



Normanby School

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Normanby School Board of Trustees Meeting

28 July 2022

Meeting commenced: 6.30pm

Signed: _____

Dated: 13/8/2022

Present: Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Craig Clarke, Renee Robinson, Vicki Roberts, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary), Jude Sklenars (TIC Literacy) - left the meeting at 6.49pm

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest: Nil

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Reports	<p>Mid Year Assessments</p> <p><u>Literacy Mid Year Report Presented by Jude Sklenars</u> The mid-year data (1st July) is a snapshot in time of how students are progressing towards meeting the expected levels of the New Zealand Curriculum.</p> <p><u>Reading</u> 53% of Year 2 - 6 students are achieving at or above in Reading 51% of Year 2 - 6 students have been identified as requiring additional learning support.</p> <p>Our Maori students are progressing and achieving at a rate that matches our non-Maori students which is not typical of other schools in our cluster. RbL is working.</p> <p>Males and females are also working on a par in reading.</p> <p>Of the 55 students who are currently working towards expected levels:</p> <ul style="list-style-type: none">• 25 have been involved in individual or small group intervention

programmes. Some of these students will continue to be targeted and put on a waiting list for alternative programmes in Terms 3 and 4 if appropriate.

- 18 students have Individual Education Plans in place and are supported in other ways by teachers, LA's and outside agencies.

Attendance has been an issue and the disruption due to Covid has also had an impact.

The focus is on progress.

Writing

59% of Year 2 - 6 students are achieving at or above in Writing.

53% of males and 65% of females are achieving at or above.

37 of our Maori students (57% of all Maori students) and 32 of our NZE/Other students (64% of all NZE/Other students) are achieving at or above in writing. Again we are bucking the trend in our Maori student achievement - we have more Maori students achieving at or above in Writing than non-Maori which is not typical of other schools in our cluster.

Of the 48 students who are currently working towards expected levels:

- 25 have been involved in individual or small group intervention programmes. Some of these students will continue to be targeted and put on a waiting list for alternative programmes in Terms 3 and 4 if appropriate.
- 18 students have Individual Education Plans in place and are supported in other ways by teachers, LA's and outside agencies.

Next Steps

- Teachers will continue to use assessment data to evaluate student progress and target those students who are *working towards* as well as those who are considered to be 'at risk' of falling into the *working towards* category
- Utilise LA support effectively through 1:1, small groups and roaming support of independent learners as well as delivering learning support programmes (Early Words, sight words, 5+, 7+, Quick 60, Talk to Learn)
- Introduce 'Fast Forward' to engage older, struggling readers. It uses high-interest, low-readability texts with audio to model fluent reading
- Continue to focus on progress, celebrating student success in achieving learning goals and holding individual conversations about what a student's next learning steps are
- Target groups will be flexible and fluid and teachers will be responsive to individual needs
- Use Relationship-based learning to create family-like contexts within classrooms where students feel supported to have ownership of their learning

BSLA (Best Start Literacy)

BSLA has been introduced in Rooms 5 & 6 this year and students are showing good progress. Jude will present the BSLA data at a later date.

		<p>Because of the programme's success, Otago University are developing a programme for Year 2's for next year which we will adopt. This will allow continuity for this year's YO-1's.</p> <p>A change in the timetable has been introduced this term. Literacy is now for all of the first block from 9am - 11am and Maths is in Block 2.</p> <p>Jude left the meeting at 6.49pm.</p> <p><u>Maths Mid Year Report Presented by Tash Campbell</u> As at 1 July 2022, 56% of Y2-6 students are achieving at the expected level. At this mid-year point our students have not yet had time to access a full year of content, therefore the data reflects a drop in achievement. We need to do a full year cycle across all the strands before any students will be achieving 'above'. We are expecting to see the data in the senior school improve as students cover more content.</p> <p>61% of males and 52% of females are achieving at the expected level. Of the students who are achieving AT, 48% identify as Maori and 52% identify as NZE/Other. Our Maori students are progressing and achieving at a rate that matches our NZE/Other students which is not typical of other schools in our cluster.</p> <p>There has been positive feedback from teachers. Students are very engaged and hands on. There has also been a huge improvement in children's confidence and a lot more Maths 'talk' around the school.</p> <p>Alex from Maths No Problems will do observations and some modelling later in the term.</p> <p>Our Maths - No Problem programme is very well resourced and this has been funded by the board.</p>
3.	Public Excluded Business	<p>Maz moved that the meeting move into Public Excluded Business at 6.59pm to protect the personal privacy of natural persons, to discuss staffing and for confidential contract negotiations regarding the school flats. The Public part of the meeting resumed at 7.20pm.</p>
4.	Reviews	<p>Governance Nil</p>
5.	Special Topics	<p>Grant for School Vans Janelle will be applying for a grant from the Toi Foundation by 31 August and will give the requirements for vans to Tania.</p> <p>Update on Drop Off Zone Vicki sent an email to her contact at STDC but hasn't heard back from them yet. She will follow it up.</p>

		<p>School Flats Janelle reported that the tenants in Flat B have handed in their notice. Their last day is Sunday 14 August. She will let them know that it is possible for them to stay if they wanted to.</p>
6.	Presiding Member	<p>Maz reported that the end of Term 2 was difficult due a lot of staff absences. She thanked Janelle and all the staff on behalf of the Board, for keeping everything going.</p> <p>Student attendance is much better so far this term.</p> <p>It was a difficult day today having to close the school due to an emergency. The school had no water and STDC weren't able to provide a time when it would be restored. Janelle liaised with MOE and obtained approval to close the school.</p> <p>The Board dinner went well.</p>
7.	Financial Report	<p>Accounts for Payment totalling \$7507.48 were passed for payment unanimously by email on 6 & 7 July.</p> <p>Moved that the July Accounts for Payment of \$6,287.52 be passed for payment. A. Fowlie/R. Robinson</p> <p>May VISA balance: \$2,019.52</p> <p>Balance of accounts as of 30 June 2022: BOT account: \$263,968.53 Investment account: \$86,000.00</p> <p>30 June 2022 As at 30 June 2022 we have spent 47% of what we had budgeted for the year compared to 50% of the calendar year gone. We have used 44% of the salaries budget. We have received 62% 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 30 June 2022 are \$350,480 Budgeted available funds at 30 June 2022 are \$293,083</p> <p>Moved the Financial Report be accepted. A. Fowlie/R. Robinson</p>
8.	PTA Report	<p>A suggestion was made at the last PTA meeting to put advertising signs along the front fence. The business would provide the sign and pay an annual fee. It could possibly just be on the fence by the Dental Clinic. An alternative could be for businesses to put ads on our Hero App and the school website. Board members all gave their opinion on having advertising signs on the Main Road fence. The majority voted against having the signs. The school need a set of rugby jerseys - a business could possibly sponsor these and have their signage on them.</p>

		<p>The PTA are sending out letters to businesses to sponsor picnic tables and are also considering a Quiz Night.</p> <p>The next meeting is being held at 6.30pm on Wednesday 10 August. Craig will attend.</p>
9.	Principal Report	<p>The roll is 153 compared to 165 this time last year.</p> <p>NELP Objectives - Teaching and Learning</p> <p>Learning Support Mid Year Report by Amy Boyd (SENCO) Included in Principal's Report.</p> <p>PB4L - Positive Behaviour for Learning Mid Year Report by Tina Ryan (PB4L Leader) Included in Principal's Report</p> <p>RbL - Relationship-Based Learning Mid Year Report by Jude Sklenars (WIST for RbL) Included in Principal's Report</p> <p>Strategic Planning, Self-review and Reporting</p> <p>PTA Report A link to the minutes and Principal's Report from the 6 July PTA meeting were included in the Principal's Report.</p> <p>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.</p> <p>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.</p> <p>Employment and Personnel</p> <p>Staffing Covered in Public Excluded Business.</p> <p>Tumuaki Appreciation Week The last week of Term 2 was the inaugural Tumuaki appreciation week. Janelle received cards, booklets of appreciation, wine, chocolate, flowers and a candle, along with a "wall of thanks".</p> <p>Admin Pay Equity Settlement The pay equity settlement for school administrators has been approved and implementation will begin in Term Three.</p> <p>Relievers Relievers are very hard to source in the South Taranaki area. It is also a nation-wide problem and MOE have been asked to look at the issue with</p>

some urgency and NZEI are also going to be campaigning for an in-depth review of the relieving workforce.

Finance and Property

Property Update

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

- Principal, WSP and architect from BSM met to finalise plans for Room 1 & 2 upgrade
- We have received the design release form for the AMS (Accelerated Modernisation Scheme) Combined - Block A: Classrooms 1 & 2 QLE Upgrade - cost \$178K
- White Electrical completed the upgrade of all security lighting and replaced light tubes internally. It would be good to maintain using this company as the electrician has had a thorough search of all components and has labelled things carefully for future reference.
- Evergreen Plumbing have tried to come up with a solution for the Puanga Boys toilet urinal - these have caused issues for the past 5 years and have cost the school considerable money to try to fix them. They are quoting to get a different system put in where a button is pushed for water to wash the urinal (currently this is an automatic setting using a solenoid).
- The cleaner and caretaker worked on maintenance and cleaning projects during the holidays
- MOE have approved funding (\$79K) for the upgrade of autex wall linings and carpet. 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

Disposal Process of School Flats

Covered in Public Excluded Business.

Health, Safety and Wellbeing

Accident Register from 10 June to 24 July 2022

Seven 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.

Covid

MOE are providing schools with free children sized masks. As per the recommendations from the MOE and MOH, Janelle has sent messages to the school community strongly recommending that all students in Puanga Hub and staff wear masks for the first four weeks of Term 3. There are no consequences in place for children choosing not to wear a mask. The Board agreed to the status quo for mask wearing.

First Aid Training

Ten of our staff were to attend their refresher First Aid training in the school holidays but unfortunately it was cancelled due to the tutor getting Covid. Janelle is working through some alternative dates.

School Closure

Janelle contacted MOE regarding the emergency closure today due to the school having no water. She received a letter approving the closure. Parents were fantastic and most arrived promptly to collect their children. The drop off zone worked well. Most of the students had gone home when the water came back on. Teachers had four hours of CRT at home in the afternoon.

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 as well as the staff representative position. Adrienne Cooper is our Returning Officer. Using the recommended NZSTA fee schedule, the Returning Officer will be paid \$679 GST inclusive. This is 50% of the base rate and 25% of the per student-rate. We receive funding from MOE to cover the cost of the elections.

Ratified that \$679 GST inclusive is to be paid to the Returning Officer.

J Jones/Unanimous

Succession Planning

For the purposes of succession planning, Janelle asked members whose positions are coming up for election to discuss with the Presiding Member whether or not they plan to stand for the board.

Policy Reviews Term Two 2022

Protected Disclosure

The Protected Disclosures (Protection of Whistleblowers) Bill has become an Act which came into force on 1 July 2022. Schools need to make sure their employees, contractors, board members, and volunteers are aware of

the school's protected disclosure procedures and how to use them. Reminders should be sent out annually. Our Protected Disclosure Policy can be found on School Docs.

Flexible Working Arrangements

Flexible working arrangements is a newly introduced requirement. By law, all employers must consider employee requests for flexible working arrangements. This topic, outlining a process for consideration and response will be added to the Employer Responsibilities section on our School Docs site.

Recording Photos, Video, and Sound

To ensure compliance with the Privacy Act and the Harmful Digital Communications Act, this new topic provides guidelines for recording and sharing photos, video and sound on school property, online, and at school activities. This topic will be added to our School Docs.

Physical Restraint Assurance

The board can be assured that all procedures relating to physical restraints have been followed, and that all requirements to notify, monitor, and report have been met. Relevant training has taken place for any non-teaching staff authorized to apply restraint. Any non-teaching staff who have been authorized to apply restraint have been authorized in writing.

Term 3 Review Topics

Student Wellbeing and Safety

Key review topics:

- Child Protection (board)
- Abuse Recognition and Reporting
- Care and Management of Students
- Supporting Student Wellbeing
- Food and Nutrition
- Sun Protection (board)
- Immunisations

Staff Wellbeing and Safety

Key review topics:

- Staff Wellbeing
- Harassment (board)

Recommendations:

- To ensure employees, contractors, board members, and volunteers are aware of the school's protected disclosure procedures and how to use them
- To review current policies:
 - Child Protection (*Board Review*)
 - Sun Protection (*Board Review*)
 - Harassment (*Board Review*)

Board Work Plan for Term Three

The tasks for Term 3 were itemized.

		<p>Board Training</p> <p>A link to the Board Induction Folder was included in the Principal's Report.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> To attend Board Training whenever possible. <p>Learning in the Classroom 2021</p> <p>Room 7 and 8 presentation.</p> <p>Moved that her Principal's Report be accepted. J. Jones/R. Robinson</p>
10.	Previous minutes	<p>Moved that the previous minutes be accepted.</p> <p>M. Prince/R. Robinson</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> Janelle will follow up with a contact regarding an Asbestos Plan Janelle wrote up the new School Hall agreement and pricing and sent it to School Docs
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> Education Gazette - 13 June, 4 July <p>To Full Board</p> <ul style="list-style-type: none"> Agenda Principal's Report Visa Statement - 25/04/22 to 24/05/22 Financial Management Summary - June 2022 Previous Minutes - 15/06/22 Job Sheet - June <p>To Treasurer</p> <ul style="list-style-type: none"> TSB bank statement - June May Financial Management Report June Financial Management Report <p>BOT Emails</p> <ul style="list-style-type: none"> Janelle - Sale of school flats - marketing company agreed to unanimously by email Janelle - Kapa Haka Craig - Board dinner - apology Janelle - Board dinner Janelle - Letter of resignation Janelle - Resignation Janelle - Covid Janelle - Open home feedback Janelle - Teaching positions Janelle to Maz - Mask wearing Janelle - Letter from MOE re emergency closure

		<p>Board Correspondence Received (filed)</p> <ul style="list-style-type: none"> • Nil <p>Outwards</p> <ul style="list-style-type: none"> • Janelle - letter to tenants at school flats (21/06/22)
14.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for July.
15.	General Business	<p>A marae visit is being planned for Week 6.</p> <p>Janelle met with the principal of the new school in the holidays. Year 6 transition visits were discussed - they will liaise with contributing schools about the date of the visit. It will be one day.</p> <p>They will be having an interim school uniform (printed hoodie and navy bottom) due to the timing for manufacture and the need for consultation.</p>
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> • Grant for school vans (Maz/Janelle) • Update on Drop off Zone (Vicki) • School Flats (Janelle) • Sponsorship for sports uniforms i.e. rugby shirts
17.	Next PTA Meeting:	<ul style="list-style-type: none"> • 6.30pm Wednesday 10 August. Craig will attend.
18.	Next BOT meeting:	<ul style="list-style-type: none"> • 6.30pm Thursday 18 August
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> • 8.40pm
21.	Board Meeting Dates for 2022	<ul style="list-style-type: none"> • 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