



Normanby School

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Normanby School Board of Trustees Meeting

18 August 2022

Meeting commenced: 6.30pm

Signed: _____

Dated: _____

22/9/2022

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)

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest: Nil

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Special Reports	Nil
3.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.31pm 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 6.49 pm.
4.	Reviews	Governance Nil
5.	Special Topics	Grant for School Vans Janelle is aiming to meet the 31 August deadline to apply for \$30,000 from the Toi Foundation. Update on Drop Off Zone The Council would like to come and discuss the Drop Off Zone. Vicki, Janelle and Craig set a tentative date of Thursday 25 August at 10.30am. Vicki will confirm this with the Council and then email the Board in case any other Board members are available to attend.

		<p>School Flats Covered in Public Excluded Business.</p> <p>Elections Craig is a board member until 14 September. Two nominations were received for three parent positions so a Casual Vacancy has been advertised. We are required to wait 28 days before selecting someone which will be 7 September.</p> <p>Rugby Jerseys - Sponsorship We currently don't have any rugby jerseys. Craig will investigate.</p>
<p>6. Presiding Member</p>		<p>Congratulations to Angelika and Vicki for gaining a position on the Board for another three years.</p> <p>Maz discussed meeting etiquette. We need to be consistent with how we make our decisions and not to rush the process. The format will be to go around the table and give everyone the opportunity to have their say on a topic prior to taking a vote. If something is not on the agenda, an option would be to carry it over to the next meeting if it requires a lot of discussion.</p> <p><u>New School</u> We need to be mindful to keep any discussion on Te Paepae o Aotea in context and professional, as opposed to discussing it on a personal level.</p> <p><u>Workshop</u> An online workshop is being held on the draft Principal Eligibility Criteria for new appointments which Maz has registered to attend. It will be recorded so other Board members will have the opportunity to watch it at a later date.</p> <p><u>Reminders</u></p> <ul style="list-style-type: none"> ● When the Board is making a decision by email please remember to "Reply to All". ● Please include Kay in Board emails so she can record them in Correspondence.
<p>7. Financial Report</p>		<p>Moved that the August Accounts for Payment of \$11,756.83 be passed for payment. A. Fowlie/R. Robinson</p> <p>The cost of the professional services provided by WSP to implement our 5YA projects were discussed.</p> <p>June VISA balance: \$803.15 July VISA balance: \$1,336.86</p> <p>Balance of accounts as of 31 July 2022: BOT account: \$435,662.72 Investment account: \$86,000.00</p>

		<p>30 July 2022</p> <p>As at 30 July 2022 we have spent 55% of what we had budgeted for the year compared to 58% of the calendar year gone. We have used 52% of the salaries budget. We have received 68% 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 July 2022 are \$337,940 Budgeted available funds at 31 July 2022 are \$284,711</p> <p>Board payments will be paid this month for the December 2021 to August 2022 meetings.</p> <p>Moved the Financial Report be accepted. A. Fowlie/R Robinson</p>
8.	PTA Report	<p>A link to the August meeting minutes was included in the Principal's Report.</p> <p>A Disco is being held in September. They have decided not to go ahead with a quiz at this stage.</p>
9.	Principal Report	<p>The roll is 152 compared to 167 this time last year.</p> <p>NELP Objectives - Teaching and Learning</p> <p>MATHS PLD On 29 and 30 August our Maths PLD provider will be doing some more Maths modelling and observations in classrooms. A staff meeting will also be held with her.</p> <p>Te Ao <u>Kapa Haka</u> The children are enjoying learning Kapa Haka from our new tutor Matua Clive. He spends 30 minutes with the whole school and the other 30 minutes with the performance group.</p> <p><u>Marae Visits</u> This will take place at Aotea Marae on 31 August for Matariki Hub and on 1 September for Puanga Hub. The day will consist of whakatau, five learning rotations and then a tree planting to represent an ever lasting connection with the Marae from our school as a thank you.</p> <p>Learning Conferences These took place on 17 August from 9am to 8pm and it was a time for parents/caregivers to revisit the personal goals that were set in February as well as discussing learning progress so far this year. We had an attendance rate of 94% and Whanau who were unable to attend on the day will be followed up with a phone call or alternative time to meet.</p>

Teacher Only Day

This will cover the Pause Breathe Smile Professional Learning and Development for all staff and is fully funded by Southern Cross. This is one of the initiatives we have included for our wellbeing goal.

Pause Breathe Smile is a mind health 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 aligned with the New Zealand curriculum.

On Monday 22 August an expert facilitator will train our staff (teachers and learning assistants) who will then implement the Pause Breathe Smile programme with the students.

Intervention Programme Report

We are getting some great results that we are very excited about. We now need to keep the momentum going to maintain the results.

FivePlus

FivePlus is a reading intervention programme for students who are in the early years at school and who are behind the expected reading level. At this point in their early literacy development, individual intensive teaching for a short period can bring about accelerated growth in reading. It is taught daily for 20 minutes per student with a trained Learning Assistant. So far this year five students have completed the programme, and all five have made accelerated progress. Despite this accelerated progress, three of the students are still working towards the expected level. These students have now begun a second intervention - one on Fast Forward and two on 7+. Five new students have started on the next round of *FivePlus*.

A board member asked if the Board could help with funding to get more children on the Five Plus programme. This will be discussed at the October meeting when the budget and staffing are set for next year.

There are no relievers available however Janelle is putting funds towards more Learning Assistant hours.

SevenPlus

SevenPlus is an 8 - 10 week reading intervention for older students (Year 3 - 8) who are still reading at Level 1 of the NZ Curriculum. In Term 1 we started two small groups on the programme, 8 students in total (one has since left). Five of the seven students have made accelerated progress. None of the seven students have reached the 'At expectation' category and classroom teachers will continue to target these students in class and plan carefully to meet their specific needs.

New Zealand Histories Curriculum

Jude and Janelle attended this course in Auckland. They are now in the process of planning to provide PLD for staff. Timing is important as they don't want to overload staff with Professional Development.

NZHC is compulsory from next year but we are already doing it. It will be part of our local curriculum. It is very much focussed on 19th century history. Mātauranga Māori is Māori knowledge complete with its values and

attitudes - it is made up of core inherited knowledge, as well as new knowledge.

Strategic Planning, Self-review and Reporting

PTA Report

A link to the minutes and Principal's Report from the 10 August 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.

Finance and Property

Property Update

There has been no work/upgrades to report since the last Board meeting.

Disposal Process of School Flats

Covered in Public Excluded Business.

Health, Safety and Wellbeing

Accident Register from 25 July to 8 August 2022

One incident involving students.

No incidents involving a staff member.

No 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.

First Aid Training

On 9 August one of our beginning teachers attended Level 1 First Aid Training in New Plymouth.

The refresher course for ten staff has been rescheduled for 1.30pm to 5pm on 23 August. The tutor will come to school to help reduce costs.

Fire Drill

A fire drill was held at morning tea play break on 11 August. A review took place and a report was filed with the NZ Fire Service as required.

General Legislation

Board Elections 2022

Parent Election

As there were less nominations than the number of positions the following were duly elected:

- > Angelika Fowlie
- > Vicki Roberts

Staff Election

As there was only one valid nomination received the following person was duly elected:

- > Natasha Gibson (Campbell)

The board elected to fill the parent casual vacancy by selection (agreed to unanimously by email). We need to wait 28 days after advertising the casual vacancy before selecting someone, as long as less than 10% of eligible voters request an election.

Policy Reviews Term Three 2022

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 review current policies:
 - Child Protection (*Board Review*)
 - Sun Protection (*Board Review*)

		<p>Harassment (<i>Board Review</i>)</p> <p>Board Work Plan for Term Three The tasks for Term 3 were itemized.</p> <p>Board Training 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 Room 3 and 4 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. M. Prince/V. Roberts</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> Janelle let the tenants know they could stay on Maz contacted board members whose positions were coming up for election Vicki gave the name of the person who could help with applying for funding to Janelle: Karl Watson of Club Fund admin@clubfund.co.nz Ph 021 666 567 Maz will do some research into what other Presiding Members include in their school newsletter Vicki will confirm meeting about Drop Off Zone with the Council and inform the Board Janelle to email the Board's decision regarding the flats to WSP Criag to investigate sponsorship for rugby jerseys
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> Education Gazette - 28 July <p>To Full Board</p> <ul style="list-style-type: none"> Agenda Principal's Report Visa Statements - 25/05/22 to 24/06/22 and 25/06/22 to 24/07/22 July Financial Management Summary Previous Minutes - 28/07/22 Job Sheet - July <p>To Treasurer</p> <ul style="list-style-type: none"> TSB bank statement - July July Financial Management Report

		<p>BOT Emails</p> <ul style="list-style-type: none"> • Janelle - Decision on offers for 9a & 9b Atkinson Street • Maz - Board vacancy - Parent Representative • Maz - Draft Principal Eligibility Criteria and online workshop • Janelle to Maz - 9a & 9b Atkinson Street <p>Board Correspondence Received (filed)</p> <ul style="list-style-type: none"> • Nil <p>Outwards</p> <ul style="list-style-type: none"> • Nil
14.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for August.
15.	General Business	Nil
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 rugby jerseys (Craig)
17.	Next PTA Meeting:	<ul style="list-style-type: none"> • 6.30pm Wednesday 7 September. Craig will attend.
18.	Next BOT meeting:	<ul style="list-style-type: none"> • 6.30pm Thursday 22 September
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> • 7.48pm
21.	Board Meeting Dates for 2022	<ul style="list-style-type: none"> • 6.30pm Thursday 22 September • 6.30pm Thursday 20 October • 6.30pm Thursday 17 November • 6.30pm Thursday 15 December