



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

17 November 2022

Meeting commenced: 7.34pm

Signed: _____

Dated: 15/12/2022

Present: Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Renee Robinson, Vicki Roberts, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary)

Apologies: Craig Clarke

Declaration of Conflict of Interest/Pecuniary interest: Angelika Fowlie - staffing

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 7.36pm to protect the personal privacy of natural persons, to discuss staffing and a stand down. The Public part of the meeting resumed at 9.12pm.
4.	Reviews	Governance Nil
5.	Special Topics	Grant for School Vans Vicki has spoken with Karl and passed on some information. He also needs to know how many students use the van and for what purpose. Janelle will write a letter that can be attached to applications and share it with the Board. Karl will get quotes for two new vans. Craig has been to Ford and they quoted \$72,000 including GST for a new van or \$50,000 for a second hand van. Update on Drop Off Zone Maz wrote a blurb about it for the newsletter which will go out on Monday. Vicki has asked Mohit to confirm a start date.

		<p>Rugby Jerseys - Sponsorship The sponsorship logo will be resized. Craig will forward it to the Board once he receives it.</p>
6.	Presiding Member	<p>Maz and Renee will get together to write the speech for the Year 6 dinner.</p> <p>Janelle will arrange catering for the next Board meeting - 5.30pm start.</p>
7.	Financial Report	<p>Moved that the November Accounts for Payment of \$29,634.92 be passed for payment. A. Fowlie/R. Robinson</p> <p>We had a lot of big payments this month - insurance, Hero subscription, roof moss treatment, WSP for 5YA projects.</p> <p>Accounts for Payment of \$5,054.00 were passed for payment by Janelle and Tash on 3 November. RJ Eagar - \$3,904.00 for the blinds in the hall Tika Catering - \$1,150.00 for catering at camp</p> <p>October VISA balance: \$631.92 in credit due to a refund from a cancelled Literacy Conference</p> <p>Balance of accounts as of 31 October 2022: BOT account: \$422,398.22 Investment account: \$86,000.00</p> <p>31 October 2022 As at 31 October 2022 we have spent 82% of what we had budgeted for the year compared to 83% of the calendar year gone. We have used 79% of the salaries budget. We have received 97% 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 October 2022 are \$329,553 Budgeted available funds at 31 October 2022 are \$259,597</p> <p>Moved the Financial Report be accepted. A. Fowlie/R. Robinson</p>
8.	PTA Report	<p>The PTA Treat Day and Juicie Fundraiser were discussed at the last meeting. There was no Financial Report due to the Treasurer being away. Their final meeting for the year is to be held on 30 November, 6.30pm at Roughies. Board members and Friends of the PTA are invited as well. Janelle will ask Jude to attend on her behalf.</p>
9.	Principal Report	<p>The roll is 156 compared to 169 this time last year.</p> <p><u>NELP Objectives - Teaching and Learning Assessments</u> Staff are currently completing assessments, marking and analyzing data. They are also updating HERO posts and general comments ready for the</p>

end of year reporting process. Jude and Tash will present the end of year Maths, Reading and Writing data at the December meeting.

Camp 2023 Proposal

We have got off our three yearly cycle of camps due to Covid - city, country, marae. We are hoping to visit the marae each year as a school. A city camp was also discounted due to the current economic situation.

The senior team are keen to go to Vertical Horizon. It's all inclusive - includes activities and is fully catered. The cost would be \$200/child. Letters can go out this term to allow parents to start making payments.

Week 8 of Term 1 has been tentatively booked.

Moved that we hold a Year 5/6 camp at Vertical Horizon in Term 1, 2023.

J. Jones/Unanimous

Strategic Planning, Self-review and Reporting

Attendance and the News

A further decline in attendance has occurred throughout the pandemic years. An ERO Report concluded that attendance issues are complex. They occur in all socio-economic bands. It will take a combined effort of multiple agencies, families and school staff to address this problem. The report was clear that solutions will work only when the cause of absenteeism is understood. We can't fix all the problems, but we can address school-based barriers. We need to share with parents the key messages of the importance of regular attendance for learning and educational success.

Achievement and the News

Through the NCEA '*Change programme*' a small pilot was developed to trial new assessment tools. Students trialing the tools produced low scores, particularly in writing. Data from this trial has been inflated by certain sensationalist media to suggest that our school system is in crisis, that students are barely literate, that teachers are not doing their job and leaders need to be made more accountable.

Professor Russell Bishop has suggested that if we support teachers to focus on relationships with learners, content and pedagogy and the use of formative assessment strategies, the 'literacy crisis' would be over in two years. Work done through 'Te Kotahitanga' proved this.

Professor Bishop advocates for within-school coaching as the most effective PLD to employ.

This is the journey that our school has been on for 5 years now and we are seeing improvements in our achievement data.

MOE Update

Schools' Planning and Reporting for 2023

2023 is a transition year for planning and reporting from the current annually updated charter to a new three-year strategic plan.

As part of this transition, our 2022 charter can remain in place in 2023.

However, our board will need to update the annually updated sections of our charter for 2023 by March 2023.

Our updated charter will need to be published on our school's website and submitted to the Ministry. This can be done by providing our education

adviser with a weblink to the published document. We need to ensure we remove any information that may breach an individual's privacy before publishing.

Our board is still required to develop an annual report (including a statement of variance against the goals set in our 2022 charter) and submit this to the MOE by 31 May 2022 using the Secure Data Portal.

MOE Curriculum Refresh

In March 2022, the content for Aotearoa New Zealand's histories was launched, for the refreshed New Zealand Curriculum and Te Takanga o Te Wā for Te Marautanga o Aotearoa. Schools have legal obligations to begin teaching the Aotearoa New Zealand's histories content from 1 January 2023. It will encourage learners to be critical citizens - learning about the past to understand the present and prepare for the future. New resources have been created specifically for the implementation of the new content.

PTA Report

A link to the minutes and PTA Principal's Report from the 9 November meeting were included in the Principal's Report.

The final PTA meeting for the year will be held on 30 November at Roughies at 6.30pm - Board members are welcome to attend.

Normanby School Strategic Plan

Staff have been updating this year's annual aims. The annual aims for 2023 will be discussed over the next few weeks and these will be available at the December meeting. It is important that the draft is shared with staff so that they can provide their input.

Analysis of Variance 2022

The analysis of variance for the 2021 school year has been published on the school website and sent to MOE and Silks Auditors as required.

Janelle will try to complete the 2022 Analysis of Variance to present at the December meeting, although it's not required to be presented to the MOE until 31 May 2023.

Employment and Personnel

Staffing

Covered in Public Excluded Business.

Paid Union Meetings

On Tuesday 15 November all teachers who are NZEI members attended a Paid Union meeting in the afternoon.

NZEI have asked that the following information be shared with the School Board:

Understaffing is a major issue. Too many tamariki are not getting the attention they need to reach their full potential and too many are falling through the cracks. Understaffing means that teachers are not free to teach, and principals are not free to lead their schools. Addressing this issue will require significant funding. To secure support from politicians to

provide funding, we need to demonstrate the support of parents, board members and the wider community.
NZEI are asking School Boards to sign a statement to back teachers and principals, and develop an Action Plan to show they can share their support going forward. Winning fully staffed schools will take significant funding and that means we need to build strong community support.

Principal Professional Growth Cycle

Nadia Ballantine met with Janelle on 2 November to discuss, complete and write her Professional Growth Cycle Summary.

Finance and Property

Covid Funding

We recently received extra MOE funding of \$7,268.98, related to teachers who were away due to contracting Covid.

Property Update

Update on the ILE Upgrade Project (Room 1 & 2)

The detailed design is completed and was included in the Principal's Report. The tender documents were reviewed and have been released on the open market. Once tenders close, Janelle will meet with Louise to look at them and discuss who we want to go with.

The project not be completed in the Christmas holidays as contractors are booked out.

Disposal Process of School Flats

The MOE Property adviser has outlined the rules on using the proceeds from the sale of the flats:

- The house sale funds will be added to our 5YA budget and must be spent within 5YA rules
- We must have taken care of all P2 projects, which we have
- We must have sorted all projects in the 10YPP - we only have the toilet refurb to go
- Once the toilet refurb is underway we will have the remainder of the money left to spend on P3 and P4 projects
- We could look at those projects we put off to 6 - 10 years in the 10YPP and bring those forward
- It can only be spent on property upgrades - if it's not fixed down, it can't be part of this funding

Toi Foundation Funding

The application for a \$30,000 grant to purchase ICT equipment was made prior to the 9 November deadline. The Foundation have a meeting scheduled for 7 December. If our application is approved, money will be deposited into our account on 21 December.

An application was also made on 31 October for an annual grant of \$3,750.

Asbestos Plan

An asbestos plan was found which had been completed in 2016. Janelle sent it through to the assessor who was going to do the Asbestos

Assessment. He advised that it was no longer necessary for him to carry out the planned assessment, as the plan from 2016 was sufficient.

Budget 2023

Covered in Public Excluded Business.

Health, Safety and Wellbeing

Accident Register from 18 October to 13 November 2022

Three incidents involving students.

One incident involving a staff member.

Three incidents resulted in parents/caregivers being phoned.

No hazards were identified from incidents.

Reporting on Physical Restraint

A report on physical restraint was completed and sent to MOE on 15 November.

Stand Downs and Suspensions

A student was stood down on 14 November. Officials and caregivers were notified in writing the reasons and that the stand down was for five school days - 15 to 21 November.

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.

Earthquake Drill

An earthquake drill was held on 20 October as part of the nationwide ShakeOut Day. All rolls were completed in a time of 4.19 minutes from the exit bell. The drill was reviewed and anything that needed addressing was rectified.

Lowering Speeds around Schools

Consultation on the draft Interim State Highway Speed Management Plan runs until 12 December. The interim plan includes proposed speed limit changes to most schools on our state highway network to transition to safer speeds around schools. NZTA are looking for feedback on the draft plan. Janelle will include information in the newsletter for any parents who may be interested in submitting feedback.

Healthy Food Policy

Our Healthy Food Policy has been updated with the changes agreed upon at the last Board meeting.

School Uniform Policy

Our Uniform Policy has been updated with the changes agreed upon at the last Board meeting.

		<p>General Legislation</p> <p>Length of School Year The Board were assured that the school has been open for the statutory number of half-days and hours per day in the current year.</p> <p>Teacher Registration, Verification and Police Vetting The Board were assured that all teachers are registered and certified and therefore police vetted.</p> <p>Provisionally Registered Teachers Janelle reported that two of our Provisionally Certified Teachers have completed their two years of advice and guidance and will be fully registered in December 2022. One Provisionally Registered Certified teacher will complete her second year of induction programme in 2023.</p> <p>Policy Reviews Term Four 2022</p> <p>Term 4 Review Topics</p> <ul style="list-style-type: none"> ● Health, Safety and Welfare Policy ● Alcohol/Drugs and Other Harmful Substances ● School Swimming Pool/Swimming off Site* <p>*Some schools don't have these policies</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ● 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 7 and 8 presentation.</p> <p>Moved that her Principal's Report be accepted. J. Jones/M. Prince</p>
10.	Previous minutes	Moved that the previous minutes be accepted. M. Prince/T. Campbell
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> ● Janelle has looked into how we can have medication/inhalers available during a lockdown

		<ul style="list-style-type: none"> • All board members to add a confidentiality message to the bottom of their emails by 15 December • Janelle has arranged for the rust repairs to be carried out on the school van during the holidays • Vicki contacted Mohit at STDC to inform him of the Board's approval of the Drop Off Zone
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> • Nil <p>To Full Board</p> <ul style="list-style-type: none"> • Agenda • Principal's Report • Visa Statement - 25/09/22 to 24/10/22 • October Financial Management Summary • Previous Minutes - 20/10/22 • Job Sheet - October <p>To Treasurer</p> <ul style="list-style-type: none"> • TSB bank statement - October • October Financial Management Report <p>BOT Emails</p> <ul style="list-style-type: none"> • Vicki to Board & STDC - Board approval of Drop Off Zone • Janelle to Maz - MOE Bulletin re draft mandatory Board Code of Conduct • NZEI to Janelle & Maz - Notification of Paid Union Meetings for Primary Teachers • Waka Kotahi to Janelle & Maz - Safer speeds around schools • Janelle - Staff, Board & PTA Christmas Function • Craig - rugby jersey update • Janelle - Public Excluded Business • Janelle to Maz - Newspaper article • Janelle to Maz - Toi Foundation application • NZSTA - Your Region needs you • Janelle to Maz - Paid Union Meetings for Teachers • NZSTA - Networking Nights for Central West Region • NZEI to Maz - Paid Union Meetings Notification • Janelle to Maz - Car park changes • Vicki - Board meeting next week • NZSTA - Central West Networking event 16/11, 7pm at Devon Hotel bar, New Plymouth <p>Board Correspondence Received (filed)</p> <ul style="list-style-type: none"> • Letter of resignation <p>Outwards</p> <ul style="list-style-type: none"> • Nil
14.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for November.

15.	General Business	The Daily News are coming tomorrow to interview Tash and Jude about the Maths No Problem programme. They want to talk to some students, and parents have given their permission. We are the only school in Taranaki that are using MNP at the moment. Tash will acknowledge that the Board have been generous in funding the programme.
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> ● School vans (Van Committee) ● Update on Drop off Zone (Vicki) ● Rugby jerseys (Craig)
17.	Next PTA Meeting:	<ul style="list-style-type: none"> ● 6.30pm Wednesday 30 November at Roughies. Vicki will attend.
18.	Next BOT meeting:	<ul style="list-style-type: none"> ● 5.30pm Thursday 15 December
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> ● 10.00pm
21.	Board Meeting Dates for 2022	<ul style="list-style-type: none"> ● 5.30pm Thursday 15 December

