



Normanby School

3 Hunter St, Normanby 4614 ph/fax 06 272 8023 email admin@normanby.school.nz www.normanby.school.nz

Normanby School Board of Trustees Meeting

22 September 2022

Meeting commenced: 6.33pm

Signed: _____

Dated: _____

22/10/2022

Present: Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Craig Clarke, Renee Robinson, Vicki Roberts (left the meeting at 7.47pm), 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	
	Appoint Presiding Member	Janelle called for nominations for the position of Presiding Member. Maz Prince was nominated by Vicki, seconded by Angelika. Maz Prince was duly appointed as Presiding Member. Maz called for nominations for the position of Treasurer. Angelika Fowlie was nominated by Tash, seconded by Vicki. Angelika Fowlie was duly appointed as Treasurer.
	Casual Vacancy	Moved that Craig Clarke fill the casual Parent Rep vacancy. M Prince/Unanimous
2.	Special Reports	Nil
3.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.36pm to protect the personal privacy of natural persons, to discuss staffing, confidential contract negotiations regarding the school flats, a safety issue and a request from a family. Vicki left the meeting at 7.47pm. The Public part of the meeting resumed at 8.03pm.
4.	Reviews	Governance

		Nil
5.	Special Topics	<p>Grant for School Vans The 31 August deadline for the Toi Foundation grant was not met, however the next close off date is 9 November.</p> <p>Update on Drop Off Zone Vicki, Craig and Janelle met with Mohit from STDC regarding the Drop Off zone. The set up will be much the same as what it is now, but set out more clearly and with more space for a few cars to pull up if they need to wait. There will not be enough space for cars to overtake. Semi-permanent bollards will be bolted in. The bus stop and 12 car parks will be removed and yellow no parking lines will be painted near the intersection. A mobility park will be installed. STDC will be responsible for the installation and maintenance of the Drop Off zone.</p> <p><u>Community Consultation</u> Craig presented his proposed survey which asks, "Are you in favour of a roundabout drop-off, pick-up system?" Tash will create the survey on Hero, "Community Consultation with Normanby School Board". It will go out on 23 September and close on 19 October. If the Drop Off Zone goes ahead parents will be given guidelines on best practices e.g. turning car engines off when practical, joining the queue from the Wynyard Street/Hunter Street intersection rather than from Grey Street and encouragement to park across the field so children can walk to the car.</p> <p>School Flats Covered in Public Excluded Business.</p> <p>Rugby Jerseys - Sponsorship We need about 20 jerseys. The school logo would be embroidered on the front and numbers screen printed on the back. The cost would be approximately \$50 each, maybe more with the embroidery and screen printing costs. Possible companies to purchase from would be Wild Kiwi or Kingsway.</p> <p>Uniform Policy Our current Uniform Policy is very brief and lacking in detail. Janelle will update it and specify what is included in our school uniform and sports uniform. There is the expectation that students will wear the sports uniform of shirt and shorts - either purchased or a bond paid to use the schools stock.</p>
6.	Presiding Member	<p>This is the first meeting with our newly elected representatives. There is NZSTA training in Hawera for new members or for those wanting a refresher: "Welcome on Board - New School Board Members" on Wednesday 19 October at 6pm. There is also online training available on the NZSTA website.</p>

7.	Financial Report	<p>Moved that the September Accounts for Payment of \$11,390.89 be passed for payment. A. Fowlie/R. Robinson</p> <p>WSP are our Project Managers. The Room 1 & 2 refurbishment is for the adjoining wall to be removed and replaced with glass doors, new carpet and new autex on the walls.</p> <p>August VISA balance: \$3,615.46</p> <p>Balance of accounts as of 31 August 2022: BOT account: \$422,329.82 Investment account: \$86,000.00</p> <p>31 August 2022 As at 30 August 2022 we have spent 64% of what we had budgeted for the year compared to 67% of the calendar year gone. We have used 60% of the salaries budget. We have received 79% of what we had budgeted 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 August 2022 are \$339,882 Budgeted available funds at 31 August 2022 are \$276,340</p> <p>Moved the Financial Report be accepted. A. Fowlie/R. Robinson</p>
8.	PTA Report	<p>A link to the September meeting minutes was included in the Principal's Report.</p> <p>Craig attended the meeting. The disco was being planned and the Family Fun Day will be discussed at the October meeting. Options were discussed for the PTA Christmas Treat day.</p>
9.	Principal Report	<p>The roll is 155 compared to 167 this time last year.</p> <p>NELP Objectives - Teaching and Learning</p> <p>School Roll This year our roll has not increased as much as anticipated. We have lost several families mainly due to a roll-on effect from the pandemic causing housing issues. This will impact our operations grant funding and our staffing allocation.</p> <p>Attendance Principals and iwi representatives were invited to a meeting with the MOE on 20 September to discuss school attendance of students in South Taranaki. Attendance in South Taranaki is a concern. MOE discussed how extra discretionary funding across the district could support improvements, with a specific focus on Māori student attendance. Normanby School attendance rates have continued to improve this term.</p> <p>Maths PLD On 29 and 30 August the Maths PLD provider returned to school to do some more Maths modelling and observations in classrooms. A staff meeting was</p>

also held with her after school. Alex, the PLD provider, provided some feedback and the link to this was shared with the Board. It listed strengths, considerations to work on and next steps. Janelle said a big thanks to Tash for her leadership in this area.

Te Ao

Ngaraina Brooks (Resource Teacher of Maori and Chairperson Aotea Marae) provided a protocol session for both hubs as well as support and guidance in planning the trip to the marae. The trip was split over two days with Matariki attending on the Wednesday and Puanga on the Thursday. Each day began with a whakatau and students were able to experience Maori protocols and what it is like to be welcomed onto a marae. Students participated in four rotations run by teachers, whanau and tangata whenua (our hosts). At the end of each day a native tree was planted to show our thanks and create an everlasting connection with the marae. The school looks forward to maintaining a connection with Aotea and future visits to the marae.

MOE Engagement

Janelle attended a Zoom hui with Minister Hipkins, Minister Tinetti and the Secretary of Education, Iona Holstead.

The four key priorities for 2022 are:

- The Te Mahau MOE restructure, to better support schools at regional and local levels
- Teacher supply, using a range of solutions from within the system and through an accelerated employer work visa process
- Re-engaging students in learning, in partnership with the sector
- The 'Curriculum Refresh', to strengthen the teaching and learning of foundation concepts and skills

Navigating Leadership

Janelle has been involved in Navigating Leadership sessions over the past month. Participants shared innovative practices developed during the Covid pandemic and creative solutions that best support students, staff and whanau moving forward.

Some of the immediate issues are:

- Getting students re-engaged in learning
- Working out the best ways to address students' lost learning time
- Supporting staff, students and whanau's well-being

NZPF Conference

Janelle attended the annual New Zealand Principals (NZPF) conference in Christchurch.

It was students' contributions that were inspiring, uplifting, compelling and challenging. Students from Year 6 to Year 13 shared their thoughts about what leaders need to do to improve education in Aotearoa.

The keynote speakers and workshop presenters all provided thought-provoking messages. Janelle attended a workshop on BSLA (The Better Start Literacy Approach) which is being implemented in Room 5 and 6.

One of the keynote speakers was Russell Bishop whose research has focused on enhancing outcomes for Maori and other marginalized learners. One of his core areas of focus has been on supporting teachers to develop culturally responsive, trusting and family-like relationships with all learners. He has helped to develop a PLD programme that enables schools to embed, and embody Relationships-based learning principles for teachers and students which we implement at Normanby School.

BSLA Report September 2022

This year our two new entrant classrooms have introduced a structured literacy programme called Better Start Literacy Approach (BSLA). BSLA has been developed in New Zealand by researchers from the University of Canterbury, following years of research on the best ways to support children's early reading, writing and oral language success. Most of our students are making very good progress on BSLA.

This term, applications open through the University of Canterbury for Year 0 - 2 teachers who want to join the Cohort 5 training group which begins in 2023. We will be taking advantage of this opportunity to spread this training further across our junior school staff.

Quick 60 Report September 2022

This year, ten Year 2 - 3 students were targeted for the Quick 60 intervention programme, working in two separate groups with an LA. Entry and exit assessment data is always collected so we are able to measure the success of the intervention. Staff have been very pleased with the improvements shown across key skills. Instructional reading levels have also improved with all students moving up by at least 5 reading levels. Despite this progress, nine of the ten students are still not achieving at the expected level for the time they have been at school. Five of the nine not meeting expectations have started a second intervention, *FivePlus*, which is 1:1 with an LA. The remaining students are on the waiting list for *FivePlus*.

Promoting Healthy Food and Nutrition

New regulations to promote healthy food and nutrition in schools will be in place by 1 January 2023. The feedback from public consultation earlier this year showed strong support for all schools to promote healthy food and provide healthy drinks only. Ministry of Health resources are available to guide schools keen to adopt a 'water and milk only' or healthy food policy. We may need to look at updating our school policy next term. Janelle will check our policy to see if we have specified 'water and milk only' drinks. Staff do notice a deterioration in behaviour when children have fizzy drinks on Sausage Sizzle Days. The PTA are no longer selling fizzy drinks at Sausage Sizzles.

Strategic Planning, Self-review and Reporting

PTA Report

A link to the minutes and Principal's Report from the 7 September 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.

World Teachers Day

World Teachers' Day is being held on Friday 28 October. Janelle invited the Board to join her in planning what our school can do to acknowledge the day.

Finance and Property

Equity Index Funding

Today we were advised of our new equity funding and targeted funding for isolation rates for 2023. It also included our support for inclusion funding (previously called the special education grant).

School Donation Scheme

From 1 January 2023, eligibility for the School Donations Scheme will be based on our Equity Index (EQI) number. Schools who were previously eligible can retain their eligibility so long as they continue to opt-in.

Property Update

There has been no work/upgrades to report since the last Board meeting. Eagers arrive next week to start the refurbishment of Room 7 (new autex wall coverings and carpets) and in the October holidays the Room 3 & 4 refurbishment and new hallway carpet will be completed.

Disposal Process of School Flats

The settlement date is Tuesday 27 September. Further information will be shared from the MOE regarding when the money will be deposited to our school account. There will be a final pre settlement inspection when the property is handed over to the new owners as required by both solicitors. Further details discussed in Public Excluded Business.

Toi Foundation Funding

The application for funding for the vans through the Toi Foundation wasn't completed before the end of August. This will be prioritized before the final cut off date in November.

Health, Safety and Wellbeing

Accident Register from 9 August to 8 September 2022

Nine incidents involving students.

No incidents involving a staff member.

Nine 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.

General Legislation

Board Elections 2022

The following members have been officially appointed to the Normanby School Board as of 14 September:

- Vicki Roberts - *Parent Representative*
- Angelika Fowlie - *Parent Representative*
- Natasha Campbell (Gibson) - *Staff Representative*

As there was no correspondence requesting an election, the casual vacancy can be filled by selection. A motion was passed to select Craig Clarke at the beginning of this meeting.

Public Holidays and Half-Days

MOE has confirmed that we are not required to adjust teaching days for the Queen Elizabeth II memorial Day on 26 September 2022.

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:

		<p>Child Protection (<i>Board Review</i>) Sun Protection (<i>Board Review</i>) 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>Janelle has registered for two webinars on navigating surplus staffing.</p> <p>NZSTA training "Welcome on Board - New School Board Members" (or for anyone wanting a refresher) is being held in Hawera on Wednesday 19 October at 6pm.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> To attend Board Training whenever possible. <p>Learning in the Classroom 2022 Room 5 and 6 presentation.</p> <p>Moved that her Principal's Report be accepted. J. Jones/A. Fowlie</p>
10.	Previous minutes	<p>Moved that the previous minutes be accepted. M. Prince/R. Robinson</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> Janelle will apply for a grant for the vans from the Toi Foundation by 9 November
13.	Correspondence	<p>Inwards To Presiding Member</p> <ul style="list-style-type: none"> Education Gazette - 15 August, 5 September <p>To Full Board</p> <ul style="list-style-type: none"> Agenda Principal's Report Visa Statement - 25/07/22 to 24/08/22 August Financial Management Summary Previous Minutes - 18/08/22 Job Sheet - August <p>To Treasurer</p> <ul style="list-style-type: none"> TSB bank statement - August August Financial Management Report <p>BOT Emails</p> <ul style="list-style-type: none"> Vicki - Round-about meet - update Vicki - Confirmation of meeting with STDC Janelle - Staffing news -confidential

		<ul style="list-style-type: none"> ● Janelle - Change of meeting for drop off zone with STDC ● Janelle to Maz - Update on flats ● Janelle - Teacher appointment ● Vicki - Change of meeting for drop off zone with STDC ● Janelle - Letter to Room 2 families ● Janelle to Maz - Invitation to HIS Closing Ceremony ● Vicki - Reminder of meeting with STDC ● Janelle - Request from family ● Vicki - Normanby School Safety Improvements from Mohit at STDC ● Craig - Survey for community consultation about Drop Off zone <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 September.
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 19 October. As it is the night before the Board meeting, no one from the Board will attend.
18.	Next BOT meeting:	<ul style="list-style-type: none"> ● 6.30pm Thursday 20 October
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> ● 8.58pm
21.	Board Meeting Dates for 2022	<ul style="list-style-type: none"> ● 6.30pm Thursday 20 October ● 6.30pm Thursday 17 November ● 6.30pm Thursday 15 December

