



# Normanby School

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## Normanby School Board of Trustees Meeting

22 June 2023

Meeting commenced: 6.30pm

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

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

27/7/23

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

**Apologies:** Angelika Fowlie (on Leave of Absence), Craig Clarke

**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 6.33pm to protect the personal privacy of natural persons, to discuss staffing. The Public part of the meeting resumed at 7.19pm.
4.	Reviews	<b>Governance</b> Nil
5.	Special Topics	<b>Grant for School Vans</b> Nil  <b>Rugby Jerseys</b> These have been received and the rugby team played in them yesterday.  <b>Board By-Election</b> We are required to have more elected parent reps than selected. Currently we have two elected and two selected. Maz contacted NZSTA and they advised her to inform the board that a by-election needs to be held.

		<p>The main Board elections are due be held in September this year. They are looking to change it to November however legislation needs to be passed for this to come into effect. The election needs to be held on a Wednesday.</p> <p>Moved that we hold a by-election to elect a new Board member. M.Prince/A. Lodge</p> <p>Maz will contact board members not at tonight’s meeting and then email the Board regarding the appointment of a Returning Officer.</p> <p>Once appointed, Maz will check with the RO about holding an election by email.</p> <p><b>Delegation of Authority</b> Andrew presented a Principal Delegation of Authority template. Andrew and Maz will complete this and bring it to the next meeting.</p> <p><b>Treasurer’s Role for the PTA</b> Andrew has composed a draft “Role of the PTA Treasurer”. This was reviewed by the Board and the following points made:</p> <ul style="list-style-type: none"> <li>● Important that payments are not made until the committee has given approval and minuted it.</li> <li>● Any decisions made on the PTA Messenger Group need to be minuted at the next meeting</li> <li>● The Principal to meet with the Treasurer in November to discuss preparing the financials for review, so the reviewed financials are ready for the February meeting</li> </ul> <p>Andrew will meet with the PTA Treasurer to discuss. If the Treasurer suggests any changes, Andrew is to email the Board.</p> <p>Moved that the Role of the PTA Treasurer job description be passed at the next PTA meeting M. Prince/A. Lodge</p> <p>Andrew will draft a job description for another PTA position.</p>
6.	<b>Presiding Member</b>	<p>Maz will deliver the gift for the past Board member.</p> <p>Maz on behalf of the Board, thanked staff for all their hard work. There has been a lot of sickness in staff and students recently.</p> <p>Andrew has been spending a day in each classroom when he can, and has done a few days relieving. He’s been out and about to the Lake and sports days. He commented that the thirty minutes he spends out at the gate every morning, greeting children as they arrive at school, is very worthwhile.</p>
7.	<b>PTA Report</b>	Covered in the Principal’s Report
8.	<b>Financial Report</b>	<p>Moved that accounts totalling \$18,286.06 be passed for payment. T. Campbell/A. Lodge</p> <p>Accounts for payment of \$596.41 were passed for payment unanimously by email on 1 June.</p>

		<p><b>VISA 25 April to 24 May 2023 balance:</b> \$1,045.87</p> <p><b>Balance of accounts as of 31 May 2023:</b>  BOT account: \$547,668.25  Investment account: \$86,000.00</p> <p><b>31 May 2023</b>  As at 31 May 2023 we have spent 42% of what we had budgeted for the year compared to 42% of the calendar year gone. We have used 45% of the salaries budget. We have received 53% 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 \$113,496</p> <p>Actual available funds as at 31 May 2023 are \$311,868  Budgeted available funds at 31 May 2023 are \$232,905</p> <p><b>Moved the Financial Report be accepted.</b> T. Campbell/A. Lodge</p>
<p>9. <b>Principal Report</b></p>		<p>The roll is 146 compared to 149 this time last year.</p> <p><b><u>NELP Objectives</u></b>  <b><u>Employment and Personnel</u></b>  <b>Staffing</b>  Covered in Public Excluded Business</p> <p><b>Proposed Notice of Teachers/Principals Industrial Action</b>  <u>Teachers' Offer</u>  Teachers' have voted to accept the latest offer from the MOE. Their new pay rates will take effect from 25 July. The new CRT components come into action from the start of next year. The lump sum payment of \$4,500 for union members will be at no cost to the school for our 0.5 funded teacher.</p> <p><u>Principal Contract Update</u>  Andrew received notification yesterday that more negotiations have taken place and a formal offer should be given before the end of the week.</p> <p><b>Board of Trustees Code of Conduct</b>  A code of conduct for all state and state integrated board members has been issued by the Minister of Education and comes into effect on 21 June.</p> <p>The code sets out minimum standards of behaviour that every board member is required to meet. This is the first mandatory code for board members issued under section 166 of the Education and Training Act. You can also choose to add to the code's standards to reflect your school's qualities and culture.</p> <p>To be discussed at the next meeting. Kay will email the previous Code of Conduct to the Board to compare.</p>

## **Principal Delegation of Authority**

Covered in Special Topics.

### **Teaching and Learning**

#### **Matariki Hub - June 2023**

Room 5 - 19 students Y0-1 (Shelley Whyte)

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

Room 8 - 18 students Y2-3 (Donna Katene)

#### **Puanga Hub - June 2023**

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

Room 4 - 23 students Y3-4 (Irma Highes)

Room 1 - 23 students Y5-6 (Cameron Jones)

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

### Student Class Movement

For the start of Term 3 we are moving students throughout the Matariki Hub. Parents have been notified. The Matariki teachers are planning some transition activities so the students will have some contact with their new teachers prior to the move.

### **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. We have also had an LA out with Covid - this has put a lot of pressure on classroom and playground cover.

#### 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.

This term 12 Support Hui have been scheduled and four have been completed. These are held with whanau and any outside agencies involved with individual students.

#### RTL

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**

E-asttle assessments have been 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

Mid year milestone reports will be presented to the Board at the next meeting.

### **Strategic Planning, Self-review and Reporting**

#### **Changes to Planning and Reporting**

The regulations that set out the details of the new planning and reporting framework are planned to be in place in July. A toolkit to support principals to undertake planning and reporting under the new framework will be available shortly. We can continue to use what we are doing for this year but will have to use the new framework for 2024. We are required to get feedback from the community.

Health Survey - 18 families have responded (20%). We have received some good feedback. Andrew will report the results to the Board at the next meeting.

#### **MOE Curriculum Refresh**

The staff have been continuing to work through activities around the Aotearoa New Zealand Histories Curriculum. The next Teacher Only Day will focus around the implementation of the new curriculum.

- Continuation of this material and development is happening through our PLM programme
- The final draft of Te Mātaiaho - The refreshed curriculum, will be released in Term 3

#### **PTA Report**

The Principal's Report included a link to the June meeting minutes. A PTA Disco is being held on Friday 23 June, 6pm - 7.30pm.

The next PTA meeting will be held at 6.30pm on Monday 7 August at Rough Habits.

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

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

- Andrew, Jude and Tash will be attending the uLearn conference being held in the third term holidays. They will also use the time to debrief about the year and look towards planning for 2024.
- Andrew attended his first Beginning Principals' Hui in Whanganui on 7 June. The main focus of the day was around having difficult conversations. He also attended a workshop on employment protocols and the emergence of AI in schools.
- Andrew will meet with Nadia and Mike for his appraisal/professional growth cycle on 26 June.

- Andrew, Jude and Adrienne attended an Introduction to a Te Reo course, Te Ahu o Te Reo Maori, this afternoon. It is a course that requires a lot of commitment from participants. There is no cost to the school.

### **Finance and Property**

#### **Property Update**

##### Key Replacement

The key replacement has been completed.

##### Room 1 & 2 Upgrade

Andrew met with WSP and Peppers Construction re the Room 1 and 2 upgrade on 16 June. The project will start in the holidays and take approximately 8 weeks to complete. Room 6 will move to Room 5, Room 2 to Room 5 and Room 1 to the Library.

##### 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

Site visits for pricing have been completed and we are waiting on the quotes to come through.

##### MOE Property Advisor Visit

Katy Flintoff, our Property Adviser has completed her annual visit, Summary of her observations:

- The school received \$430,000 of SPDIS funding for the sale of the school houses. There has been a 5YA amendment to put this funding into various projects. A better use for the funding may be to look at reconfiguring the toilets as currently the majority are in the senior space. The juniors only have access to two toilets. If we choose this option, WSP could help to amend our plan to reflect this.
- The carpet tiles in the main foyer are lifting in areas. Katy has asked WSP to let us know if this is within the defects period or to advise if they simply need to be glued down.
- The dental clinic, pools and pool buildings are all earmarked for rationalisation.
- Our fire evacuation scheme was last approved in 2017 and we have had some building upgrades since then. Andrew has completed an Evacuation Scheme submission for FENZ and is waiting on feedback. We also need to complete a trial evacuation and notify FENZ. This will be done this week. They need to receive results on trial evacuations every 6 months.

##### Hall Door

The hall door has been fixed. A hinge has also been replaced on Room 4's external door.

### Hall Roof

The hall roof has developed a leak and there appears to be some damage to the lining of the annex. Roofing Taranaki have had a look and will forward us the options to fix the problem. The Board is responsible for the funding of any repairs.

### **From the Caretakers Shed**

- Brian has removed the dead bolts from all external doors

### **Playground Bark**

The playground bark has been ordered through the council and it will be delivered during the holidays. Thank you to Craig for cleaning out the mud and rebarking under the swings.

### **Term Deposits**

Andrew met with Karyn Brett from Education Services on 14 June. She suggested we make 4 x 90 day term deposits spaced a month apart so they mature at different times.

Moved that we make four \$20,000, 90 day deposits with TSB starting 1 July and then a month apart after that.

- A. Lodge/Unanimous

Kay will draft a letter to TSB for two signatories to sign.

### **MOE Donations Scheme 2024**

Moved that we stay opted-in to the MOE donations scheme for 2024.

- A. Lodge/M. Prince

### **Site Security**

A new front door key was given to Obertech Security by the Presiding Member. Written confirmation of receipt was given to the School Administrator.

Maz will check what instructions Obertech has on file for us if the alarm is activated outside of school hours. We need a back-up person to come into school in case Andrew isn't available to attend an alarm activation. To be discussed at the next meeting.

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

#### **Accident Register from 11 May to 15 June 2023**

Six incidents involving students.

No incidents involving staff members.

Five incidents resulted in parents/caregivers being phoned.

One hazard was identified from an incident. A child cut their leg on a piece of tin sticking out of a fence, and this has since been removed.

Andrew may have to attend a two day Health & Safety course. He will investigate.

### **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. Andrew met with Shane Burgess to discuss Pivot on 21 June. We need to take action if any students indicate they are struggling. We haven't had any activations from Pivot so far this year.

### **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%.

A cell phone has been purchased for the school so that parents can be sent a text if their child is absent from school and we are unable to contact them via a phone call. We have had two families on extended bereavement leave recently. Two students are being monitored for low attendance.

### **General Legislation**

#### **Education Review Office (ERO) Review**

Andrew has received an email which outlined the start of our ERO review. ERO began implementing a new approach to school evaluation in February 2021. Although ERO's accountability function has not changed, the focus of the approach is school improvement with ERO and the school working together to ensure all learners are successful.

Our school evaluation partner will be Cath Leger. She will contact Andrew at the beginning of Term 3. ERO will be hosting online sessions to give an overview of Te Ara Huarau and how ERO works with schools. Andrew suggested the Board meet in the Breakout Room to participate in the session on Wednesday 19 July at 5pm. He will email the Board a reminder closer to the time.

### **Policy Reviews Term Two 2023**

#### **Term 2 Review Topics**

This term we are reviewing Education Outside the Classroom (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.

Andrew has completed an online module on Physical Restraint. Staff only need to complete the module if we have a student who has a Physical Restraint Plan. Currently we have no students who require a plan.

Physical restraint should only be used as a last resort and reporting needs



		<p>to take place if it occurs.</p> <p><b>Board Assurances</b></p> <p><b>Health Education:</b> 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 has sent out a survey on well-being to all parents/caregivers and will report on the results at the next Board meeting.</p> <p><b>EEO Coordinator</b></p> <p>Andrew has been appointed as the EEO Coordinator and will prepare an EEO report as part of the annual reporting.</p> <p><b>First Time Principals' Hui</b></p> <p>This is being held on 21 and 22 August. First time principals will be visiting local schools. They will visit Normanby to view a Maths No Problem lesson.</p> <p><b>Board Work Plan for Term Four</b></p> <p>The tasks for Term 2 were itemized. PE, Health, Wellbeing and Sport reports will be presented next month. Andrew queried whether Hub Reports are necessary - do they benefit the outcomes for our students?</p> <p><b>Board Training</b></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><b>Property 101 for School Principals and Boards</b></p> <p>This was attended by Andrew and Craig.</p> <p><b>Recommendation:</b></p> <ul style="list-style-type: none"> <li>• To attend Board Training whenever possible.</li> </ul> <p>Andrew presented a video around interschool sport and what's been happening in classrooms.</p> <p>Moved that his Principal's Report be accepted. <span style="float: right;">A. Lodge/T. Campbell</span></p>
10.	<b>Previous minutes</b>	<b>Moved that the previous minutes be accepted.</b> M. Prince/A. Lodge
11.	<b>Matters Arising</b>	Nil
12.	<b>Job Sheet:</b>	<ul style="list-style-type: none"> <li>• Board photo to be taken at the July meeting</li> <li>• Maz to write a blurb to go with the Board photo for the newsletter</li> <li>• STDC has ordered the playground bark and will invoice us for 2/3 of the cost</li> <li>• The dental clinic, pools and pool buildings are all earmarked for rationalisation. Funding is allocated based on the highest risks nationwide.</li> </ul>
13.	<b>Correspondence</b>	<b>Inwards</b>

		<p><b>To Presiding Member</b></p> <ul style="list-style-type: none"> <li>● Education Gazette - 15 May, 6 June</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 - 25/04/23 to 24/05/23</li> <li>● Financial Management Summary - May 2023</li> <li>● Previous Minutes - 18/05/23</li> <li>● Job Sheet - May</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>● TSB bank statement - May 2023</li> <li>● Financial Management Report - April, May</li> </ul> <p><b>BOT Emails</b></p> <ul style="list-style-type: none"> <li>● Andrew - Playground bark</li> <li>● Andrew - Bark, block wall paint and Property 101 meeting</li> <li>● Andrew - Teacher strike</li> <li>● Andrew - Bark for the playground</li> <li>● Andrew - Hall leak</li> <li>● MOE - School Isolation Index &amp; Property Maintenance Grant calculations</li> </ul> <p><b>Board Correspondence Received</b></p> <ul style="list-style-type: none"> <li>● 2022 Audited Financial Statements</li> <li>● Silk Report to Governance for the Year Ended 31/12/22</li> </ul> <p><b>Outwards</b></p> <p>Nil</p>
14.	<b>Ministry BOT tracking sheet</b>	Ministry BOT tracking sheet completed for June.
15.	<b>General Business</b>	Tash will follow up the council's promise of sensory footpaths for students to follow to and from school.
16.	<b>Agenda Items for next meeting</b>	<ul style="list-style-type: none"> <li>● School vans (Van Committee)</li> <li>● Board By-Election (Maz)</li> <li>● Site Security (back up contact person)</li> <li>● Hall Hireage</li> <li>● Board Code of Conduct</li> </ul>
17.	<b>Next PTA Meeting (AGM):</b>	<ul style="list-style-type: none"> <li>● 6.30pm Monday 7 August at Rough Habits</li> </ul>
18.	<b>Next BOT meeting:</b>	<ul style="list-style-type: none"> <li>● 6.00pm Thursday 20 July 2023</li> </ul>
19.	<b>Whakatauki</b>	<ul style="list-style-type: none"> <li>●</li> </ul>
20.	<b>Meeting closed</b>	<ul style="list-style-type: none"> <li>● 9.31pm</li> </ul>