



Normanby School

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Normanby School Board of Trustees Meeting

15 December 2022

Meeting commenced: 6.30pm

Signed: _____

Dated: _____

23/2/2023

Present: Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Renee Robinson, Vicki Roberts, Craig Clarke, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary), Jude Sklenars (DP) - left the meeting at 7.18pm

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest: Nil

Item	Agenda Description	Minuted
1.	Whakatauki	
2.	Special Reports	<p>End of Year Literacy Presented by Jude Sklenars</p> <p><u>Reading</u></p> <p>We are getting close to our 70% target - we are now at 67% of students achieving at or above. We are very happy with the progress made since the end of last year.</p> <p>Whole School Overview</p> <p>63% of males and 70% of females are achieving at or above. For our girls, this is up from 55% at mid-year.</p> <p>64% of Maori students and 70% of NZE/Other students are achieving at or above.</p> <p>Of the students who are achieving at or above, 49% identify as Maori and 51% identify as NZE/Other. This illustrates that 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. This has been discussed and recognised by the Kahui Ako data analysis group (across 10 schools). Of all the students who are achieving at or above, 45% are male and 55% are female. This shows that our girls are performing slightly better than boys in Reading.</p> <p>Of the 36 students who are currently working towards expected levels, 22 have been involved in individual or small group intervention programmes</p>

this year. 13 students in this group have Individual Education Plans in place and are supported in other ways by classroom teachers, support staff and outside agencies.

Our Year 2, 3 and 4 cohorts have met or exceeded our school wide target of 70% achieving at or above.

Writing

61% of students are achieving at or above. This is a slight improvement on mid-year results but still some way off reaching our target of 70% at or above.

52% of males and 69% of our female students are achieving at or above in writing. Our males are still sitting slightly behind our females in writing achievement.

62% of our Maori students and 58% of our NZE/Other students are achieving at or above. Again, we are 'bucking the trend' in terms of our Maori student achievement - we have more Maori students achieving at or above than non-Maori.

Of the students achieving at or above, 53% identify as Maori and 47% as NZE/Other. Again this illustrates that 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.

Of all the students achieving at or above, 41% are male and 59% are female. This data illustrates that our female students are achieving slightly better than male students in Writing.

Of the 43 students who are currently working towards expected levels, 22 have been involved in individual or small group intervention programmes this year. 13 students in this group have Individual Education Plans and are supported in other ways by classroom teachers, support staff and outside agencies.

Our Year 2's are achieving well in writing with 100% at or above expected levels.

The data will be shared with staff in Teacher Only Week at the beginning of 2023.

Teachers will continue to target students who are currently *working towards* as well as those who are considered to be 'at risk' of falling into the *working towards* category. These students are monitored closely.

In 2023 we will:

- Clearly articulate for students the purpose for their reading and writing to increase motivation and engagement
- Gather and analyze student voice regularly and empower students to talk about their own learning,
- Regularly monitor and track the achievement of learning goals
- Know the learning progressions in reading and writing and work collaboratively
- Set high expectations
- Allow time for students to practice and use taught literacy skills with increasing independence
- Maintain Relationship-Based Learning practices
- Use the Better Start Literacy Approach (BSLA) up to Year 2

- Use a structured learning approach to the teaching of phonics and decoding/encoding
- Implement techniques and strategies that support a structured approach to teaching children how to write successfully
- Use LAs to provide 1:1, small group and roaming support of independent learners in all classes as well as delivering learning support programmes to students who struggle to reach expected levels (HPP, Language Learning Intervention programme, sight words, 5+, 7+ Quick 60)

Targets for 2023:

Reading - 75%

Writing - 75%

Maths - 80%

Intervention Programmes

5+ is a one on one reading programme run by the LA's. Fifteen students have accessed this programme in 2022 and at the completion of the programme, ten were achieving at the expected curriculum level. The results prove that *FivePlus* is an effective intervention and should continue to be implemented.

7+ is a reading intervention programme. In 2022, 13 students have accessed the programme working one-on-one with an LA. We have noticed that it's harder to shift the older students than the younger students. This reinforces the importance of catching them young and putting support in place early.

Quick 60

Since the last report in September, 3 more students have completed the Quick 60 programme.

It was strongly recommended that resourcing is allocated to these programmes in 2023. Combined with effective classroom teaching, they have a huge impact on the achievement of many of our students, particularly where we can catch them in Year 2-3.

End of Year Mathematics Presented by Tash Campbell

At the beginning of 2022 Maths - No Problem! was implemented, a journey of learning and changing pedagogy. Through PLD, coaching, leadership and trust, all of our teachers are now effective and capable maths teachers with a high level of expertise. We are also well placed to support those teachers who will be new to Normanby in 2023, to join the MNP journey.

71% of students are achieving at or above the expected NZ curriculum levels in Maths. This is an increase from 56% in the mid-year data. 77% of all males and 65% of all females are achieving at or above. 66% of all Maori students and 75% of all NZE/Other students are achieving at or above.

Of the students who are achieving at or above, 48% identify as Maori and 52% identify as NZE/Other.

		<p>Of the students achieving at or above, 52% are male and 48% are female.</p> <p>As we move into 2023 we will have new staff to upskill and train in the way we deliver maths at Normanby. Time will be set aside for these new teachers to receive the same level of support to get started as we did this year.</p> <p>In 2023 teachers will have a greater focus on accelerating learners who need it as well as enriching high achievers.</p> <p>Tash acknowledged Janelle and the Board for their support in providing a learning assistant in every class for maths. This allows for extra support for children who need it without halting the whole class learning.</p> <p><u>PAT Maths Data</u></p> <p>A report was compiled by the Kahui Ako Maths PLD provider based on testing from the end of 2021 and the end of 2022.</p> <p>Overall Findings</p> <ul style="list-style-type: none"> • Time 1 testing showed that all Year groups were achieving lower than the National expected average scale score • Time 2 testing shows that all cohorts except for the Year 6 group are now achieving above the national expected average scale score <p>Janelle acknowledged both Jude and Tash for their strong leadership. Jude left the meeting at 7.18pm.</p>
3.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 7.24pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 7.53pm.
4.	Reviews	Governance Nil
5.	Special Topics	<p>Grant for School Vans</p> <p>Vicki will email an update in the New Year. She will also email Janelle with what to put in the letter for the funding for the vans.</p> <p>Update on Drop Off Zone</p> <p>This is happening in January. Vicki will contact Mohit for an update.</p> <p>Rugby Jerseys - Sponsorship</p> <p>Craig is working on getting a sample to show the Board.</p>
6.	Presiding Member	<p>Maz presented her Presiding Member's Report for 2022. She also included the speech she made at the Leaving Assembly for Janelle.</p> <p>Maz to email the report to Kay.</p> <p>Moved that her report be accepted. M. Prince/T. Campbell</p>
7.	Financial Report	<p>Moved that the November Accounts for Payment of \$17,417.08 be passed for payment. A. Fowlie/R. Robinson</p> <p>Accounts for Payment of \$145.00 were passed for payment by Maz and Tash on 21 November:</p> <p>Scholastic NZ - \$145 for Duffy \$5 Parent Book Offer</p>

		<p>Accounts for Payment of \$50,826.55 were passed for payment by Maz and Tash on 25 November: RJ Eager - Block A & E floor and wall coverings. This was covered by our 5YA.</p> <p>VISA 25 October to 24 November 2022 balance: \$578.11</p> <p>Balance of accounts as of 30 November 2022: BOT account: \$353,686.46 Investment account: \$86,000.00</p> <p>30 November 2022 As at 30 November 2022 we have spent 93% of what we had budgeted for the year compared to 92% of the calendar year gone. We have used 91% of the salaries budget. We have received 106% 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 November 2022 are \$312,395 Budgeted available funds at 30 November 2022 are \$251,226</p> <p>Board payments were paid last week. Angleika advised that the extra meetings may take members over the tax threshold. February 17 is the next close off date for Board payments.</p> <p>Moved the Financial Report be accepted. A. Fowlie/R. Robinson</p>
8.	PTA Report	<p>Jude attended the last meeting on Janelle's behalf. The meeting was about preparations for Treat Day. A rule had been made about not having fizzy drink, however it was given out on Treat Day. Maz and the staff member who attend the AGM will remind the PTA about this. A Code of Conduct was suggested for the PTA. The financial processes need to be followed. Janelle will email the PTA constitution and Role Descriptions to Maz so these can be reviewed by Maz and Vicki. The Juicie fundraiser was very popular.</p>
9.	Principal Report	<p>The roll is 157 compared to 168 this time last year.</p> <p><u>NELP Objectives - Teaching and Learning</u></p> <p>End of Year Data Covered above.</p> <p>Literacy Report Covered above.</p> <p>Intervention Programmes 2022 Covered above.</p> <p>Mathematics Report Covered above.</p>

PAT Maths Data

Covered above.

Matariki Hub Report

This was included in the Principal's Report.

Puanga Hub Report

This was included in the Principal's Report

SENCO Report

The Learning Support Register has been broken into three categories:

- **Tier 1:**

Students identified as needing extra support by classroom teachers and curriculum leads. The DP coordinates intervention programmes for these students and identifies students who may require Tier 2 support.

- **Tier 2**

Students have received previous in-school interventions and have been identified as requiring further intervention support from outside agencies or require an IEP and/or have high health needs. The SENCO and/or Learning Support Coordinator coordinate support alongside the Lead Team and outside agencies.

- **Tier 3**

Support is in place from MOE or Ongoing Resourcing Scheme. This is supported by the Principal.

Currently there are 69 students (44% of our roll) on the Learning Support Register:

Tier 1 - 41

Tier 2 - 22

Tier 3 - 6

SENCO Next Steps:

- All notes and information are available on the Hero database and Google Drive
- The current SENCO has liaised with the DP, RTLB and class teachers to ensure Learning Support next steps are carried out and continued through the staffing change to a new SENCO

Strategic Planning, Self-review and Reporting**MOE Curriculum Refresh**

There will be two Teacher Only Days in 2023 and two in 2024 to enable professional development for the curriculum refresh. Monday 24 April will be our first TOD in 2023. This means the school year will now finish on Thursday 14 December. When the new principal sets the TOD for Term 3 that will bring the end of Term 4 forward to Wednesday 13 December.

Moved that a Teacher Only Day will be held on 24 April and school will finish for the year on Thursday 14 December 2023. J. Jones/Unanimous

PTA Report

A link to the minutes and PTA Principal's Report from the 30 November meeting were included in the Principal's Report.
The AGM is set for 15 February at 6.30pm.

Normanby School Strategic Plan

Janelle will look at this with Jude and Andrew.

Our strategic goals, vision, guiding principles and graduate profile will remain the same.

Update from page 18 - the Annual Plan. This is what staff will focus on:

- Te Ao Maori
- Positive Behaviour for Learning (PB4L)
- Maths
- Well Being
- Curriculum (an idea would be to make the swimming pool into a garden)
- Digital Technology

The Action Plan is worked out by Senior Management and then staff will have input. Staff will work on the goals in Teacher Only Week.

Analysis Of Variance 2022

Janelle has completed this and submitted it to MOE, Silks Auditors and Ed Services. It has also been published on the school website.

Employment and Personnel

Staffing

Covered in Public Excluded Business.

Finance and Property

Playground Maintenance

Some work needs to be done on the playground - some items need to be repaired or replaced. A report has been completed and includes a quote of \$2,500 + GST.

Moved that we accept the quote of \$2,500 + GST from Property Services for repairs to the playground. J. Jones/Unanimous

Janelle will ask Andrew from Property Services to check the low chain bridge to see whether it requires tubing over the chain.

The bark will also need to be renewed next year.

Property Update

Janelle met with Eagers and Louise from WSP. Autex in the hallway will be taken down on 4 January and new autex installed on 9 January. Some electrical items need to be taken down so this work can be completed.

Moved that the Board cover the cost to get the extra autex for the corridor by the library and the electrical work completed at a cost of approximately \$3,000.

J. Jones/Unanimous

The Dental Clinic is on a waiting list to be removed.

Janelle and Andrew are meeting our Property Manager Louise next week to discuss all the property projects on our 5YA. The money that comes into the 5YA from the sale of the school flats will be used to complete the 6-10YA. Any monies left over after completing the 6-10YA projects will be used for a staff car park, heat pumps for all classrooms and the Breakout room plus new carpet and autex wall lining for the offices, LA office, staffroom and refurbishment of the staff toilets.

Toi Foundation Funding

We have been approved for a Capital Grant of \$20,000 + GST to purchase digital devices. 36 ipads and covers have been ordered at a cost of just over \$23,000.

We have been approved for an Annual Grant of \$3,750 + GST.

Budget 2023

Janelle has added \$5,000 for the Principal Appointment expenses which brings the budget to a deficit of \$19,565.

Moved that we ratify the budget with a deficit of \$19,565.

J. Jones/Unanimous

Health, Safety and Wellbeing

Accident Register from 14 November to 11 December 2022

Eight incidents involving students.

Two incidents involving staff members.

Eight incidents resulted in parents/caregivers being phoned.

No hazards were identified from incidents.

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

Nil

Policy Reviews Term Four 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:

- 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>NZSTA is hosting a series of webinars in Term 1 covering the board roles of principal, presiding member, parent representative, staff representative, and proprietor appointee. Registrations are now open for these webinars.</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/R. Robinson</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"> Maz and Vicki to compose a Memorandum of Understanding between the school and the PTA, compose a Code of Conduct for the PTA and review the PTA constitution and roles Janelle will ask Andrew from Property Services about an alternative solution to locking external doors from the inside during a lockdown and about crash breakouts for the fire doors in the hall Janelle will compose a letter regarding the van for funding purposes
13.	Correspondence	<p>Inwards 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 November Financial Management Summary Previous Minutes - 17/11/22 Job Sheet - November <p>To Treasurer</p> <ul style="list-style-type: none"> TSB bank statement - November November Financial Management Report <p>BOT Emails</p> <ul style="list-style-type: none"> Maz to Board - Public Excluded Email - Principal's resignation

		<ul style="list-style-type: none"> ● Maz to Board - Communicating with community regarding resignation ● Maz to Board - Public Excluded Email - conversation with Tina ● Maz to Board - Normanby School Principal Recruitment Proposal ● Janelle to Board - Public Excluded Email ● Maz to Board - Staffing for 2023 ● Maz to Board - Preparation for tomorrow's meeting from Nadia ● Janelle to Maz - Confirmation of Fixed Term teaching position for 2023 ● Janelle to Board - Public Excluded Email - Confidential ● Janelle to Board - Public Excluded - Confidential email ● Maz to Board - Collection of student voice ● Janelle to Board - Public Excluded Email - Staffing ● Maz to Board - Public Excluded Email - Normanby Principal Recruitment consultation examples ● Maz to Board - Public Excluded Email - Staffing matters ● Craig to Board - Rugby jersey update ● Maz to Board - Written blurb for community regarding staffing and collection of community voice ● Maz to Board - Public Excluded Email - Offer letter for position of Acting Principal ● Janelle to Board - Message on Hero about Acting Principal announcement ● Tash to Board - Public Excluded - Principal appointment ● Maz to Board - Surveys ● Tash to Board - Previous application Documents Pack ● Janelle to Board - Final newsletter ● Maz to Board - Andrew's blurb for newsletter ● Maz to Board - Job application information ● Maz to Board - NZSTA - Your Region needs you ● Maz to Board - Voice collection ● Maz to Board - Meeting on 14/12 ● Nadia to Board - Meeting on 14/12 ● Nadia to Board - Normanby School Person Specification ● Nadia to Board - Confidential - Normanby Principal Recruitment <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 December.
15.	General Business	
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 (AGM):	<ul style="list-style-type: none">• 6.30pm Wednesday 15 February. Maz will attend.
18.	Next BOT meeting:	<ul style="list-style-type: none">• 6.30pm Thursday 23 February 2023
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none">• 9.18pm
21.	Board Meeting Dates for 2023	<ul style="list-style-type: none">• 6.30pm Thursday 23 February 2023

