3 months after they contracted it the first time.

So far 30 families *haven't* been affected.

80% of all children in the school have been affected somehow - they have either had it or have been required to isolate.

64% of all staff have had Covid.

Janelle had to continue to work from home while she had Covid, as our DP had to cover teachers who were absent as no relievers are available. When we had six staff unavailable, two classes were rostered home for five days for those families able to care for their children at home. Concerns have been shared with MOE so they are aware of our situation and the detrimental impact the pandemic has had on our school and staff.

Masks are worn in assembly and in the school vans, however any staff and students can choose to wear a mask.

### **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.

## 2022 School Board Triennial Elections

MOE has released a new updated set of regulations to enable the introduction of electronic voting and other changes for this year's elections. The board is required to choose from one of the following options:

1. The board appoints an accredited provider as their returning officer to run electronic elections.
2. The board appoints a returning officer to engage with an accredited provider and use their services to run electronic elections.
3. The board appoints a returning officer who will run paper elections and will not offer electronic elections.

Adrienne Cooper has been asked to be our Returning Officer and she has accepted the position.

### Timetable

Select Returning Officer by	Wednesday 6 July 2022
Close Main Roll	Wednesday 13 July 2022
Call for Nominations by	Friday 15 July 2022
Close Supplementary Roll	Monday 1 August 2022
Nominations Close	Wednesday 3 August 2022
Voting Papers issued by	Wednesday 10 August 2022
Election Day (voting closes)	<b>4pm Wednesday 7 September 2022</b>
Accept postal votes	Monday 12 September 2022
Count Votes	Tuesday 13 September 2022
Board Takes Office	Wednesday 14 September 2022

Other changes introduced to the School Board Election Regulations in 2020, which still apply:

- To fill a casual vacancy for a parent representative, there is now no longer a requirement that this must be done within 6 weeks. The requirement is to hold a by-election, which is a 63-day process, or to fill the vacancy by using the selection process.
- The notice calling for nominations no longer needs to be published in the local newspaper (but it still can be). E.g. it can now be placed on the school website or in the school newsletter.
- Nomination materials can now be emailed out or personally delivered or posted.
- Voting forms are now no longer invalid for the reason they were not returned in the envelope supplied. They are also now not deemed invalid if there are two sets of voting papers in one envelope.
- The election results (voting or non-voting) no longer need to be published in the local newspaper (but they still can be). E.g. the results can now be announced via the school newsletter, school website or school Facebook page.

### **New Human Rights Commission School Uniform Guidelines Launched**

Last week the Human Rights Commission (HRC) released their new school uniform guidelines. HRC developed the advice because it was concerned that some students experience discrimination due to uniform policies and practices. The guidelines are non-binding and are available on the HRC website.

		<p><b>Policy Reviews Term Two 2022</b></p> <p><b>Ending Employment</b> A new Ending Employment topic has been added to our School Docs site at the end of the Employment section under Employer Responsibility.</p> <p><b>Term Two Reviews Received</b> Reporting and Recording Accidents and Incidents - two 5 star ratings received from Board members.</p> <p><b>Term 2 Review Topics</b></p> <p><u>Healthcare</u></p> <ul style="list-style-type: none"> <li>● Medicines</li> <li>● Managing Minor/Moderate Injury</li> <li>● Managing Serious Injury and Illness</li> <li>● Infectious Diseases</li> <li>● Reporting and Recording Accidents and Incidents (<b>Board Review</b>)</li> </ul> <p><u>Behaviour Management (<b>Board Review</b>)</u></p> <ul style="list-style-type: none"> <li>● Bullying and Online Bullying</li> <li>● Surrender and Retention of Property and Searches</li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>● Review current policies as required</li> <li>● Review Behaviour Management</li> <li>● Review Reporting and Recording Accidents and Incidents</li> </ul> <p>Janelle requested that if a Board member is giving a policy less than 5 stars to please add a comment.</p> <p><b>Board Work Plan for Term Two</b> The tasks for Term 2 were itemized.</p> <p><b>Board Training</b> Janelle has updated the Board Induction Folders.</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 1 and 2 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/R. Robinson
11.	<b>Matters Arising</b>	Nil
12.	<b>Job Sheet:</b>	<ul style="list-style-type: none"> <li>● A new blind has been installed in Flat A</li> <li>● A copy of the last Community Survey on school drop offs/pick ups has been given to Craig</li> </ul>



		<ul style="list-style-type: none"> <li>● A board dinner has been booked for 6pm on Thursday 7 July</li> <li>● Maz will write a blurb about the Board for the next newsletter</li> <li>● Janelle has written a Board Gift Policy and updated the Staff Gift Policy and sent them to School Docs</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 - 23 May</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 - April 2022</li> <li>● Financial Management Summary - May 2022</li> <li>● Previous Minutes - 19/05/22</li> <li>● Job Sheet - May</li> <li>● Audited Financial Statements 2021</li> <li>● Silks Management letter 2021</li> <li>● Graeme Macann (Chair New Appointments National Panel) - applicant meets criteria for AST position</li> <li>● MOE Boiler Survey</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>● TSB bank statement - May</li> </ul> <p><b>BOT Emails</b></p> <ul style="list-style-type: none"> <li>● Janelle - Board dinner</li> <li>● Janelle - Confirmation of Board dinner</li> <li>● Janelle - Covid outbreak</li> <li>● Janelle - Normanby School Drop Off Zone</li> <li>● Janelle - Covid positive</li> <li>● Janelle - Staff appointment to AST position</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 to tenants at school flats (01/06/22)</li> </ul>
14.	<b>Ministry BOT tracking sheet</b>	Ministry BOT tracking sheet completed for June.
15.	<b>General Business</b>	<p>A very successful Rippa Tournament was held today at Hawera Intermediate where we had 45 students participating.</p> <p>A school family will try and source a sturdy gazebo at cost price. Janelle will approach the PTA for help.</p> <p><b>Kapa Haka</b> Moved that we employ a tutor for one hour a week at \$150/hour for Terms 3 and 4. J. Jones/Unanimous</p>

16.	<b>Agenda Items for next meeting</b>	<ul style="list-style-type: none"> <li>● Grant for school vans (Maz/Janelle)</li> <li>● Update on Drop off Zone (Vicki)</li> <li>● School Flats (Janelle)</li> </ul>
17.	<b>Next PTA Meeting:</b>	<ul style="list-style-type: none"> <li>● 6.30pm Wednesday 6 July. Renee will attend.</li> </ul>
18.	<b>Next BOT meeting:</b>	<ul style="list-style-type: none"> <li>● 6.30pm Thursday 28 July</li> </ul>
19.	<b>Whakatauki</b>	
20.	<b>Meeting closed</b>	<ul style="list-style-type: none"> <li>● 9.01pm</li> </ul>
21.	<b>Board Meeting Dates for 2022</b>	<ul style="list-style-type: none"> <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>