



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

15 March 2023

Meeting commenced: 6.35pm

Signed: _____

Dated: 27/4/2023

Present: Maz Prince (Chair), Andrew Lodge (Principal), Angelika Fowlie, Craig Clarke, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary)

Apologies: Vicki Roberts

Declaration of Conflict of Interest/Pecuniary interest: Angelika re staffing

Item	Agenda Description	Minutes
1.	Whakatauki	
2.	Special Reports	Nil
3.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.37pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 8.04pm.
4.	Reviews	Governance Nil
5.	Special Topics	Grant for School Vans To be discussed at the next meeting. Rugby Jerseys - Sponsorship Gamechanger can do the same sizing and fit as our sports tops. Craig will ask for a sample. It was decided not to purchase shorts so the cost to the school will be approximately \$150 for the jerseys and socks i.e. \$1,644.50 less \$1,500 in sponsorship. Craig will get a revised quote for the jerseys and socks only and email it to Kay to provide to Renee for sponsorship.

		<p>Gift A thank you gift to be purchased and delivered by Maz - flowers and a card to the value of \$70 - \$75.</p>
6.	Presiding Member	Maz thanked Andrew on behalf of the Board for all his hard work and the hours he has put in over the past few weeks with the reviews he has been undertaking.
7.	Financial Report	<p>The accounts for payment will be passed by email this month. The schedule will be emailed to members tomorrow. Maz will text everyone once the schedule has been emailed so they can check it and reply with their approval.</p> <p>VISA 25 January to 24 February 2023 balance: \$684.18 An Uber eats transaction of \$44.33 was charged to the Visa in error and has been reimbursed to the school.</p> <p>Balance of accounts as of 28 February 2023: BOT account: \$287,036.80 Investment account: \$86,000.00</p> <p>28 February 2023 As at 28 February 2023 we have spent 16% of what we had budgeted for the year compared to 17% of the calendar year gone. We have used 16% of the salaries budget. We have received 18% of what we had budgeted for the year.</p> <p>Actual available funds as at 31 December 2022 were \$287,463 Budgeted available funds as at 31 December 2023 are \$161,519</p> <p>Actual available funds as at 28 February 2023 are \$283,216 Budgeted available funds at 28 February 2023 are \$291,544</p> <p>Moved the Financial Report be accepted. A. Fowlie/C. Clarke</p>
8.	PTA Report	Covered in the Principal's Report.
9.	Principal Report	<p>The roll is 143 compared to 149 this time last year.</p> <p><u>NELP Objectives</u> <u>Employment and Personnel</u> Staffing Covered in Public Excluded Business</p> <p>Proposed Notice of Teachers/Principals Industrial Action Strike action has been confirmed for Thursday 16 March. The campaign is not about teachers or principals achieving a pay rise. There is an urgent need for changes to address understaffing, reduce class sizes, support teachers with high needs students, and allow teachers enough time to complete their work during work hours. The Board have decided that the school will close on this day due to a shortage of staff due to the strike action.</p>

Notification of Principal Strike

Principals will be prioritising day-to-day teaching and learning and will not be taking on additional or new tasks until there is an acceptable improvement in support and staffing to do so.

Teaching and Learning

PAT - Progressive Achievement Tests

PAT/Star (Reading, Mathematics) testing started last week.

This will enable us to:

- Identify progression of students over the last 12 months
- Identify learning gaps for individuals, groups of students
- Consolidate knowledge of and identification of priority students/groups

Matariki Hub - March 2023

Room 5 - 14 students Y0-1 (Shelley Whyte)

Room 7 - 14 students Y1-2 (Olivia Williamson .8 & Jude Sklenars .2)

Room 8 - 17 students Y2-3 (Donna Katene)

Puanga Hub - March 2023

Room 3 - 25 students Y3-4 (Tash Campbell)

Room 4 - 25 students Y3-4 (Irma Highes)

Room 1 - 24 students Y5-6 (Cameron Jones)

Room 2 - 24 students Y5-6 (Aaron Davies)

Year 5/6 Camp

The Year 5/6 camp is being held at Vertical Horizon at Everett Park in Inglewood Wednesday 22 - Friday 24 March.

Tash will attend camp as well as Cameron and Aaron. Andrew will be on call.

The Event Proposal has now been completed. Andrew talked this through with the Board.

A Management Plan for children regarding health and behaviour has been completed.

A meeting with camp parents was held last night.

Maz will sign off the camp paperwork on behalf of the Board.

Police vetting has been done per event up until now. We may need to look at doing them every one or two years.

As we have done over 20 police vets this year we will now be charged for them. A discussion was held on whether sports coaches should be police vetted.

SENCO - Update

Jude is currently covering the SENCO role.

- Intervention programmes have started
- A timetable for IEP's is being established
- We are continuing to use outside specialists for students with high needs (ORS) as well as RTLB and LSC to support teachers and learners

Next Steps

- To support teachers in classrooms through Term 1
- Transition to new SENCO structure:
 - Continue to ensure all notes and information are available on our Hero database and Google Drive to ensure details are up to date and can support a transition to a new SENCO structure
 - Liaising as needed has occurred with Jude Sklenars, Brenda Tosland (RTL B Liaison) and class teachers where applicable to 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.

Planning is underway for the Term 2 Teacher Only Day, Monday 24 April. Items to include:

- Aotearoa New Zealand Histories Curriculum recap and overview and exploring resources
- Staff becoming familiar with the Y1 - 10 Social Sciences Curriculum
- Planning activities for the Aotearoa New Zealand Histories Curriculum

PTA Report

The second PTA meeting for the year was held on 8 March. Correct procedures were discussed e.g. ensuring all decisions are minuted. Jacqui and Andrew will meet to work together on a set of financial procedures.

Andrew has checked the Healthy Food Policy. We follow zero sugar for school lunches, however the school can use treats as rewards. Staff are encouraged to model healthy food and drink choices. Fundraising is ok because the food is not being consumed on site. Treats can be offered at external events. Staff have requested that fizzy drinks not be given out if they could be consumed during school hours.

The April meeting will be held on Wednesday 3 May at 6.30pm at Rough Habits.

Normanby School Strategic Plan

Andrew has shared this with the Board.

Moved that the Charter, Strategic Plan and Annual Aims for 2023 be ratified.
A. Lodge/Unanimous

Andrew will submit the plan to the MOE by the deadline of 31 March 2023 and publish it on the school's website.

Analysis Of Variance 2022

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

Finance and Property

Property Update

Andrew met with Kym (our new WSP coordinator) and Louise on 2 March.

Room 1 & 2 Upgrade

We received two quotes for the Room 1 and 2 upgrade - Arthur Brown Construction \$204,796.94 and Peppers Construction \$205,920.92. The original budget was \$131,847.

The board decided to engage Peppers Construction for the Room 1 and 2 upgrade as we have used them for a major project before.

Our options are:

- > Use the money from the sale of the flats to fund the shortfall
- > Internal class upgrade only at about \$60,000/room
- > Defer the upgrade till 2025/26 and use money from the next 5 year cycle

Ratify that we proceed with the Room 1 and 2 upgrade and use some of the proceeds from the sale of the flats to cover the shortfall.

A.Lodge/Unanimous

Heat Pumps

We require about 10 - 12 heat pumps at an approximate cost of \$100,000. Other costs to factor in are the possible need for an electrical board upgrade to carry the extra load (\$25,000 at another school) as well as WSP fees and overruns.

Ratify that we use WSP to scope and quote for heat pumps throughout the school and investigate whether it should be linked into the Room 1 and 2 upgrade or be done as a separate project.

A. Lodge/Unanimous

Learning Co-ordinator Space

As we have a Learning Coordinator space we are entitled to a MOE funded upgrade for that room. It is the room we currently use as a Learning Assistant room. There is no cost to the school. The Short Form Agreement for Consultant Engagement and Provision of Project Management has been signed by Maz and Andrew.

From the Caretakers Shed

Playground Issues:

- The handle from the flying fox has come off. The caretaker will look into fixing it himself.
- The lower rung from a playground ladder has rusted through and broken. The caretaker has eliminated any sharp edges but it does need to be replaced.

Maintenance and Tidiness:

- The caretaker has requested a leaf vacuum. Craig will bring one in to see if the caretaker can get it going. If not, we will purchase one from Bunnings.
- Craig suggested the weeds along the fence line need to be sprayed.

Recommendations:

- Ratify the Room 1 and 2 upgrade

Health, Safety and Wellbeing

Accident Register from 15 February to 7 March

Three incidents involving students.

No incidents involving staff members.

Two 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.

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
- Privacy - *Board Review*
- Official Information Requests - *Board Review*
- Uniform/Dress Code

Update to Physical Restraint Policy

Moved that the Physical Restraint Policy has been updated on School Docs with the understanding that further updates will be made.

A. Lodge/Unanimous

- Physical Restraint Policy has to be in place by 7 May 2023
- All staff to complete mandatory online module by 7 February 2024 (could be incorporated into a Teacher Only Day)

Board Assurances

School Planning and Reporting

Andrew assured the board that:

- The Strategic Plan/Charter will be published on the Normanby School website

- The Strategic Plan/Charter will be submitted to MOE by 31 March 2023
- That the statement of variance has been sent to MOE

Equal Employment Opportunities

The Equal Employment Opportunities policy ensures that all employees and applicants for employment are treated according to their skills, qualifications, abilities, and aptitudes, without bias or discrimination.

All schools are required to be “good employers”, that is:

- Maintain and comply with their school’s Equal Employment Opportunities policy
- Include in the annual report a summary of the year’s compliance

The Board:

- Is required to appoint a member to be the EEO officer - this role may be taken by the principal
- Show commitment to equal opportunities in all aspects of employment including recruitment, training, promotion, conditions of service and career development
- Select the person most suited to the position in terms of skills, experience, qualifications and aptitude
- Recognises the value of diversity in staffing (for example, ethnicity, age, gender, disability, tenure, hours of work etc) and the employment requirements of diverse individuals/groups
- Ensure that employment and personnel practices are fair and free of any bias

To be discussed further at the next meeting.

Healthcare

Normanby School aims to fulfill our primary duty of care under the Health and Safety at Work Act and to create an inclusive and safe physical environment, which meets the requirements of the Education and Training Act.

Andrew assured the Board that:

We make every effort to ensure students have barrier free access to the education they are entitled to under the Education and Training Act 2020 (NELP: Objective 2, Priority 3). We have support systems in place for students and staff with diagnosed health conditions and for students and staff who return to school after a health-related absence.

School staff are trained to assist with healthcare (including managing medicines and dealing safely with blood and other body substances), and the school provides healthcare supplies and facilities. We communicate with parents/caregivers to keep accurate and up-to-date health information for students. When an injury or illness occurs at school we have clear processes for providing first aid and communicating with key people.

		<p>Normanby School keeps records of accidents, injuries, and illnesses that happen at school (including near misses) and investigates and reports on these as appropriate.</p> <p>To protect our school community, we also have policies and processes for managing infectious diseases.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Review policies on Legislation and Administration, Privacy, and Official Information Requests in School Docs • Assurances given to the Normanby School Board in line with Term 1 reviews <p>Board Work Plan for Term Four</p> <p>The tasks for Term 1 were itemized.</p> <p>Maz and Andrew scheduled a time to sign payroll documents for the auditor and for Maz to complete the Governance Questionnaire.</p> <p>Board Training</p> <p>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>Recommendation:</p> <ul style="list-style-type: none"> • To attend Board Training whenever possible. <p>Moved that his Principal's Report be accepted. A. Lodge/A. Fowlie</p>
10.	Previous minutes	<p>Moved that the previous minutes be accepted.</p> <p>M. Prince/A. Fowlie</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> • The expiry date for Maz and the new member's position should be kept at November 2023 until further notice is received • Kay to place ad in the South Taranaki Star for a Casual Vacancy • Andrew created a template for PTA meetings to follow • Andrew has made an appointment at TSB to be set up as a signatory on the Board account • Andrew to make a suggestion regarding welcome
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> • Education Gazette - 27 February • Card from Nadia - read out by Maz <p>To Full Board</p> <ul style="list-style-type: none"> • Agenda

		<ul style="list-style-type: none"> ● Principal's Report ● Visa Statement - 25/01/23 to 24/02/23 ● Financial Management Summary - February 2023 ● Previous Minutes - 23/02/23 ● Job Sheet - February <p>To Treasurer</p> <ul style="list-style-type: none"> ● TSB bank statement - February 2023 <p>BOT Emails</p> <ul style="list-style-type: none"> ● Andrew - Solar panels ● Andrew - Elections for NZSTA Regional Executives ● Andrew - Public excluded email ● Kay - Informal notification of strike action by Primary School principals and teachers ● Kay - Formal notification of strike action by Primary School principals and teachers <p>Board Correspondence Received (filed) Nil</p> <p>Outwards Nil</p>
14.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for March.
15.	General Business	Maz contacted Nadia about Janelle's Principal Appraisal for 2022. The appraisal was concluded a fortnight before her resignation.
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> ● School vans (Van Committee) ● Rugby jerseys (Craig) ● Van fees ● Equal Employment Opportunities Policy
17.	Next PTA Meeting (AGM):	<ul style="list-style-type: none"> ● 6.30pm Wednesday 3 May
18.	Next BOT meeting:	<ul style="list-style-type: none"> ● 6.30pm Thursday 27 April 2023
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> ● 9.40pm

