



# Normanby School

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## Normanby School Board of Trustees Meeting

23 February 2023

Meeting commenced: 6.40pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

15/3/2023

**Present:** Maz Prince (Chair), Andrew Lodge (Principal), Angelika Fowlie, Renee Robinson (left the meeting at 6.48pm), Vicki Roberts (arrived 6.52pm), Craig Clarke, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary)

**Apologies:** Nil

**Declaration of Conflict of Interest/Pecuniary interest:** Angelika Folwie - application for leave

Item	Agenda Description	Minutes
1.	<b>Whakatauki</b>	
2.	<b>Welcome</b>	Maz welcomed Andrew to his first Board meeting. She congratulated him on his appointment and said the Board were looking forward to working alongside him.
3.	<b>Public Excluded Business</b>	Maz moved that the meeting move into Public Excluded Business at 6.44pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 7.54pm.
4.	<b>Delegations/ Account Signatories for 2023</b>	<p>Nominations were called for the position of Presiding Member. Maz was nominated by Angelika, seconded by Vicki. There being no further nominations, Maz Prince was elected to the position of Presiding Member unopposed.</p> <p>Nominations were called for the position of Treasurer. Angelika was nominated by Tash, seconded by Maz. There being no further nominations, Angelika Fowlie was elected to the position of Treasurer unopposed.</p> <p>Moved that Janelle Jones be removed as a signatory from the Normanby School Board Account and Andrew Lodge to be added as a new signatory.</p>

		<p>The other two signatories, Maz Prince and Natasha Gibson, remain the same.</p> <p style="text-align: right;">M. Prince/V. Roberts</p> <p>A new credit card is to be issued in Andrew's name. Andrew will make an appointment with the TSB.</p>
5.	<b>2023 Code of Conduct</b>	All members signed a Board Code of Conduct for 2023.
6.	<b>Special Reports</b>	Nil
7.	<b>Reviews</b>	<p><b>Governance</b> Nil</p>
5.	<b>Special Topics</b>	<p><b>Grant for School Vans</b> Janelle wrote a letter for funding for the vans before she left. Andrew will update it with his name. We've had to repair our current vans until we get funding to purchase two new vans. We are getting assistance from Club Fund to apply for grants - they charge 5% of any money received.</p> <p><b>Update on Drop Off Zone</b> It's working very well. There is a lack of parking but it's not too much of a problem at the moment. A new staff carpark is a very low priority. Andrew will thank the community in the next newsletter.</p> <p><b>Board Profiles for Website and Newsletter</b> All Board members are to email a personal profile to Cameron for the website and newsletter. A group photo of the Board will be taken at the March meeting. Maz will write a Board blurb for the next newsletter which is due to go out on 9 March. Andrew will contact Smore to change the name on the newsletter account to his name as it is still showing as being sent by Janelle.</p> <p><b>Rugby Jerseys - Sponsorship</b> Craig received samples from Stratford Rugby Club but they didn't fit well. Vicki will get a sample from Gamechanger sent to the school. Craig will email the quote for rugby jerseys to Vicki.</p> <p><b>Bark for Playground</b> Covered in Principal's Report.</p> <p><b>Lowering Speed Limits around Normanby School</b> Andrew received an email today from the South Taranaki District Council regarding consultation for an Interim Speed Management Plan. The plan focuses on reducing speed around all schools in South Taranaki. Andrew will include it in the newsletter and encourage parents to have their say.</p>
6.	<b>Presiding Member</b>	Maz reported that a good seamless transition had been made to the new principal. This is a credit to Andrew and the team, especially with so many new staff. The school community have given Andrew a warm welcome.



7.	<b>PTA Report</b>	Maz, Vicki, Angelika, Andrew and Tash attended the PTA AGM on 15 February. There was a good turnout of parents including some new faces and all positions were filled. The next meeting is Wednesday 8 March at 6.30pm - Vicki will attend.
8.	<b>Principal Report</b>	<p>The roll is 145 compared to 146 this time last year.</p> <p><b><u>NELP Objectives</u></b>  <b><u>Employment and Personnel</u></b></p> <p><b>Staffing</b>  Covered in Public Excluded Business</p> <p><b>Paid Union Meeting</b>  A paid union meeting for teachers is being held on Monday 27 February, 1.30 - 2.20pm at Ramanui School. The school community have been asked to collect their children at 12.50pm that day. Two teachers who don't belong to the union are able to supervise any students who are not able to be collected.</p> <p><b><u>Teaching and Learning</u></b></p> <p><b>PAT - Progressive Achievement Tests</b>  This will be undertaken during March and will enable us to:</p> <ul style="list-style-type: none"> <li>● Identify progression of students over the last 12 months</li> <li>● Identify learning gaps for individuals, groups of students</li> <li>● Consolidate knowledge of and identification of priority students/groups</li> </ul> <p><b>Matariki Hub - February 2023</b>  Room 5 - 14 students Y0-1 (Shelley Whyte)  Room 7 - 15 students Y1-2 (Olivia Williamson .8 &amp; Jude Sklenars .2)  Room 8 - 17 students Y2-3 (Donna Katene)</p> <p><b>Puanga Hub - February 2023</b>  Room 3 - 25 students Y3-4 (Tash Campbell)  Room 4 - 26 students Y3-4 (Irma Highes)  Room 1 - 24 students Y5-6 (Cameron Jones)  Room 2 - 24 students Y5-6 (Aaron Davies)</p> <p><b>Year 5/6 Camp</b>  The Year 5/6 camp is being held at Vertical Horizon at Everett Park in Inglewood Wednesday 22 - Friday 24 March.  Upcoming tasks:</p> <ul style="list-style-type: none"> <li>&gt; finalise/follow up students without permission forms</li> <li>&gt; finalise/follow up with whānau re costs</li> <li>&gt; Student permission, health form, swimming competency, parent help form, identify risks</li> <li>&gt; Compile Vertical Horizon and Normanby School SAP/Rams</li> <li>&gt; Event proposal and approval</li> </ul>

### **SENCO - Update**

At the moment Jude and Andrew are working together to cover the SENCO role. One option would be for Jude to fill the position and not be allocated to a class.

Currently testing is underway to confirm and organise students into intervention programmes that will begin in the next few weeks.

#### Learning Support Register

This is broken down into three categories:

**Tier 1:** Students identified as needing extra support. The Deputy Principal coordinates and supports intervention programmes for these students in conjunction with classroom teachers 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. The SENCO supports and/or coordinates support alongside our Learning Support Coordinator, Lead Team and outside agencies.

**Tier 3:** Students are identified as Tier 3 when support is in place from the MOE or ORS.

#### Current Learning Support Register

39% of our students are on the learning support register for learning and/or behaviour. 25% of our students are on Tier 1 and 14% are on Tier 2/3. Behaviour/learning needs are being observed and identified in Rooms 5/7. There are a lot of needs in the New Entrant room and Learning Assistant time has been doubled in that class.

#### Next Steps

- To support teachers in classrooms through Term 1 as the principal, leadership team and Board, structure SENCO organisation for the rest of 2023.
- Ensure Learning Support next steps are carried out and continued through the staffing change

### **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. The second teacher Only Day will take place in Term Three. Once this date is confirmed, the last day of school for Term 4 will be Wednesday 13 December at 12 noon.

#### **PTA Report**

Covered above

#### **Normanby School Strategic Plan**

Andrew has shared this with the Board and it's due to be submitted to MOE by 31 March. Andrew will discuss it with his Principal Adviser and it will be ratified at the next Board meeting.



Key Objectives for 2023:

Te Ao Maori  
Positive Behaviour for Learning  
Maths  
Well Being  
Local Curriculum  
Digital Technology

**Analysis Of Variance 2022**

This has been published on the school website and sent to MOE and Silks Auditors as required.

**Finance and Property**

**Playground Maintenance**

An extensive maintenance upgrade was undertaken by ACG Property Services during the school holidays. The agreed quote from the December Board meeting was \$2,500 + GST. Since that meeting Janelle authorised further work and the total payment was \$4,300 + GST.

Andrew from ACG Property Services recommended that we purchase more mulch as the base of the playground equipment is becoming exposed. He said Value Building Supplies in Inglewood quoted \$500 + GST per 8 - 9 m3 truckload. He suggested we would require two loads. The South Taranaki District Council will contribute towards the cost. A community event was suggested to spread the bark. Andrew to investigate.

**Property Update**

Andrew and Janelle met with the Property Manager on 21 December to discuss the 5YA. The money that goes into the 5YA from the sale of the school flats will be used to complete the 6-10YA (the MOE has a priority rating). Any monies left over after completing the 6-10YA projects was suggested to be used for a staff car park, heat pumps for all classrooms and the Breakout Room, plus new carpet and autex wall lining of the offices, LA office, staffroom and refurbishment of the staff toilets.

Current Updates

- The corridor upgrade has been completed
- One quote has been received for the Room 1 and 2 upgrade and the project manager is waiting on a requote from a second building contractor
- Andrew has received written confirmation from Houghtons that our boiler heating will be able to be used for the rest of the school during the upgrade. Andrew has talked to Louise about heat pumps for Rooms 1 and 2 being installed during the upgrade, but they will have to be paid with money from the sale of the flats. There will also be a cost to decommission the boiler.

**Recommendations:**

Ratified that Louise Edgecombe (Project Manager at WSP) looks into installing a heat pump into Rooms 1 and 2 during the current upgrade.

A. Lodge/Unanimous

### **Health, Safety and Wellbeing**

#### **Accident Register from 31 January to 14 February**

Eight incidents involving students.  
No incidents involving staff members.  
Eight incidents resulted in parents/caregivers being phoned.  
No hazards were identified from incidents.

#### **Risk Management**

Andrew assured the Board that he 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.

#### **School Closure**

The school was closed for instruction due to Cyclone Gabrielle on 14 February. Andrew outlined the steps he took around the closure. The decision was made with advice from MOE and the South Taranaki Principals Group and in consultation with the Presiding Member.  
The only damage was a chain between the two large blue sunshades which detached at one end. The chain was removed and Dobson's contacted to make repairs.

#### **School Lunches**

On 15 February Pita Pit failed to deliver the school lunches. We were unable to contact them on the day as the shop was closed. On contacting head office they reported that the lunches had been made but were delivered to the secondary school in error. Andrew arranged for sausages and bread to feed the children and these were cooked by the Learning Assistants. We provided receipts to Pita Pit head office and were reimbursed for our costs in full. They also supplied the school with some sports gear as way of an apology.

#### **Vans**

Andrew has concerns around Health and Safety with the vans.  
If there is an accident - what is the school's liability? What is the Principal's liability? Or is it the Board's liability? We require a list of procedures for the van drivers to follow. The Board have done background work on the vans - Vicki will check her correspondence.  
We need to create a RAMS form for school pick ups and drop offs. Vicki will try to find a template and email it to Andrew.

### **General Legislation**

Nil

### **Policy Reviews Term One 2023**

#### **Term 1 Review Topics**

This term we are reviewing the Legislation and Administration Policy:

- Legislation and Administration Policy - *Board Review*
- Student Attendance
- Enrolment



		<ul style="list-style-type: none"> <li>● Privacy - <i>Board Review</i></li> <li>● Official Information Requests - <i>Board Review</i></li> <li>● Uniform/Dress Code</li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>● Review policies on Legislation and Administration, Privacy, and Official Information Requests in School Docs</li> </ul> <p><b>Board Work Plan for Term Four</b> The tasks for Term 1 were itemized.</p> <p><b>Board Training</b> A link to the Board Induction Folder was included in the Principal's Report. Andrew has had a look through this and it will need updating to fall in line with the NELPs.</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><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>● To attend Board Training whenever possible.</li> </ul> <p><b>Learning in the Classroom 2023</b> Andrew presented a video he had made.</p> <p>Moved that his Principal's Report be accepted. <span style="float: right;">A. Lodge/C. Clarke</span></p>
9.	Financial Report	<p><b>Moved that the February (2) Accounts for Payment of \$3,991.79 be passed for payment.</b> <span style="float: right;">A. Fowlie/V. Roberts</span></p> <p><b>Accounts for Payment of \$4,945.00 were passed for payment by Maz and Tash on 7 February:</b> ACG Property Services - \$4,945.00 for repairs to the playground</p> <p><b>Accounts for Payment of \$6,384.38 were passed for payment unanimously by email on 9 February:</b> These were invoices from December 2022.</p> <p><b>Accounts for Payment of \$65,616.37 were passed for payment unanimously by email on 9 February.</b> These were for January and February 2023 invoices.</p> <p>In the Accounts passed for payment at the December meeting totalling \$17,417.08 the following two invoices had already been paid and were removed from the schedule: MT CHapman - \$580.00 for mud kitchen Paula Marie Matheson - \$884 for Occupational Therapist The new total for payment was \$15,953.08.</p>

		<p><b>VISA 25 November to 24 December 2022 balance:</b> \$894.57  <b>VISA 25 December 2022 to 24 January 2023 balance:</b> \$220.84</p> <p><b>Balance of accounts as of 31 December 2022:</b>  BOT account: \$255,246.40  Investment account: \$86,000.00</p> <p><b>Balance of accounts as of 31 January 2023:</b>  BOT account: \$396,846.89  Investment account: \$86,000.00</p> <p><b>31 January 2023</b>  As at 31 January 2023 we have spent 8% of what we had budgeted for the year compared to 8% of the calendar year gone. We have used 6% of the salaries budget. We have received 11% of what we had budgeted for the year.</p> <p>Actual available funds as at 31 December 2022 were \$291,661  Budgeted available funds as at 31 December 2023 are \$165,717  Actual available funds as at 31 January 2023 are \$291,539  Budgeted available funds at 31 January 2023 are \$308,744</p> <p>Board payments were paid today for the last three meetings.  Angelika suggested the next Board payments to be made in August.</p> <p><b>Moved the Financial Report be accepted.</b> A. Fowlie/T. Campbell</p>
10.	Previous minutes	<p><b>Moved that the previous minutes be accepted.</b>  M. Prince/T. Campbell</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> <li>• The Memorandum of Understanding between the school and the PTA and a review of the constitution have been put on hold until the PTA job descriptions have been completed</li> <li>• Tash will assist Maz and Craig to add a message about confidentiality to the end of their emails</li> </ul>
13.	Correspondence	<p><b>Inwards</b>  <b>To Presiding Member</b></p> <ul style="list-style-type: none"> <li>• Education Gazette - 12 December, 7 February</li> </ul> <p><b>To Full Board</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Principal's Report</li> <li>• Visa Statement - 25/11/22 to 24/12/22, 25/12/22 to 24/01/23</li> <li>• Financial Management Summary - December 2022 (Draft), January 2023</li> <li>• Previous Minutes - 15/12/22</li> <li>• Job Sheet - December</li> </ul>



		<p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>● TSB bank statement - December 2022, January 2023</li> <li>● Financial Management Report - December 2022 (Draft), January 2023</li> </ul> <p><b>BOT Emails</b></p> <ul style="list-style-type: none"> <li>● Tash - wording on website</li> <li>● Kay - Accounts for payment</li> <li>● Tash - Job description</li> <li>● Tash - Word art image</li> <li>● Tash - To do list</li> <li>● Janelle - Public Excluded email</li> <li>● Janelle - Lowering speed limits around your school</li> <li>● Janelle - Meeting follow up - Property Update</li> <li>● Janelle - Letter to parents</li> <li>● Vicki - Letter for school vans - funding</li> <li>● Andrew Georgeson - Playground safety repairs</li> <li>● Janelle - Letter for school vans January 2023</li> <li>● Janelle - School Docs Advisory</li> <li>● Vicki - Update on Drop Off Zone</li> <li>● Andrew - Elections for NZSTA Regional Executives</li> <li>● NZEI - Paid union meetings for principals and teachers</li> <li>● Andrew - Property upgrade and cell phone</li> <li>● Andrew Public excluded email</li> <li>● Andrew - Damage to sunshade</li> </ul> <p><b>Board Correspondence Received (filed)</b></p> <ul style="list-style-type: none"> <li>● Letter of resignation</li> <li>● Two requests for LWOP</li> </ul> <p><b>Outwards</b></p> <ul style="list-style-type: none"> <li>● Nil</li> </ul>
14.	<b>Ministry BOT tracking sheet</b>	Ministry BOT tracking sheet completed for January and February.
15.	<b>General Business</b>	
16.	<b>Agenda Items for next meeting</b>	<ul style="list-style-type: none"> <li>● School vans (Van Committee)</li> <li>● Rugby jerseys (Craig)</li> <li>● Ratify Strategic Plan and Charter (Andrew)</li> </ul>
17.	<b>Next PTA Meeting (AGM):</b>	<ul style="list-style-type: none"> <li>● 6.30pm Wednesday 8 March. Vicki will attend.</li> </ul>
18.	<b>Next BOT meeting:</b>	<ul style="list-style-type: none"> <li>● 6.30pm Thursday 16 March 2023</li> </ul>
19.	<b>Whakatauki</b>	
20.	<b>Meeting closed</b>	<ul style="list-style-type: none"> <li>● 9.26pm</li> </ul>

21.	<b>Board Meeting Dates for 2023</b>	<ul style="list-style-type: none"><li>• 6.30pm Thursday 16 March 2023</li></ul>
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