



# Normanby School

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## Normanby School Board of Trustees Meeting

27 April 2023

Meeting commenced: 6.33pm

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

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

18<sup>th</sup> May 2023

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

**Apologies:** Vicki Roberts

**Declaration of Conflict of Interest/Pecuniary interest:** Nil

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 6.34pm to protect the personal privacy of natural persons, to discuss staffing and to prevent offences, to discuss security. The Public part of the meeting resumed at 6.47pm.
4.	Reviews	<b>Governance</b> Nil
5.	Special Topics	<b>Grant for School Vans</b> No further progress as yet.  <b>Rugby Jerseys - Sponsorship</b> Craig hasn't had any further communication from Gamechanger. He will continue to follow up with them and update the Board by email. The Board are happy for Craig to go ahead and place the order. A donation of \$1,357 was received from Top of the Line Electricity Services on 29 March for the rugby jerseys.

		<p><b>Van Fees</b> Following a discussion, the Board agreed to increase van fees by \$5 for each charge to cover increased costs. This will take effect from the start of Term 3. Andrew will send a letter to parents to inform them of the increase.</p> <p><b>Equal Employment Opportunities Policy</b> We need to appoint an EEO Coordinator to oversee compliance as a good Equal Employment Opportunities Employer. Andrew was nominated by Maz, seconded by Craig. Andrew will report on his role at the next meeting.</p> <p><b>Hall Hireage Inquiry Form</b> Maz suggested we use a Hall Hireage Inquiry Form to capture all the information required to be able to make informed decisions on hiring the hall. This can then be given to the principal to decide whether the inquiry will be accepted. Details required on the inquiry form: Name Phone number Name of group Size of group Purpose of the hireage Date and time required</p> <p>Andrew will email the Hall Conditions of Hireage to the Board to review. To be discussed at the next meeting Maz will get a quote for a key alarm.</p> <p><b>Casual Vacancy</b> Maz has spoken to someone who is interested. They will meet with Maz and Andrew next week to talk through what is involved.</p> <p><b>Review of Security Policy</b> There is a link to the Ministry security management guidelines in our policy on School Docs. Andrew will email the policy to the Board to review - to be discussed at the next meeting. Andrew will check with Mike about risk assessments and find out if there's a Health and Safety contact person at the Ministry.</p>
6.	<b>Presiding Member</b>	The term has started well. Angelika is away for seven weeks so this will be her last meeting for the term. Maz will check with NZSTA to see if we can make decisions unanimously by email in Angelika's absence.

<p>7. <b>Financial Report</b></p>	<p>Moved that accounts totalling \$10,076.75 be passed for payment.  A. Fowlie/T. Campbell</p> <p>Accounts for payment totalling \$23,286.06 were passed for payment unanimously by email on 17 March.</p> <p>Andrew and Maz approved payments of \$9,346.60 on 31 March. This included payment for the senior camp to Vertical Horizon of \$9,020.60.</p> <p>Angelika will show Tash how to do the Accounts for Payment before she leaves.</p> <p>The next Board payments are due in August.</p> <p><b>VISA 25 February to 24 March 2023 balance: \$574.56</b></p> <p><b>Balance of accounts as of 31 March 2023:</b>  BOT account: \$247,272.00  Investment account: \$86,000.00</p> <p><b>31 March 2023</b>  As at 31 March 2023 we have spent 25% of what we had budgeted for the year compared to 25% of the calendar year gone. We have used 24% of the salaries budget. We have received 27% 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 31 March 2023 are \$281,745  Budgeted available funds at 31 March 2023 are \$278,541</p> <p><b>Moved the Financial Report be accepted.</b> A. Fowlie/M. Prince</p> <p>Andrew reported that we received a National Beginning Teacher Induction Grant of \$11,500 on 18 April.</p>
<p>8. <b>PTA Report</b></p>	<p>Andrew has spoken to the PTA and the meeting has been changed to Thursday 4 May, 3.15pm - 4pm due to the Principal's Strike action.</p> <p>The Scooter ramps have been located. Helmets will need to be worn if these are used.</p>
<p>9. <b>Principal Report</b></p>	<p>The roll is 146 compared to 150 this time last year.</p> <p><b>NELP Objectives</b>  <b>Employment and Personnel</b>  <b>Staffing</b>  Covered in Public Excluded Business</p>

### **Proposed Notice of Teachers/Principals Industrial Action**

A third offer has been made to teachers which they will be discussing and voting on shortly. A summary of the offer was included in the Principal's Report.

#### Notification of Principal Strike

From 8am on 24 April 2023 until 5pm Friday 30 June (or earlier if an offer for settlement of Collective Agreement negotiations is accepted), a ban on certain work by all members of the employee's union whose work is covered by the PPCA and ASPCA. This work was itemised in the Principal's Report. The ban also includes all work, except for board meetings, occurring before 8am and after 5pm on weekdays (including sending or receiving digital communications) and all work on Saturday, Sunday or public holidays.

#### **Teaching and Learning**

##### **Matariki Hub - April 2023**

Room 5 - 16 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)

#### Term Two Inquiry

This term our Inquiry Learning context is based on an important feature of our Whenua'/Land - New Zealand native animals

#### **SENCO - Update**

The Board passed on their thanks to Jude for stepping up to fill this role. Meetings with parents are underway, including scheduled IEP's, applications for support and looking at how best use our Learning Assistants to cover the many and variety of needs we have.

We continue to use outside specialists for students with high needs (ORS) as well as RTLB and LSC to support our teachers and learners.

#### Next Steps

- To support teachers in classrooms through Term 2
- 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 (RTLB Liaison) and class teachers where applicable to ensure Learning Support next steps are carried out and continued through the staffing change.
- IEP timetable established and underway

### **Assessment Schedule for 2023**

A link to this document was provided in the Principal's Report..

### **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. One Teacher Only Day was held on Monday 24 April. 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.

Due to the industrial action by principals. The Teacher Only Day held on 24 April primarily focussed around the Aotearoa Curriculum.

- Aotearoa New Zealand Histories Curriculum Recap and Overview and exploring resources
- Staff becoming familiar with the Yr 1 - 10 Social Sciences Curriculum
- Planning activities for the Aotearoa New Zealand Histories Curriculum

#### **PTA Report**

The April PTA meeting will be held on Thursday 4 May, 3.15pm - 4pm

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

Our Charter, Strategic Plan and Annual Aims for 2023 have been sent to the MOE. It has also been uploaded onto our website.

#### **Analysis Of Variance 2022**

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

#### **Professional Development**

Jude and Andrew will be attending the Interface Xpo being held in Cambridge on 23 May. The Xpo focuses on the latest trends and developments, news and ideas about digital technology in schools. It is a free event with the only cost being one night's accommodation. It may help us to use our devices more effectively.

### **Finance and Property**

#### **Property Update**

##### Room 1 & 2 Upgrade

The quote from Peppers Construction has been confirmed. All required paperwork associated with the upgrade and the use of the sale of the flat money has been completed. Funds are being released to us.

Andrew is waiting for WSP to arrange a meeting with Peppers to organise a start date.

### Heat Pumps

WSP has been instructed to carry out the scoping for this upgrade and we will receive a plan for this shortly.

### Learning Co-ordinator Space Upgrade

There is no start date for the Learning Coordinator Space upgrade yet. The paperwork is ready to be signed.

### Boiler

The boiler was checked on Friday by Houghton's and was operating. However on Wednesday it wasn't working. The radiators hadn't been bled, the timer was out, and the automatic ignition wasn't working. Houghton's came and bled the radiators and reset the timer, however it wouldn't save. White Electrical are going to check it tomorrow.

### **From the Caretakers Shed**

#### Holidays

During the recent break we had a bit of vandalism in the school grounds:

- A broken swing
- Graffiti - we have been unable to completely remove it. One option would be to paint over it. Andrew will contact STDC to see if they are able to remove it.
- A lot of rubbish, especially feijoa skins
- A bong, scissors, bread and butter knife found

#### Maintenance and Tidiness:

- A leaf blower and mulcher has been purchased
- A broken window in Room 1 that was patched with tape came loose. Kelsen's Glass were contacted to repair it.

### **Term Deposits**

Karyn Brett from Education Services suggested we look at establishing small short term deposits to help generate income from interest, as well as opening a new account to put our Cyclic Maintenance money into to make it easier to track. In an email on 6 April she suggested 3 x \$30,000 investments to start, perhaps 90 day, 180 day and 6 month maturities. We could then look at some more at a later date.

Andrew will contact Karyn to check how to action.

### **Security Policy**

Covered under special topics.

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

#### **Accident Register from 8 March to 25 April 2023**

Eight incidents involving students.

No incidents involving staff members.

Six 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.

### **Vans**

Covered under special topics.

### **Well-Being**

The Year 5/6 classrooms have concluded their initial PIVOT survey. Fortnightly check-ins will be completed over the next terms. This is a cluster wide initiative and will help us to check in with students and monitor their perceptions of well-being.

### **Well-Being - Attendance**

We have received our Data Summary for Attendance from Term 1 (Every Day Matters). Average attendance in Term 1 of 2023 was 89.5%, which was higher than in the same term in 2022 at 85.2%.

### **General Legislation**

Nil

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

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

This term we are reviewing EOTC Policies.

#### **Update to Physical Restraint Policy**

The Physical Restraint Policy has been updated on School Docs, however further updates are still to be made. All staff are to complete a mandatory online module by 7 February 2024.

#### **Board Assurances**

The following assurances were given:

**Digital Technology and Cybersafety:** The digital Technology and Cybersafety policies and procedures are being implemented correctly and the school holds copies of signed digital use agreements for all staff and students as required.

**Computer Security and Cybersecurity:** Computer security and cybersecurity systems are reviewed and up to date.

**Student Attendance:** Student absences are correctly recorded, monitored and followed up. Annual targets are reported on.

**Child Protection:** The Child Protection policy is in use, being implemented correctly, and is publicly available.

**Abuse Recognition and Reporting:** Staff are engaged with the Abuse recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.

**Evacuation/Emergency Kits and Supplies:** Staff and students have completed trial evacuations each term, emergency planning and procedures

		<p>are up to date and in hard copy, and emergency kits have been checked and contain all necessary items (with current dates).</p> <p><b>Expenditure:</b> A board member checks a minimum of twice a year the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities.</p> <p><b>Monitoring and Auditing School Bus:</b> The school compliance checklist has been attested to twice a year, requirements have been met, and those involved with the school bus are following appropriate policies and procedures.</p> <p><b>Health Education:</b> The school is due for its 2-yearly community consultation about how the health curriculum is implemented. The board must adopt a statement about the delivery of the health curriculum for the next two years and share this with the school community.</p> <p><u>Action</u></p> <ul style="list-style-type: none"> <li>➤ Andrew will contact Shane to see if he has any suggestions for a well-being survey</li> <li>➤ Tash will compose a draft survey on well-being and email it to the Board</li> </ul> <p><b>EEO Coordinator</b> Covered under Special Topics.</p> <p><b>Board Work Plan for Term Four</b> The tasks for Term 2 were itemized. Tash will look into a Google calendar for the Board.</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><b>Property 101 for School Principals and Boards</b> This is being held in New Plymouth at 6pm on Wednesday 24 May at the MOE offices on Dawson Street. Andrew will attend if he can (dependent on NZEI industrial action). Maz will also attend.</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>● To attend Board Training whenever possible.</li> </ul> <p>Moved that his Principal's Report be accepted. A. Lodge/C. Clarke</p>
10.	Previous minutes	<p><b>Moved that the previous minutes be accepted.</b> M. Prince/C. Clarke</p>
11.	Matters Arising	<p>Nil</p>



12.	<b>Job Sheet:</b>	<ul style="list-style-type: none"> <li>● Andrew will check with the locksmith about crash breakouts for the fire doors in the hall and an alternative solution to locking external doors from the inside</li> <li>● Maz will write a blurb for the newsletter once a new Board member is selected</li> <li>● Weeds along the fence line have been sprayed</li> </ul>
13.	<b>Correspondence</b>	<p><b>Inwards</b></p> <p><b>To Presiding Member</b></p> <ul style="list-style-type: none"> <li>● Education Gazette - 13 March, 3 April, 24 April</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 - 25/02/23 to 24/03/23</li> <li>● Financial Management Summary - March 2023</li> <li>● Previous Minutes - 15/03/23</li> <li>● Job Sheet - March</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>● TSB bank statement - March 2023</li> <li>● Financial Management Report - February, March</li> </ul> <p><b>BOT Emails</b></p> <ul style="list-style-type: none"> <li>● Andrew - Reminder - last chance to join the Central West, Stratford networking event</li> <li>● Kay to Andrew &amp; Maz - Supporting the 2023 General Election</li> <li>● Andrew - Public excluded email</li> <li>● Andrew - Public excluded email - permanent part time 0.3 CRT cover</li> <li>● Andrew - Property 101 for School Principals and Boards</li> <li>● Andrew to Maz - National Beginning Teacher Induction Grant payment - outcome</li> <li>● Andrew - public excluded email</li> <li>● Kay to Maz - formal notification of strike action by primary principal's</li> </ul> <p><b>Board Correspondence Received (filed)</b> Nil</p> <p><b>Outwards</b> Nil</p>
14.	<b>Ministry BOT tracking sheet</b>	Ministry BOT tracking sheet completed for April.
15.	<b>General Business</b>	Nil
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>● Equal Employment Opportunities Officer role (Andrew)</li> <li>● Hall Conditions of Hireage Review</li> <li>● Security Policy Review</li> </ul>

17.	<b>Next PTA Meeting (AGM):</b>	<ul style="list-style-type: none"><li>• 2.15pm Thursday 4 May</li></ul>
18.	<b>Next BOT meeting:</b>	<ul style="list-style-type: none"><li>• 7.30pm Thursday 18 May 2023</li></ul>
19.	<b>Whakatauki</b>	
20.	<b>Meeting closed</b>	<ul style="list-style-type: none"><li>• 8.33pm</li></ul>