



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

20 October 2022

Meeting commenced: 6.39pm

Signed: _____

Dated: _____

17/11/2022

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 6.40pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 7.43pm.
4.	Reviews	Governance Nil
5.	Special Topics	Board Code of Conduct This was reviewed and the following amendments agreed to: <ul style="list-style-type: none">• Change non-public to public excluded• Change trustees to board members Grant for School Vans Janelle has compiled a folder of all correspondence on funding for the vans. She also contacted other principals to see how they funded their school vans. Successful applications for grants were made to NZCT, Pelorus and Southern Trust. There is an up to 12 month delay for purchasing new vans. We would go through All of Government because they offer the best deals, however we

would still be looking at a cost of at least \$100,000 to purchase two new vans. Some schools have used Jackson Van Interiors to install seating in an empty van.

One van has rust and won't pass its next WOF in January. The Board need to decide whether to repair it at a cost of approximately \$3,000 or purchase a second hand van from Trade Me. However second hand vehicles are quite expensive at the moment. It would be detrimental to the school if we didn't run vans at all as we could potentially lose a lot of students. The Board agreed to ensure the school van/s be road worthy for 2023. Janelle will arrange for rust repairs to be carried out.

Moved that the Board agreed to form a sub committee to help with the funding and purchase of two new school vans.

J. Jones/Unanimous

Tash, Vicki, Renee, Craig and Tania Elkerton will form the sub-committee.

Moved that the Board use the services of Karl Watson from Club Fund to source funding for two new school vans.

J. Jones/Unanimous

Toi Foundation Funding

Our current devices are becoming obsolete - they can no longer be updated.

Moved that the Board agreed to apply for a \$30,000 capital grant from the Toi foundation to purchase information technology devices.

J. Jones/Unanimous

Janelle will complete the Toi Foundation funding application by 9 November.

Update on Drop Off Zone

We received 33 responses from the survey - 28 (84.8%) said yes and 5 (15.2%) said no.

Comments in favour focused mainly on it being safer and faster.

Comments against focussed on congestion down side streets/intersections, not encouraging independence in children, more work for teachers and a lack of car parks.

Moved that the Board unanimously agreed to proceed with the drop off zone.

Vicki will inform Mohit at the STDC that the board agrees to the plan that was submitted and will find out the timeframe for installation. Once we have a timeframe, Maz will write a blurb for the newsletter to inform the community.

School Flats

Initially the purchasers withheld \$1,000 from the settlement. Once the stove was tested and worked, the \$1,000 was paid.

		<p>Rugby Jerseys - Sponsorship</p> <p>Craig has contacted Kingsway Teamwear and they will do two quotes, one with the Canterbury brand and one with their own brand. Craig could take a sample of a sports top to Kingsway for colour matching. He will email the Board with any quotes he receives.</p> <p>The Board would like to thank Top of the Line for offering sponsorship for the purchase of rugby jerseys.</p>
6.	Presiding Member	<p>Once the timeframe for the drop off zone is confirmed, Maz will write a blurb for the newsletter.</p> <p>Maz requested that another board member do the speech at the Year 6 Leavers dinner as she has a child leaving this year. Renee offered to do the speech. Maz will help her to compose the speech.</p>
7.	Financial Report	<p>Moved that the October Accounts for Payment of \$6,435.68 be passed for payment. A. Fowlie/R. Robinson</p> <p>Accounts for Payment of \$6,339.42 were passed for payment by Maz and Tash on 23 September.</p> <p>Accounts for Payment of \$1,332.40 were passed for payment by Maz and Janelle on 30 September.</p> <p>September VISA balance: \$1,298.88</p> <p>Balance of accounts as of 30 September 2022: BOT account: \$342,964.81 Investment account: \$86,000.00</p> <p>30 September 2022 As at 30 September 2022 we have spent 73% of what we had budgeted for the year compared to 75% of the calendar year gone. We have used 69% of the salaries budget. We have received 85% 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 30 September 2022 are \$317,973 Budgeted available funds at 30 September 2022 are \$267,969</p> <p>Moved the Financial Report be accepted. A. Fowlie/R. Robinson</p>
8.	PTA Report	<p>A link to the October meeting minutes was included in the Principal's Report. The PTA have asked for Board approval to run a fundraiser selling Juicies for \$10/box making \$3 profit from each box. Funds raised will go towards skateboard ramps and picnic tables.</p> <p>The Board were happy to grant permission for this fundraiser. Vicki will attend the next PTA meeting - Janelle will confirm the date. If any Board members are available to help at the Whanau Fun Day on Friday 28 October please let Marise know.</p>

9. **Principal Report**

The roll is 155 compared to 168 this time last year.

NELP Objectives - Teaching and Learning

Covid Disruption to the Start of Term 4

We have had six staff absent this week, four with covid and two on sick leave as well as another teacher away for one day due to a family medical situation. Janelle communicated with the Board Chair and then asked the parents of Room 3 & 4 if they could keep their children home for the week, if possible. About 4 - 5 children from those classes attended school and were placed in other rooms, while the remainder of the students did learning from home using learning packs which were provided.

Attendance

'Regular' attendance is 90% or higher for statistical purposes, however MOE analysis shows every day has a cumulative impact on a child's learning and there is no 'safe' level of non-attendance.

Rates of attendance:

Term 3 2021 - 91.9%

Term 4 2021 - 89.1%

Term 1 2022 - 85.2%

Term 2 2022 - 85.5%

Term 3 2022 - 88.1%

School Roll

We have had seven new enrolments this week. These children are replacing the numbers we lost to those moving at the end of Term 3.

BSLA Application

An application has been made for two junior teachers to participate in the BSLA Training for 2023.

The Better Start Literacy Approach is a structured approach to literacy instruction for Year 0 to Year 2 classrooms to support children's early reading, writing and oral language success.

In Class Learning Support

Last term we applied to the MOE for In Class support (for Learning Assistants) for 2023 for six of our children who have specific learning needs and met the set criteria. We were successful in gaining support for two of these children. One child will be transitioning to Te Paepae o Aotea so the funding will be transferred to this school.

Strategic Planning, Self-review and Reporting

PTA Report

A link to the minutes and Principal's Report from the 19 October 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.

Janelle will start to work on developing the 2023 annual aims and strategic plan and will present it to the Board at the November meeting.

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.

The 2022 AOV will be presented at the December 2022 Board meeting.

Employment and Personnel

Staffing

Covered in Public Excluded Business.

World Teachers Day

World Teachers' Day is being held on Friday 28 October. Janelle suggested providing a special afternoon tea on the day to show appreciation to our wonderful teaching staff, which the Board agreed to.

Principal Professional Growth Cycle

Nadia Ballentine (edLead Consulting Ltd) is meeting with Janelle on 2 November to discuss, complete and write Janelle's Professional Growth Cycle Summary.

Support Principal for Kahui Ako

Janelle has resigned from her position as Support Principal for the Kahui Ako.

Appointment Procedures

The Board can be assured that appointment procedures, including appointment committee delegations and referee and background checks, are being carried out as stated in our school policies.

Finance and Property

Property Update

The following work took place over the school holidays:

- Dobson's put up the sun shelters
- Edwards and Hardy sprayed every roof to protect from moss and algae
- Leak fixed in the roof between Room 7 and the hall
- New walls and flooring in Room 7
- Walls completed in Room 3
- Walls completed in Room 4
- New carpet throughout the hallway
- White Electrical - repaired/put together electrical wiring/circuits that were removed or damaged by Eagers when dismantling
- Wormald - repaired/put together new fire alarm call point in Room 7 - from Eagers dismantling

Due to running out of some products the entrance tiles and Room 3 & 4 notice boards will be completed later in the term.

Janelle invited the Board to come into school to have a look at the Room 3, 4 and 7 refurbishments.

Cleaning and maintenance tasks were carried out during the holidays by the cleaner and caretaker.

Room 1 & 2 will be refurbished and the hallway walls renewed in the Christmas school holidays.

Disposal Process of School Flats

The school flats have been sold and settlement took place on 27 September. MOE calculates the net proceeds from the sale approximately 10 to 12 weeks after the settlement date. They will then advise the principal of the Board's share of the net proceeds and request a tax invoice from the school to enable payment to be made.

Schools receive 100% of the net proceeds from the sale of a school house. Any net proceeds received are added to the school's current 5YA budget and these funds must be used to meet the goals of the school's 10YPP. E.g. finish decking, sliding doors, air conditioning units etc.

Toi Foundation Funding

Covered above in Special Topics.

Asbestos Plan

The Board agreed to Janelle engaging Thomas Visagie, a licensed Asbestos Assessor, to complete an Asbestos Management Survey of the school at an approximate cost of \$3,386 + GST (this includes the analysis of 25 samples). The survey would identify where asbestos or suspected asbestos containing materials exist, to provide the school with a resource to ensure the materials are not disturbed without taking the necessary health and safety measures.

Budget 2023

Karyn Brett (accountant for Ed Services) met with Janelle, Angelika and Kay to discuss the budget for 2023. The draft budget will be presented at the November meeting.

Staff Usage and Expenditure (SUE Reports)

Assurance is given to the Board that Staff Usage and Expenditure (SUE) Reports are checked by both the Board Chair and Principal. The Office Manager, Presiding Member and Principal have checking systems in place to ensure that all processes and authorisations used to make payments to staff members, the principal, and others responsible for the school payroll, are thorough and valid.

Health, Safety and Wellbeing

Accident Register from 9 September to 17 October 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.

Healthy Food Policy

The Healthy Food Policy was reviewed.

In the first paragraph, "National Administration Guidelines" will be removed. Janelle will update the policy with SchoolDocs.

School Uniform Policy

Janelle proposed an updated Uniform Policy which includes what our school uniform and sports uniform consists of. It also includes details of the bond to be paid if a sports uniform is borrowed.

The Board agreed to the proposed updated policy with the following amendments:

- Omit any reference to Schooltex, apart from the polar fleece
- Change to black shorts (instead of rigger shorts and summer shorts)
- Under Sports Uniform remove 'Designed Game Changer' and 'logo' so that it reads "The sports uniform consists of Normanby School sports shirt and Normanby School sports shorts.

General Legislation

2023 School Year

A link to the proposed school dates for 2023 was included in the Principal's Report.

Monday 30 January - First day of Term 1 (Head Start Hui Learning Conferences)

Monday 24 April - the school will be closed

Tuesday 25 April - Anzac Day

Wednesday 26 April - First day of Term 2

Friday 15 December - Last day of Term 4

Teacher Only Days may be added later.

Policy Reviews Term Three 2022

Term 4 Review Topics

- Health, Safety and Welfare Policy
- Alcohol/Drugs and Other Harmful Substances
- School Swimming Pool/Swimming off Site*

*Some schools don't have these policies

Recommendations:

- To review current policies: Please review policies on Alcohol/Drugs and Other Harmful Substances in SchoolDocs

		<p>Board Work Plan for Term Four The tasks for Term 4 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 2022 Room 1 and 2 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"> It was included in the newsletter that staff will no longer be crossing children over Waihi Road from the start of Term 4
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> Education Gazette - 26 September, 17 October <p>To Full Board</p> <ul style="list-style-type: none"> Agenda Principal's Report Visa Statement - 25/08/22 to 24/09/22 September Financial Management Summary Previous Minutes - 22/09/22 Job Sheet - September <p>To Treasurer</p> <ul style="list-style-type: none"> TSB bank statement - September September Financial Management Report <p>BOT Emails</p> <ul style="list-style-type: none"> Renee - sponsorship of rugby jerseys Janelle - new appointments Janelle to Maz - message re Waihi Road Janelle - letter to parents regarding Waihi Road crossing Maz - Public Excluded content Maz - reminder about Welcome on Board sessions Janelle - Networking Nights for NZSTA Central West region <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 October.
15.	General Business	Nil
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> ● School vans (Van Committee) ● Update on Drop off Zone (Vicki) ● School Flats (Janelle) ● Rugby jerseys (Craig)
17.	Next PTA Meeting:	<ul style="list-style-type: none"> ● 6.30pm Wednesday 2 November (or 9th) - Vicki will attend. Janelle will confirm the date with Vicki.
18.	Next BOT meeting:	<ul style="list-style-type: none"> ● 6.30pm Thursday 17 November
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> ● 9.16pm
21.	Board Meeting Dates for 2022	<ul style="list-style-type: none"> ● 6.30pm Thursday 17 November ● 6.30pm Thursday 15 December

