



Normanby School

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Normanby School Board of Trustees Meeting

18 May 2023

Meeting commenced: 6.38pm

Signed: _____

Dated: _____

22/6/23

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

Apologies: Angelika Fowlie (on Leave of Absence)

Declaration of Conflict of Interest/Pecuniary interest: Nil

Item	Agenda Description	Minutes
1.	Whakatauki	
2.	Casual Vacancy	Moved that Carly Corrigan be selected as a Parent Representative on the Board to replace Renee Robinson, effective immediately. M. Prince/Unanimous Kay will arrange for Carly to sign a Board Code of Conduct.
3.	Special Reports	Nil
4.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.42pm to protect the personal privacy of natural persons, to discuss staffing and students. The Public part of the meeting resumed at 6.58pm.
5.	Reviews	Governance Nil
6.	Special Topics	Grant for School Vans Andrew has looked into leases but the cost is not viable. We are looking at approximately \$50,000 for a van about one year old. It is possible to get funding for a van if it is used to transport students to activities. Moved that we make a decision about the vans by the August 2023 Board meeting. M. Prince/Unanimous A Special Meeting will be held if necessary.

		<p>Rugby Jerseys Craig contacted Jai at Game Changer and he apologised for the delay and said he would fast track the order. The Board agreed payment should be withheld until the rugby jerseys have been received. Craig will follow up if they haven't arrived in a week or so.</p> <p>Equal Employment Opportunities Officer Role Andrew has been appointed to this role. Our annual end of year reporting needs to include how we offer equal employment opportunities.</p> <p>Hall Conditions of Hireage Review Andrew will source a combination key holder. Maz will get a quote for a key operated alarm. A hall hireage inquiry form has been drafted.</p> <p>Security Policy Review Andrew has spoken to his principal adviser and he said what we have in place is adequate.</p> <p>School 150th Jubilee 2026 A member of the public inquired when the next Jubilee will be held. Andrew suggested that towards the end of 2024 we ask for expressions of interest for a Jubilee Committee to start in 2025, with the Jubilee potentially being held at Easter 2026.</p> <p><u>Suggestions</u></p> <ul style="list-style-type: none"> ● A book was written for the 125th Jubilee - could this be updated to cover the last 25 years? ● Jubilee cake ● Plant a tree ● School wide unit - would come under NZ Histories ● Uncover the Time Capsule from the 125th Jubilee to look at, as well as adding to it
<p>7.</p>	<p>Presiding Member</p>	<p>Angelka applied for a Leave of Absence for two Board meetings to travel overseas to visit family. This was done by email and was agreed to unanimously by the Board. She does not need to be part of the Board decision making in her absence.</p> <p>Maz read out an email of resignation she had received from a Board member. Maz will contact NZSTA about a by-election and email the Board with what she finds out. She will also contact Vicki to see where she got to with the vans.</p> <p>Maz is unable to attend the 101 Property Meeting. Craig said he would attend. Carly will see if she is available.</p>

<p>8. Financial Report</p>	<p>The Board agreed to hold the payment to Game Changer until the rugby jerseys have been received</p> <p>Moved that accounts totalling \$4,576.94 be passed for payment. T. Campbell/A. Lodge</p> <p>VISA 25 March to 24 April 2023 balance: \$431.46</p> <p>Balance of accounts as of 30 April 2023: BOT account: \$365,301.05 Investment account: \$86,000.00</p> <p>30 April 2023 As at 30 April 2023 we have spent 33% of what we had budgeted for the year compared to 33% of the calendar year gone. We have used 33% of the salaries budget. We have received 38% 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 30 April 2023 are \$304,095 Budgeted available funds at 30 April 2023 are \$265,539</p> <p>Moved the Financial Report be accepted. T. Campbell/A. Lodge</p>
<p>8. PTA Report</p>	<p>The PTA are spending a lot of money on swimming lessons, buses, sports equipment, Duffy Books etc. They have a lot of outgoings and not a lot coming in so they will be planning some fundraising events starting with a Disco towards the end of term. Andrew will contact Shaun to see if he is available on Friday 23 June.</p> <p>Donations have been received for three picnic tables. Maz will attend the next meeting at 2.15pm on Thursday 15 June.</p>
<p>9. Principal Report</p>	<p>The roll is 146 compared to 150 this time last year.</p> <p>NELP Objectives Employment and Personnel Staffing Covered in Public Excluded Business</p> <p>Proposed Notice of Teachers/Principals Industrial Action A third offer has been made to teachers which they didn't accept. Teachers are currently voting on whether to take the following proposed actions:</p> <ul style="list-style-type: none"> ● Full day strike 31 May 2023 ● Ban on meetings outside 8.30am - 4.30pm from 1 June to 30 June 2023 ● Report writing ban from 1 June to 30 June 2023

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 - 18 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 - 24 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.

The whole school will be visiting Lake Rotokare Native Bird Sanctuary on three different trips. Jen Roberts is also visiting each area of the school to give specialised lessons on her role at the Sanctuary as well as information on how to protect our native bird species.

SENCO - Update

Learning Assistants

Our seven LA's continue to support classroom teachers with students who require extra help and supervision to complete learning tasks. From Week 4 until the end of Term 2 we will be down to six LA's while a staff member is on leave.

Intervention Programmes

Last term we were able to offer 5+ to nine students and 7+ to three students.

In 5+ all but one student made significant progress with four of these students making 12 months worth of progress in just 3 months.

In 7+ the students have made about 7 months progress in the 3 months of being on the programme, however they are all still working towards the expectation for a Y5 student.

This term we have started 8 more students on the 5+ programme, working 1:1 with an LA to improve literacy skills. They are all Year 2 students who we wanted to give a 'boost' in their efforts to move into Level 2 of the curriculum.

Individual Education Plans (IEPs) and Individual Behaviour and Safety Plans (IBSPs)

Currently we have 11 students on either an IEP or an IBSP. We receive Ministry funding for just 5 of these students.

Support Hui

Six students have recently come off Individual Education Plans and are now being monitored closely to ensure they continue to make progress alongside their peers. Teachers are in regular contact with the whanau of these students.

In Term 1, nine support hui were held with whanau and other outside agencies involved with individual students. This term 12 hui have been scheduled and four have been completed.

RTLB

We currently have six students on the Resource Teacher of Learning and Behaviour's roll. All of these students have an active IEP or IBSP in place.

Assessment Schedule for 2023

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

E-asttle assessments will be undertaken in Term 2. The information from these and the Progressive Achievement test will be used to:

- Monitor academic progress of students
- Identify trends, groups, individuals for further monitoring and programme adaption
- Identify priority areas for further in depth teaching
- Mid year reporting to the Board

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.

Continuation and development of the Aotearoa Curriculum is happening through the PLM Programme.

PTA Report

The Principal's Report included a link to the May meeting minutes.

The next PTA meeting will be held on Thursday 15 June at 2.15pm in the Breakout Room.

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.
- Andrew had a catch up day from the Beginning Principals Programme with Mike Dowd on 12 May. School Evaluation for Improvement and the new School Planning and Reporting Requirements for 2024 were covered. The next Beginning Principal's Hui is on 7 June.
- Andrew's meeting with Nadia and Mike to set out his Growth Cycle Goals and Programme for 2023 was postponed.

Finance and Property

Property Update

Key Replacement

A quote has been received from our MOE Property Advisor to bring our locks in line with compliance around lock downs, as well as lock replacement. A decision was made by the Board via email to go with the master lock option. A proportion of the cost should be offset by the Ministry insurance cover, approximately \$2,700. We need to be aware that we will have to cover the full cost from our property funding if the claim is denied i.e. \$5,436.02 + GST. Our contribution will come from the proceeds from the sale of the flats.

Room 1 & 2 Upgrade

Funding is due to be released for this programme. We can then meet with Peppers so they can start ordering and organize a start time. We have a tentative date to meet on Thursday 25 May. Once the date has been confirmed, Andrew will inform the Board so that anyone who is available can attend.

Heat Pumps

Louise from WSP will be getting this underway over the next few weeks. The WSP fee schedule has been received.

Learning Co-ordinator Space Upgrade

We are expecting site visits in the next week for pricing.

MOE Property Advisor Visit

The visit from Katy Flintoff our MOE Property Advisor has been postponed. Andrew will discuss some carpet tiles that are lifting in the corridor and the timeline for the rationalisation of the swimming pool and dental clinic when she does visit. The pool is costing us time and money to maintain and is becoming a health and safety issue.

Andrew has fielded a few inquiries about the pool. He was given the background around how the decision was made to rationalise it.

Hall Door

When the locksmith visited he looked at the door in the hall and said the locks were compliant. He thought the difficulty in opening the door was due to the door having dropped. Coastal Aluminium Services carried out repairs at a cost of \$202.13. Andrew will get the locksmith to recheck the locks on his next visit.

From the Caretakers Shed

- Lawns - with the grass growth, the caretaker is having trouble keeping on top of the mowing etc. Hopefully with the colder weather the grass growth will start to slow down.
- Swimming Pool - this is an eyesore on the school and is costing us to maintain the area. Andrew will follow up with our MOE Property Advisor.
- Boiler - there are ongoing issues. The automatic ignition isn't working and some radiators are no longer heating. Andrew will contact Houghton's, however we don't want to spend a lot of money on it, as it will soon be replaced with heat pumps.

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 talk to Karyn about how to action when she visits.

Security Policy

Andrew has discussed this With Mike Dowd and he thinks our current security meets compliance.

Health, Safety and Wellbeing

Accident Register from 7 April to 10 May 2023

Three incidents involving students.

No incidents involving staff members.

Three 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 Education Outside the Classroom (EOTC) Policies. This is very important in light of recent events up north.

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. We may need to have a call back day in the holidays.

Board Assurances

Health Education: 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.

Andrew will compose a draft survey on well-being and email it to the Board.

EEO Coordinator

Covered under Special Topics.

Board Work Plan for Term Four

The tasks for Term 2 were itemized.

Our Annual Financial Report will be submitted to MOE by 31 May and uploaded to the website once we have received it.

Andrew reminded the Board that we are required to minute the Delegation of Authority from the Board to the Principal, and to the Deputy Principal in the Principal's absence. Andrew will source a template of the Delegation of Authority document.

Board Training

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>Property 101 for School Principals and Boards 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 is now unable to attend. Craig will attend and Carly will check if she is available.</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/C. Clarke</p>
10.	Previous minutes	<p>Moved that the previous minutes be accepted. M. Prince/T. Campbell</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> Andrew will contact STDC re contributing to the cost of the bark for the playground Maz will follow up with Vicki about where she got to with the van The letter regarding the increase in van fees has been sent out The doors in the hall have been repaired. Andrew will get the locksmith to check the locks on his next visit.
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> Resignation of Board member (by email) <p>To Full Board</p> <ul style="list-style-type: none"> Agenda Principal's Report Visa Statement - 25/03/23 to 24/04/23 Financial Management Summary - April 2023 Previous Minutes - 27/04/23 Job Sheet - April <p>To Treasurer</p> <ul style="list-style-type: none"> TSB bank statement - April 2023 <p>BOT Emails</p> <ul style="list-style-type: none"> Maz - May's meeting Andrew - Leasing vans Angelika - Leave of Absence Andrew - Public Excluded email Maz - Vacant position Carly - New Board member <p>Board Correspondence Received (filed) Nil</p> <p>Outwards Nil</p>

14.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for May.
15.	General Business	Nil
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> ● School vans (Van Committee) ● Rugby jerseys (Craig) ● Board By-Election (Maz) ● Delegation of Authority (Andrew)
17.	Next PTA Meeting (AGM):	<ul style="list-style-type: none"> ● 2.15pm Thursday 15 June - Maz will attend
18.	Next BOT meeting:	<ul style="list-style-type: none"> ● 6.30pm Thursday 22 June 2023
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> ● 8.51pm