



Normanby School

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Normanby School Board of Trustees Meeting

27 July 2023

Meeting commenced: 6.03pm

Signed: _____

Dated: _____

23/8/2023

Present: Maz Prince (Chair), Andrew Lodge (Principal), Carly Corrigan, Angelika Fowlie, Craig Clarke, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary), Jude Sklenars (DP) - left the meeting at 6.45pm.

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest: Nil

Item	Agenda Description	Minutes
1.	Whakatauki	
2.	Special Reports	<p>Mid-Year Literacy Data Analysis (Presented by Jude Sklenars)</p> <p>Our achievement target in Literacy (Reading and Writing) is 70% of all students to be AT or ABOVE the expected curriculum level. We often have a dip mid year and then a lift at the end of the year.</p> <p>Our Year 0 - 1 students are excluded from the data because 100% of students are either AT or ABOVE expected achievement levels in literacy. A total of 119 students are in the Year 2 - 6 analysis group. 34% of the Year 2 - 6 students are currently identified as requiring additional learning support.</p> <p><u>Reading</u></p> <ul style="list-style-type: none">• 79 students (66%) in Year 2 - 6 are achieving at or above the expected New Zealand Curriculum achievement levels in Reading, leaving 40 students (34%) currently working towards expected levels.• 63% of males and 69% of females are achieving at or above.• 63% of our Maori students and 72% of NZE/Other students are achieving at or above• The Y3 & 4's have exceeded the 70% achievement target• The Y5 & 6 's are of concern sitting at 54% achieving the standard for Y5 and 39% of our Y6 meeting the reading expectations. There

are lots of students with needs in Y6. A group referral has been made to RTLB for assistance to transition them to Intermediate.

- Of the 40 students who are working towards expected levels, many have been involved in individual or small group intervention programmes. Some of these students will continue to be targeted and put on a waiting list for alternative intervention programmes in Terms 3 and 4 if appropriate. Five students in this group have Individual Education Plans and are supported in other ways by classroom teachers, support staff and outside agencies.

Writing

- 84 students (71%) in Year 2 - 6 are achieving at or above the expected New Zealand Curriculum achievement levels which meets our achievement target in Writing
- 35 students (29%) are currently working towards the expected levels
- 37 of our male students (69%) and 47 of our female students (72%) are achieving at or above the expected levels
- 42 of our Maori students (68%) and 42 of our NZE/Other students (74%) are achieving at or above the expected level
- The male cohort and the Maori cohort are just 1% or 2% respectively off meeting the target
- Of all the students achieving at or above, 44% are male and 56% are female
- The Y2, Y3 and Y4 cohorts have all met the achievement target of 70%
- The Y5 and Y6 cohorts are of concern
- Of the 35 students who are working towards expected levels, many have been involved in individual or small group intervention programmes. Five students in this group have Individual Education Plans in place and are supported in other ways by classroom teachers, support staff and outside agencies.

We may look at lifting the target for writing at the end of the year.

Comments

- Teachers will continue to target those students who are working towards as well as those who are considered to be 'at risk' of falling into the working towards category. These students are monitored closely during team and co-construction monitoring meetings.
- Y5 & Y6 are of the greatest concern - teachers are using a structured literacy approach and a new series of decodable texts produced by MOE are being used during guided reading
- Our Learning Assistants continue to provide daily 1:1, small group and roaming support in all classes as well as delivering learning support programmes to students who struggle to reach expected levels. (Early Words, sight words, 5+, 7+, Quick 60, Talk to Learn). We try new interventions to ensure we are using the most effective programmes for our students.

		<p>Mid-Year Maths Data Analysis (Presented by Tash Campbell)</p> <p>Our achievement target in Maths is for 80% of all students to be at or above the expected curriculum level.</p> <p>Year 0 - 1 are excluded from the analysis as they are all achieving at the expected level.</p> <p>A total of 119 students are in the Y 2 - 6 analysis group.</p> <p>40 of the 119 Y 2 - 6 students (34%) are currently identified as requiring additional learning support. Seven students in the data set currently have Individual Education/Behaviour/Safety Plans in place.</p> <p><u>Analysis</u></p> <ul style="list-style-type: none"> • 72% of students are achieving at or above and 28% are working towards expected levels • 82% of males and 65% of females are achieving at or above. • 71% Maori students and 74% of NZE/Other students are achieving at or above. We are succeeding in closing the achievement gap that was identified in 2022 between our Maori and NZE students. • Of the 44 Maori students who are achieving at or above, 22 are male and 22 are female. Of the 40 NZE/Other students who are achieving at or above, 21 are male and 19 are female. • A larger number of females sit in the <i>toward</i> category than males. • Y2 and Y3 are meeting the current expectation with our Y4 students not too far off the target at 78%. • The Y5 and Y6 cohorts are of concern sitting at 50% and 61% meeting the target respectively. They are, however, still making progress. • Our data has remained quite consistent overall with our end of 2022 data and we have not experienced as much of a mid-year dip as we have in previous years. • With the Maths No Problem programme it is difficult to be achieving above, half way through the year. <p>We have the option to track students who have been at our school since 5 years old as Hero can help identify this group.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> • We are committed to all students experiencing a full hour of maths learning everyday • The Maths - No Problem programme continues to enable us to provide an engaging and challenging maths programme that is assisting us to maintain and raise achievement • Our new staff members have quickly learned and adapted to the way we teach maths at Normanby School • The increased use of hands-on materials has benefited our students • LA assistance during maths time is very valuable <p>Jude left the meeting at 6.45pm.</p>
3.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.50pm to protect the personal privacy of natural persons, to discuss staffing and a student. The Public part of the meeting resumed at 7.01pm.
4.	Reviews	Governance Nil

5. **Special Topics**

Grant for School Vans

We need to make a decision about the vans at the next meeting. They are costing us 15,000 a year - should this money be spent on all students? One van had to have the brake linings done this month.

Three Options

1. Keep the service going and buy two new vans
2. Stop the van service
3. Inform the community that the vans are getting old and once they start costing us a lot of money the van service will stop. Could this become a safety issue?

An additional option would be to purchase one van rather than two and not offer a van service. The van would be used to transport students to events.

Andrew will consult with staff and do a write-up to present at the next meeting.

The possibility of sponsorship or fundraising to purchase new vans was discussed. Could the PTA do a big fundraiser? However the cost involved would be approximately \$120,000 for two new vans.

Angelika will go to the AA and find out about the license Vicki got for the vans as she was our designated person. Do we need a new designated person? Angelika will update the Board by email.

Board By-Election

Adrienne Cooper was appointed as Returning Officer. We have a timeline for the election - nominations close 18 August. Adrienne will keep us updated on any nominations received. A cover letter included with the nomination forms explained the reason why we are required to hold a by-election.

Maz will contact NZSTA to check the procedure if we don't receive any nominations. She will also ask if co-opting is an option.

Delegation of Authority

Andrew and Maz will meet to work on this.

Treasurer's Role for the PTA

Andrew will discuss this with the PTA Treasurer and get her feedback.

ERO

Andrew is speaking with our Evaluation partner tomorrow and will book in the first meeting for the last week of August.

Board members can check the ERO website for information. Andrew included a link to the ERO presentation that the Board viewed online.

Site Security

To be covered In Principal's Report.

		<p>Hall Hireage We are not giving out keys to the hall anymore. We have the General Election and Lions Speechmaker Competition booked in. Bookings are at the principal's discretion. We have had one inquiry from a school parent. The booking depends on someone being available to open and lock up.</p> <p>Board Code of Conduct Move that we adopt the State School Code of Conduct. M. Prince/T. Campbell</p>
6.	Presiding Member	We have started the term with a lot of sickness in staff and students. We also have a lot of property work going on. Thank you to Andrew for dealing with this, the Board appreciates it. Thank you to Jude and Tash for all their support. Maz asked Andrew to pass the Board's thanks on to the rest of the staff.
7.	PTA Report	Covered in the Principal's Report
8.	Financial Report	<p>An invoice for \$432.40 was passed for payment by Andrew and Tash on 30 June. The payment was the registration for a Jump Jam competition.</p> <p>Accounts for payment of \$7,034.54 were passed for payment unanimously by email on 20 July.</p> <p>VISA 25 May to 24 June 2023 balance: \$3,071.72 This included registration and accommodation for Andrew, Jude and Tash to attend the Ulearn conference later in the year.</p> <p>Balance of accounts as of 30 June 2023: BOT account: \$497,811.03 Investment account: \$86,000.00</p> <p>30 June 2023 As at 30 June 2023 we have spent 49% of what we had budgeted for the year compared to 50% of the calendar year gone. We have used 51% of the salaries budget. We have received 60% 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 30 June 2023 are \$307,765 Budgeted available funds at 30 June 2023 are \$215,847</p> <p>Andrew identified some areas of interest to keep a watch on: Relieving - 76% Caretaker wages - 64% Photocopying - 77% (we have a new copier now with better rates) Equipment maintenance - 67% Library expenses - 103%</p>

		<p>Health/PE - 68% Special Needs - 77% He will check how they are tracking each month.</p> <p>Moved the Financial Report be accepted. T. Campbell/A. Lodge</p>
<p>9. Principal Report</p>		<p>The roll is 150 compared to 153 this time last year.</p> <p>NELP Objectives Employment and Personnel Staffing Covered in Public Excluded Business</p> <p>Principal Contract Settlement Principal Contract negotiations have finished and the latest offer has been accepted. Principals are getting a \$6,000 PD and well-being fund. This could go towards the Principals' Appraisal and ULearn.</p> <p>School Board Code of Conduct 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. 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. This has now been adopted by the Normanby School Board (refer to Special Topics).</p> <p>Principal Delegation of Authority Covered in Special Topics.</p> <p>Teaching and Learning Matariki Hub - July 2023 Room 5 - 11 students Y0-1 (Shelley Whyte) Room 7 - 19 students Y1-2 (Olivia Williamson .8 & Jude Sklenars .2) Room 8 - 23 students Y2-3 (Donna Katene)</p> <p>Puanga Hub - July 2023 Room 3 - 25 students Y3-4 (Aaron Davies) Room 4 - 23 students Y3-4 (Irma Highes) Room 1 - 24 students Y5-6 (Cameron Jones) Room 2 - 25 students Y5-6 (Tash Campbell)</p> <p>We reached 151 students this week.</p> <p>Student Class Movement Students were moved throughout the Matariki Hub at the beginning of Term 3. Tash moved into Room 2 teaching Year 5/6 and Aaron moved into Room 3 teaching Year 3/4. The start of the term has been very settled.</p>

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. A large number of our LA's for this term have been allocated to the Matariki Hub to help with the students integrated into new classrooms.

Support Hui

A Support Hui timetable has been set for this term. Meetings will be held with whanau to review learning and make new plans moving forward.

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. An application for ORs funding is in the final process of review before being submitted. Processes are now getting underway with an eye on transition for a number of our students on our SENCO roll who will be moving onto an intermediate school setting in 2024.

Assessment Schedule for 2023

E-asttle assessments were 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

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 has just been made available. Andrew has looked through this with his Beginning Principal Advisor and he has started to think about what this will look like for us. He has also booked into a MOE workshop in August.

A large part of the planning is around community consultation. During the Whānau Hui, parents will be invited to the staffroom for coffee and something to eat so Jude and Andrew can chat to them and get some feedback. There will be a survey with a prize. Andrew will also get feedback from staff and students.

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

Health Curriculum Consultation

The survey was sent to the community through our newsletter and Hero app. We received 20 replies (20% of families).

Reflections:

- Teaching of our STAR values and learning about Mental Health were the priority for the whanau who completed the survey
- Food and Nutrition was of moderate to least importance for those who completed the survey

Actions:

- Inquire into teaching of Mental Health issues for students. Use of community experts e.g. councilors within the school.
- In newsletters, share that the school can help to support whanau with Health (Mental Health) concerns
- Use the information to inform our planning

Sunsmart, road safety and fire safety were all identified as important in the survey which are things we cover each year.

Term 3 - Keeping Ourselves Safe

Matariki - My body Is My Own

Puanga - Confident Me

The Police will come in and take one lesson.

Andrew recently attended an OT information day and has shared his findings with staff.

PTA Report

There was no meeting held in July.

The next PTA meeting will be held at 6.30pm on Monday 7 August at Rough Habits. They will be looking at getting some fundraising underway.

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 has completed his first meeting with Nadia and Mike. He has set goals for the remainder of the 2023 year. The first goal is around community consultation, implementation of the new curriculum and the new Strategic Planning and reporting strategies. The second goal is around school personnel processes, the HR review and actions from that.

- Jude and Adrienne enrolled in a Te Reo Course, Te Ahu o Te Reo Maori. They participated in a two day online induction programme during week 1 of the break.

Finance and Property

Property Update

Room 1 and 2 Upgrade

We have a lot of sub contractors on site at the moment working on this upgrade.

Room 1 and 2 Wall

With the discovery of a concrete wall, we have decided not to go ahead with the door to join the two classrooms. The cost was estimated to be \$65 - \$85k, plus weekend work for Peppers and an extension of at least 8 weeks to cover the time of council approval etc.

Room 1 and 2 Heat Pumps

Due to timing, the heat pumps for Room 1 and 2 have been removed from the scope for the Heating upgrade and put into the Room 1 and 2 project. The approximate cost is \$12,000.

Changes to Scope

With the changes to scope for both projects, Andrew has contacted Louise at WSP for an update, changes to cost etc. He has also asked if she was going to enquire with the engineers about why the concrete wall wasn't discovered in the initial scope for the project. Lousie from WSP is coming for a walk around tomorrow.

Heat Pumps

We have now signed the required documentation and forwarded it to WSP to action. The procurement value is \$108,176.25 excluding GST. The contract is to be awarded on 1 August.

The boiler is coming to the end of its life and is costing us a lot in repairs and maintenance to keep it running.

Learning Co-ordinator Space Upgrade

Andrew is still waiting for an update on this space.

Hall Roof

We have received a quote from Taranaki Roofing:

Option 1

1a Half roof only (side where leaking is occurring): \$10,433.00 + GST (\$12,009.45 incl)

1b Full roof: \$19,056.00 + GST (\$21,914.40 incl)

Option 2

Remove existing gutter and install new box gutter with new eaves flashing to extend the dripline of the roofing: \$4,190.00 + GST (\$4,818.50 incl)

This money has to come out of our reserves

Andrew will contact Taranaki Roofing to see if they are confident that Option 2 would solve the problem and then email the Board.

Leak between Room 7 and 8

A leak has been discovered in the new covered area of deck between Rooms 7 and 8. Andrew has brought this to the attention of WSP to follow up with Peppers.

From the Caretakers Shed

Andrew and Brian have had a look through the Dental Clinic. Brian will clean out the rubbish over time.

Playground Bark

The playground bark has been spread. We are still waiting on the invoice from the council.

Term Deposit

The first deposit of \$20,000.00 has been invested for 90 days at 4.25%. The next deposit is due to start on 1 August.

Site Security

Jude has offered to be the backup person on call if Andrew is not available in the event of an alarm activation after hours. Andrew will check with Obertech to see what hours the school is on call and when a security guard is sent out to investigate.

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

Health, Safety and Wellbeing

Accident Register from 16 June to 20 July 2023

Seven incidents involving students.

No incidents involving staff members.

Six incidents resulted in parents/caregivers being phoned.

Two hazards identified from incidents:

- A thorny vine in the garden has been removed after a child fell on it and ripped the skin on his ankle
- One of the courts is very slippery first thing in the morning. This has now been made out of bounds before school as two students have slipped and injured themselves.

Fire Evacuation

The school held a fire drill on 23/6/23. It took 3 minutes and 50 seconds to complete the drill. A report was sent through to the Fire and Emergency New Zealand online portal.

Learnings:

- The Principal has a large role during an evacuation, having to cover a lot of different rooms. If something was wrong in one of those places there is potential for parts of the school to be unchecked

- Closing of internal corridor doors
- Turnover evacuation cards in all locations

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

Shane Burgess has given Andrew an update of the Pivot platform.

Well-Being - Attendance

We have received our Data Summary for Attendance from Term 2 (Every Day Matters).

Brief Overview:

- Average attendance in Term 2 2023 (84.7%) was lower than in the same term of 2022 (85.5%)
- More students were attending regularly in Term 2 of 2023 (42.2%) than in the same term of 2022 (40.9%)

Term 2 Data

Although we are sitting aligned with National averages there are still trends that need investigating:

- Term two saw a significant increase of students attending school less than 70%, 5 to 14 students
- 29% of students identifying as Maori or having Maori heritage are identified as having attendance of less than 80%
- Of all students absent 64.9% of absences were classed as justified (illness, funerals, cultural ceremonies etc)
- 28.7% of student absences were explained but unjustified (holiday, shopping, birthdays, haircuts, unspecified appointments etc)
- 6.4% of absences were unknown so classified as truant

Current Strategies to attend to absences

- New structures/protocols on Hero to organise and identify at risk groups and individual students
- School vans to bring students to and from school
- Daily phone calls and texts from the office administrator for absent children
- Relationship-based learning in practice; inclusive, whanau based environments in classrooms and around the school
- PB4L rewards (star cards etc)
- High interest, hands on learning programmes, STEM etc
- Learning Hui

- Communication with the community via Hero, Newsletters, Facebook, focussed on the exciting opportunities and curriculum happening within the school

General Legislation

Education Review Office (ERO) Review

Covered in Special Topics

Andrew included the link to the Te Huarau slide presentation from the Zoom meeting attended by the Board in his Principal's Report.

End of School Year

The confirmed end of the school year will be Thursday 14 December.

Policy Reviews Term Three 2023

Term 3 Review Topics

- Inclusive Education
- Maori Educational Success
- Learning Support
- Learning Support Coordination
- Identifying Learning Support
- Gifted Learners

Update to Physical Restraint Policy

The Physical Restraint Policy has been updated on School Docs, however further updates are still to be made.

Board Assurances

- That a full risk management and safety assessment of the pool has been completed
- That an internal audit of the school health and safety compliance and practices has been conducted by the school health and safety committee/delegated health and safety person
- That all procedures relating to search, surrender, and retention have been followed. Confirm that all authorised staff have acknowledged their status in writing, and ensure that a written record has been kept of all instances of search, surrender, or retention of property.
- That all procedures relating to physical restraint have been followed, and all requirements to notify, monitor, and report have been met. Confirm that any non-teaching staff have been authorised in writing.
- That staff authorised to apply restraint receive appropriate training and support
- That the school complies with the correct procedure and reporting requirements relating to stand-down, suspension, and exclusion/expulsion

EEO Coordinator

Andrew has been appointed as the EEO Coordinator and will prepare an EEO report as part of the annual reporting.

		<p>Board Work Plan for Term Three The tasks for Term 3 were itemized.</p> <p>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> <p>Property 101 for School Principals and Boards This was attended by Andrew and Craig.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> To attend Board Training whenever possible. <p>Andrew presented a video showing Week 2 activities.</p> <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. M. Prince/C. Corrigan</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> Andrew checked the wording on the support staff letters of appointment All Board members attended the ERO online session last week
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> Education Gazette - 26 June, 17 July <p>To Full Board</p> <ul style="list-style-type: none"> Agenda Principal's Report Visa Statement - 25/05/23 to 24/06/23 Financial Management Summary - June 2023 Previous Minutes - 22/06/23 Job Sheet - June <p>To Treasurer</p> <ul style="list-style-type: none"> TSB bank statement - June 2023 Financial Management Report - June <p>BOT Emails</p> <ul style="list-style-type: none"> Andrew - Public excluded business Andrew - Public excluded business - Term 3 arrangements Andrew - Change of Board meeting Kay - Accounts for Payment Maz - Election date <p>Board Correspondence Received Nil</p>

		Outwards Nil
	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for July.
15.	General Business	Nil
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> ● School vans (Van Committee) ● Board By-Election (Maz) ● ERO ● Delegation of Authority (Andrew) ● Treasurer's role for the PTA (Maz)
17.	Next PTA Meeting (AGM):	<ul style="list-style-type: none"> ● 6.30pm Monday 7 August at Rough Habits
18.	Next BOT meeting:	<ul style="list-style-type: none"> ● 6.30pm Wednesday 23 August 2023
19.	Whakatauki	<ul style="list-style-type: none"> ●
20.	Meeting closed	<ul style="list-style-type: none"> ● 9.10pm