



# Normanby School

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## Normanby School Board of Trustees Meeting 23 August 2023 6.32pm

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

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

21/9/23

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

**Apologies:** Nil

**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 7.17pm.
4.	Reviews	<b>Governance</b> Nil

<p>5. <b>Special Topics</b></p>	<p><b>School Vans</b> Covered in-committee</p> <p><b>Board By-Election</b> No nominations were received. Adrienne messaged NZSTA - the casual vacancy remains and the Board keep trying to fill it. Maz suggested we need to promote the opportunity to join the Board. We will advertise three positions at the next Midterm Board Election which is coming up - Maz and Carly's positions and the extra vacancy.</p> <p><b>Midterm Board Election</b> Move that we appoint Adrienne Cooper as our Returning Officer for the next midterm board election.  M. Prince/Unanimous</p> <p>The new board will take office on 22 November (if legislation is passed agreeing to this election).</p> <p>Maz suggested holding an evening in September where people can attend to find out what being a board member involves. Maz will promote/advertise this.</p> <p><b>Delegation of Authority</b> This has been completed and signed by Maz and Andrew. Some points to note:</p> <ul style="list-style-type: none"> <li>● The principal can approve orders for goods and services up to the value of \$2,500 exclusive of GST, provided such an order will not exceed the board approved budget allocation for the expenditure item involved</li> <li>● The principal can order fixed assets for which the capital expenditure has the prior approval of the board</li> <li>● Principal consults with Board about the disposal of fixed assets with a cost price in excess of \$10,000</li> <li>● During any absence of the principal from the school for more than five days, any delegations shall be exercised by the acting principal with the separate and prior approval of the presiding member. In such an absence, the acting principal shall sign a copy of the Schedule of Delegations</li> </ul> <p>Andrew to add, "Delegation of Authority to be minuted at Board meeting" to February's Work Plan.</p> <p><b>Treasurer's Role for the PTA</b> This is now completed. Andrew discussed this with the PTA treasurer. He will get her to sign it and keep a copy on file.</p> <p><b>ERO</b> Nothing new to report. The first meeting is set for Wednesday 6 September, and a plan will be set for the remainder of the visit.</p>
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6.	<b>Presiding Member</b>	<p>Maz outlined the difficulty we have had in recruiting board members. Some of the reasons could be:</p> <ul style="list-style-type: none"> <li>● Lack of volunteers in general</li> <li>● Parents don't know what the role involves</li> <li>● If the board is operating well, there is no incentive to join</li> <li>● The three year commitment may be off putting</li> </ul> <p>Maz acknowledged Andrew and the staff - sickness has gone through the students and is now going through the staff. Parents have been very supportive about their children learning from home (one class for 3 days, and another class for 5 days).</p> <p>The upgrade of Rooms 1 and 2 is nearly completed. WSP is checking on progress tomorrow. The project has gone very well.</p>						
7.	<b>PTA Report</b>	Covered in the Principal's Report						
8.	<b>Financial Report</b>	<p>A reimbursement of \$208.96 was passed for payment by Andrew and Tash on 27 July.</p> <p>A refund of \$125.00 was passed for payment by Andrew and Tash on 11 August.</p> <p>Accounts for Payment of \$17,470.70 were passed for payment unanimously by email on 18 August.</p> <p>Moved that Accounts for Payment of \$129,302.37 be passed for payment.</p> <p style="text-align: center;"><b>A. Fowlie/Not passed</b></p> <p>This includes a payment of \$127,981.49 to Pepper Construction for the Room 1 and 2 upgrade.</p> <p>The Board agreed to hold these payments until Andrew clarifies with WSP what the brief was for the covered area between Room 7 and Room 8 as it is leaking. Were the specs for it to be watertight?</p> <p>Andrew will ask WSP to bring the specs for the covered area when they visit tomorrow and update the Board by email.</p> <p><b>VISA 25 June to 24 July 2023 balance: \$518.09</b></p> <p><b>Balance of accounts as of 31 July 2023:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">BOT account:</td> <td style="text-align: right;">\$551,862.24</td> </tr> <tr> <td>Investment account:</td> <td style="text-align: right;">\$86,000.00</td> </tr> <tr> <td>Investment account:</td> <td style="text-align: right;">\$20,000.00</td> </tr> </table> <p><b>31 July 2023</b></p> <p>As at 31 July 2023 we have spent 57% of what we had budgeted for the year compared to 58% of the calendar year gone. We have used 59% of the salaries budget. We have received 69% 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>	BOT account:	\$551,862.24	Investment account:	\$86,000.00	Investment account:	\$20,000.00
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		<p>Actual available funds as at 31 July 2023 are \$313,387          Budgeted available funds at 31 July 2023 are \$198,788</p> <p>No board payments were made in August. The next payments are due in October or December. The Board opted for payment in December.</p> <p><b>Moved the Financial Report be accepted.</b> A. Fowlie/A. Lodge</p>
<p>9. <b>Principal Report</b></p>		<p>The roll is 151 compared to 152 this time last year.</p> <p><b>NELP Objectives</b>  <b>Employment and Personnel</b>  <b>Staffing</b>          Covered in Public Excluded Business</p> <p><b>Staff Illness</b>          Over the past 3 - 4 weeks we have had a large number of children absent from school due to illness which has been averaging around 20% of the school roll. This has now moved onto the teachers and support staff. Today we had three teachers away with Covid. The difficult decision was made to have Rooms 6 and 7 learning from home for three days and this was extended to 5 days for Room 6 as the teacher was still sick.</p> <p><b>Principal Contract Settlement</b>          There are still a few parts of the Principals agreement that are being negotiated between the MOE and NZEI, for example the \$6,000 Development and Wellbeing Fund. Andrew will confirm his thoughts about the use of this fund once it's been finalised.          If we don't spend it this year, we minute for it to be carried over to next year.</p> <p><b>Principal Delegation of Authority</b>          Covered in Special Topics.</p> <p><b>Teaching and Learning</b>  <b>Matariki Hub - July 2023</b>          Room 5 - 13 students Y0-1 (Shelley Whyte)          Room 7 - 18 students Y1-2 (Olivia Williamson .8 &amp; Jude Sklenars .2)          Room 8 - 23 students Y2-3 (Donna Katene)</p> <p><b>Puanga Hub - July 2023</b>          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><u>Student Class Movement</u>          The school continues to be very settled. A big thank you to Jude and Tash for the work they are putting in keeping their Learning Hubs going. The STEM activities continue to be engaging.</p>

## **SENCO - Update**

### Learning Support Register

The Learning Support Register holds information for students that have any additional learning or behaviour requirements and/or interventions. Once identified as needing additional support, these students are closely monitored for a minimum of 18 months. Every time an action is taken such as a new intervention or we identify different needs, this 18 month period resets.

Students requiring additional support are categorised:

- **Tier 1:**

Students identified as needing extra support by classroom teachers and curriculum leads. The SENCO coordinates and supports intervention programmes for these students if appropriate.

- **Tier 2:**

Students have received previous in-school interventions and have been identified as requiring further intervention support from outside agencies or requiring an Individual Education Plan, Behaviour Plan or Safety Plan and/or have high health needs.

- **Tier 3:**

Students have support in place from MOE or Ongoing Resourcing Scheme (ORS). Support systems will also include elements of Tier 2 support and are supported by the Principal and SENCO.

### Current Learning Support Register

Based on our current role of 150 students we have 39 (26%) of our students on the learning support register for learning and/or behavior.

Of our enrolled students, 15% are on our learning support register and identify as Maori

Of our enrolled students, 11% are on our learning support register and identify as non-Maori.

### Intervention Programmes

These programmes are delivered by the LA's and coordinated by the SENCO.

- *FivePlus* - 20 students
- *SevenPlus* - 6 students
- *Colourful Semantics* - 4 students
- *Early Words* - 2 students

### Specialist Support

- RTLB (Resource Teacher of Learning & Behaviour) - 2 students
- Speech Therapist - 4 students
- Ongoing Resourcing Scheme (ORS) - 1 student
- In-Class Support Funding - 1 student
- ACC - 1 student
- Transition funding - 1 student
- Arahunga Specialist Teacher - 1 student

### Learning Assistants

- 7 full-time Learning Assistants to support learners

- Term 3: 5+, 7+, Early Words and Colourful Semantics
- Term 3: full-time LA's in the three junior classes (due to increased numbers and some shifting of students from one class to another).
- All 7 classes have an LA for the daily Maths No Problem lesson

### **Assessment Schedule for 2023**

Writing samples are currently being analysed for school wide assessment.

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

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

Andrew attended a MOE workshop around the new reporting and planning. MOE representatives said that our first one is not expected to be perfect, they are a work in motion and they are happy to work alongside us.

There is a new template for the strategic plan. Input from parents will help drive the strategic direction of the school.

We will have three main goals - giving effect to the Treaty of Waitangi, student achievement and how we do things at Normanby School e.g. RbL (Relationship-based Learning).

#### **MOE Curriculum Refresh**

The staff have been continuing to work through activities around the Aotearoa New Zealand Histories Curriculum. The next Teacher Only Day in Term 4 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

#### **Curriculum Consultation**

Andrew has started to analyze the data we received from the community consultation undertaken during our Learning Hui day. We had 72.4% of our children represented during the consultation. Since then teachers have carried out catch up hui and Andrew will relook at the numbers when they are complete.

Three top areas highlighted by whānau:

- Feeling safe
- Academic
- Haurora/Well Being

Lots of positive feedback was received on the day.

Next steps:

- Make contact with families that did not attend the Hui
- Identify any common trends, group aspirations into common themes
- Identify community strategic goal priorities
- Analyse community strategic goal priorities. What are business as usual goals? What are areas to look towards in 2024?
- Identify if there was anything new or unexpected

- Continue to gain feedback and feed forward for next steps - MOE, Mike Dowd, Nadia Ballintine, local principals etc

Staff will draft a plan which will be taken to the board for feedback and then put out to the community for consultation.

### **PTA Report**

Ideas for fundraising were discussed:

- Chocolates (next time check who else is doing it in the community at the same time)
- Disco
- Sausage Sizzle on Wig Wednesday
- Quiz Night?
- Bobby Calves fundraiser will make around \$1,000
- Car Boot Sale in summer?

A reasonable quote for scooter ramps has been received from Menzshed.

The next meeting is at 6.30pm on 11 September.

### **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's next meeting with Nadia is on 13 September
- Andrew has attended a two day Beginning Principal Hui. One day's focus was on the Education and Training Act: School Board Objective -

#### **The school gives effect to Te Tiriti o Waitangi including by:**

- > Working to ensure its plans, policies and local curriculum reflect local tikanga Māori, mātauranga Māori and te ao Māori
- > Taking all reasonable steps to make instruction available in tikanga Māori and te reo Māori
- > Achieving equitable outcomes for Māori students

Andrew suggested holding a special meeting on a different night to the monthly board meeting to discuss the objective around giving effect to the Treaty.

### **Finance and Property**

#### **Property Update**

##### Room 1 and 2 Upgrade

- Wall linings have been installed
- Carpet is due to be completed this week
- Teaching units are ready to go in, hopefully this week
- Peppers will credit approximately \$22,000 for the glass door not being installed which will help offset the cost of the heat pumps

- Heat pumps have been installed
- Outdoor area is completed
- Andrew has asked Taranaki Roofing to take a look at the leaking roof in the outdoor area and quote for repairs

Louise from WSP is visiting tomorrow to check on progress.

#### Learning Co-ordinator Space

- Pricing received from Peppers was fair and reasonable. This project is funded by the Ministry.
- Next steps:
  - Procurement recommendation report to be signed once received
  - MOE opening paperwork to release funds to school to be signed once received
  - Contract to be set up with contractor once funding is received
  - Pre Start meeting with contractor to discuss start dates, timeframes access etc

We have not received any plans for this project yet - Andrew will follow up.

#### Heating Upgrade

- Scope of Work and Request for Quote have been prepared and will be sent to potential contractors by the end of the week
- A tenderer site visit may be required

#### 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

Craig met with Cameron from Taranaki Roofing. He thinks the problem is that the overhang is too shallow and rain is bouncing back. Option 2 should rectify this.

Moved that we accept Option 2 for repairs to the hall roof.

C. Clarke/Unanimous

Andrew will contact Karyn from Education Services prior to giving Taranaki Roofing the go ahead.

Cameron also looked at the covered decking - some of the materials used are not fit for purpose. He's prepared a proposal but it hasn't been received as yet.



**From the Caretakers Shed**

Use of the dental clinic to be discussed.

**Playground Soft Fall**

The playground bark has been spread. We have received the invoice from the council and it is in line with what was expected. We will probably have to look at getting another load in the summer (2024 budget). We may need to look at turning the bark over to loosen it up and help with drainage. Andrew will get more information from Cameron. It has been particularly wet and even with the new softwall we are still getting a lot of puddles.

**Term Deposit**

We have discovered that the Board account earns 4.20% interest on the balance up to \$19,999 and that any funds over that balance earn 4.25% or more.

Due to this, the Board agreed not to go ahead with the next two proposed term deposits.

Moved that we don't proceed with the two proposed term deposits of \$20,000 each.

A. Lodge/M. Prince

**Health, Safety and Wellbeing****Accident Register from 21 July to 17 August**

Six incidents involving students.

One incident involving a staff member.

Five incidents resulted in parents/caregivers being phoned.

One hazard identified from incidents.

**Earthquake Evacuation**

We had an evacuation due to a small earthquake. As Andrew was off site, this raised some discussion about who would do his checks as we don't have LA's in set locations.

We have signed up for the "Big Shake Out".

**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.

**General Legislation****Education Review Office (ERO) Review**

Covered in Special Topics

**End of School Year**

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

		<p><b>Policy Reviews Term Three 2023</b></p> <p><b>Term 3 Review Topics</b></p> <ul style="list-style-type: none"> <li>● Inclusive Education</li> <li>● Maori Educational Success</li> <li>● Learning Support</li> <li>● Learning Support Coordination</li> <li>● Identifying Learning Support</li> <li>● Gifted Learners</li> </ul> <p>Andrew asked the Board to make sure they review the policies.</p> <p><b>Update to Physical Restraint Policy</b> The Physical Restraint Policy has been updated on School Docs, however further updates are still to be made.</p> <p>Staff will carry out their first round of Physical Restraint Training on 29 August.</p> <p><b>Board Assurances</b> Outlined in the previous minutes.</p> <p><b>EEO Coordinator</b> Andrew has been appointed as the EEO Coordinator and will prepare an EEO report as part of the annual reporting.</p> <p><b>Board Work Plan for Term Three</b> The tasks for Term 3 were itemized.</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>Recommendation:</b></p> <ul style="list-style-type: none"> <li>● To attend Board Training whenever possible.</li> </ul> <p>We have been re-approved as a SunSmart School.</p> <p>Andrew presented a video showing Room 2 racing their Co2 dragsters.</p> <p>Moved that his Principal's Report be accepted. <span style="float: right;">A. Lodge/A Fowlie</span></p>
10.	<b>Previous minutes</b>	<b>Moved that the previous minutes be accepted.</b> M. Prince/C. Corrigan
11.	<b>Matters Arising</b>	Nil
12.	<b>Job Sheet:</b>	<ul style="list-style-type: none"> <li>● Maz to look into promoting/advertising the Board Midterm election</li> <li>● Andrew will find out if the Kahui Ako offer any support re Health &amp; Safety training</li> </ul>

13.	Correspondence	<p><b>Inwards</b></p> <p><b>To Presiding Member</b></p> <ul style="list-style-type: none"> <li>● Education Gazette - 7 August</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 - 25/06/23 to 24/07/23</li> <li>● Financial Management Summary - July 2023</li> <li>● Previous Minutes - 27/07/23</li> <li>● Job Sheet - July</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>● TSB bank statement - July 2023</li> <li>● Financial Management Report - July</li> </ul> <p><b>BOT Emails</b></p> <ul style="list-style-type: none"> <li>● Andrew - Property</li> <li>● Andrew - Welcome to Nga iti Kahurangi Programme</li> <li>● Angelika - Van requirements</li> <li>● Angelika - Applying for Passenger (P) endorsement</li> <li>● Andrew - 2023 Midterm School Board Elections</li> <li>● Andrew - Room 6 - Mrs Whyte</li> </ul> <p><b>Board Correspondence Received</b></p> <p>Nil</p> <p><b>Outwards</b></p> <p>Nil</p>
	<b>Ministry BOT tracking sheet</b>	Ministry BOT tracking sheet completed for August.
15.	<b>General Business</b>	Nil
16.	<b>Agenda Items for next meeting</b>	<ul style="list-style-type: none"> <li>● School vans</li> <li>● Midterm Board Election (Maz)</li> <li>● ERO (Andrew)</li> </ul>
17.	<b>Next PTA Meeting (AGM):</b>	<ul style="list-style-type: none"> <li>● 6.30pm Monday 11 September</li> </ul>
18.	<b>Next BOT meeting:</b>	<ul style="list-style-type: none"> <li>● 7pm Thursday 21 September 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>● 9.13pm</li> </ul>