



# Normanby School

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## Normanby School Board of Trustees Meeting 21 September 2023 7.02pm

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

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

19/10/23

**Present:** Maz Prince (Chair), Andrew Lodge (Principal), Carly Corrigan, Angelika Fowlie, Craig Clarke (Arrived 7.39pm), 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 7.03pm to protect the personal privacy of natural persons, to discuss employment matters. The Public part of the meeting resumed at 8.14pm.
4.	Reviews	<b>Governance</b> Nil
5.	Special Topics	<b>School Vans</b> Covered in public excluded business  <b>Midterm Board Election</b> Nomination forms were emailed out today. Those without email addresses will have nomination forms posted out. Andrew will put a message on Hero and Facebook to tell parents to check their spam folder.  This election is for two elected positions. If we get two people elected we would be able to select someone for the fifth position.  Moved that the election date be set for 15 November 2023. M. Prince/Unanimous

		<p><b>ERO</b></p> <p>The next meeting has been set for Week 8 in Term 4 - an assurance survey to be completed.</p>								
6.	<b>Presiding Member</b>	<p>We will promote the third Board vacancy following the midterm election. We could possibly promote joining the Board at the Whanau Family Day. Andrew will create a pamphlet about joining the board.</p> <p>It will be Maz's final term - succession planning will need to be put in place.</p> <p>It's great to see that the refurbished classrooms are now in use.</p> <p>Pleasing that we were able to field all 7 touch teams in the end, after initially being short of coaches and managers.</p> <p>Maz, on behalf of the Board, thanked all staff for their hard work over the past term.</p> <p>Maz requested early notification of dates for prizegiving, concerts etc so parents can plan for them.</p>								
7.	<b>PTA Report</b>	<p>Two picnic tables and scooter ramps have been ordered from the Menzshed. They are looking at a Juicie's fundraiser for next term. Planning for Whanau Fun Day is underway.</p>								
8.	<b>Financial Report</b>	<p>Accounts for Payment of \$129,302.37 were passed for payment unanimously by email on 25 August. This included a payment of \$127,981.49 to Pepper Construction for the Room 1 &amp; 2 upgrade.</p> <p>Accounts for Payment of \$3,408.60 were passed for payment by Andrew and Tash on 1 September. This included payment for our print and music licences.</p> <p>Moved that Accounts for Payment of \$104,546.22 be passed for payment.</p> <p style="text-align: center;">A. Fowlie/Unanimous</p> <p>This includes a payment of \$86,261.66 to Pepper Construction for the Room 1 &amp; 2 upgrade.</p> <p><b>VISA 25 July to 24 August 2023 balance: \$1,825.49</b></p> <p><b>Balance of accounts as of 31 August 2023:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">BOT account:</td> <td style="text-align: right;">\$363,151.84</td> </tr> <tr> <td>Investment account:</td> <td style="text-align: right;">\$86,000.00</td> </tr> <tr> <td>Term Deposit 1:</td> <td style="text-align: right;">\$20,000.00</td> </tr> <tr> <td>Term Deposit 2:</td> <td style="text-align: right;">\$20,000.00</td> </tr> </table> <p><b>31 August 2023</b></p> <p>As at 31 August 2023 we have spent 65% of what we had budgeted for the year compared to 67% of the calendar year gone. We have used 68% of the salaries budget. We have received 79% of what we had budgeted for the year.</p>	BOT account:	\$363,151.84	Investment account:	\$86,000.00	Term Deposit 1:	\$20,000.00	Term Deposit 2:	\$20,000.00
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		<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 August 2023 are \$318,756 Budgeted available funds at 31 August 2023 are \$181,730</p> <p>Moved that members be paid for attending the Special Meeting on 13 September.</p> <p style="text-align: right;">M. Prince/Unanimous</p> <p>Angelika will add it to the next payment schedule.</p> <p><b>Moved the Financial Report be accepted.</b> <span style="float: right;">A. Fowlie/T. Campbell</span></p>
<p>9.</p>	<p><b>Principal Report</b></p>	<p>The roll is 151 compared to 155 this time last year.</p> <p><b>NELP Objectives</b></p> <p><b>Employment and Personnel</b></p> <p><b>Staffing</b> Covered in Public Excluded Business</p> <p><b>Staffing</b> As we have a staff member on leave this week and another due to go on Partner Leave at any time, we are currently stretched in our capacity.</p> <p><b>Teaching and Learning</b></p> <p><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><b>SENCO</b> End of term testing has been carried out. Jude will report to the Board next term.</p> <p><b>Assessment Schedule for 2023</b> Moderation of Student Achievement Goals was carried out at a recent staff PLM meeting. Some aspects of the Hero process will need to be reviewed as it is limiting the students ability to be achieving at the correct level.</p> <p><b>Strategic Planning, Self-review and Reporting</b></p> <p><b>Changes to Planning and Reporting</b> Nothing new to report.</p>

### **MOE Curriculum Refresh**

A Teacher Only Day will be held in Term 4 to work on the implementation of the new curriculum. Matua John will work with staff and take them on a tour around local sites of significance.

### **PTA Report**

There is still a small amount of money left to come in from the chocolate fundraiser.

Approximately \$1,100 profit was made from the bobby calf fundraiser.

The next meeting will be at 6.30pm on Monday 16 October.

### **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 had his first meeting for his goals with Nadia last week. It was an opportunity to reflect on all that has happened and to be able to take stock of how much has been covered in the time since setting his goals for 2023/24.

Goals:

To lead internal evaluation and engage in knowledge building that contributes to Normanby School continuing to strengthen the responsiveness of their localised curriculum.

- Curriculum Refresh
- Partnerships & Communication

In order to maximise effectiveness, use school evidence to inform effectively managing personnel in accordance with the current terms of employment agreements and school policy and procedures.

- HR Review (completed)
- Staff PGC and Employment Records
- Relationships with Professional Services, Ed Services, NZSTA, Ed Pay.

### **Principal Wellbeing and Coaching**

The school has received \$6,000 (GST excl) for the Principal Wellbeing and coaching fund. To date, Andrew has coded his uLearn ticket and accommodation to the funding. Once the conference is over we will carry over the remaining balance to the 2024 budget. Once we have a final balance this will need to be minuted at a Board meeting.

### **Finance and Property**

#### **Property Update**

#### Room 1 and 2 Upgrade

- Rooms 1 & 2 have been completed, blessed and the students have moved into their new learning spaces

- WSP have asked for \$20,000 of the project reserves to be released. Along with the remaining funds this should cover the cost of the project including the deck area.
- Approximately \$10,000 has been held back while defects are being dealt with

Learning Co-ordinator Space

- Pricing received from Peppers was fair and reasonable and they have been engaged for this project.
- They will start in the first week of the holidays
- Andrew has had an onsite meeting with Peppers and handed over the keys.
- The induction process will be carried over from the classroom upgrade

Heating Upgrade

WSP has had all of the prices in. The decision has been made to go with White Electrical. We need to keep in mind that the price for making the spaces good after removing the pipes and heaters may be a little low. (This covers the radiators in the classrooms, not the hallways).

While reviewing the budget we discovered that we will be spending about \$3,000 per year just to have the gas connected to the school. Louise suggested that we may be able to add a heat pump to this current contract for the hall (which the board would pay for) to try and keep costs down. Louise will contact the electrical engineer to see if the loading would have an effect on the current capacity of our system.

Tim White \$53 019.82

Gilcom: \$120 303.73

Total Estimated Cost:

Contractor Price:	\$53 019.82
Designer Fees:	\$2 145.00
WSP:	\$11 823.75
Contingency:	\$10 500.00
GST:	<u>\$11 663.78</u>
Total:	\$89 422.35

Hall Roof

Taranaki Roofing have been in this week to carry out the work on the hall roof. Work over the deck will be completed in the holidays.

**From the Caretakers Shed**

Andrew and the caretaker have had a walk around the school and compiled a list of jobs to be undertaken during the holidays.

Brian has cleaned out the Dental Clinic.

Part of the eave of the caretakers shed has come away - the caretaker has reattached it.

### **School Donation Scheme**

We have opted into the school donation scheme for 2024.

### **Playground Inspection**

Andrew has been contacted by Andrew Georgeson of ACG Property Services. He has quoted \$390 plus travel for an inspection of the school playground which would be worthwhile, as it is showing a few signs of wear. Andrew will check if any other schools want to share the travel costs.

### **Puanga Festival**

We have 61 students in the Kapa Haka performance group who will be attending the Puanga Festival in Waitara on Thursday 26 October. It will be a large cost to transport the students by bus to the event - approximately \$700. We will look at limiting our numbers for 2024 or just attend local events.

### **Budget 2024**

Andrew, Angelika and Kay met with Karyn Brett from Education Services on 18 September and Andrew followed up with his Principal Adviser the following day. Andrew will present an initial draft budget in Public Excluded Business.

### **Jamf - MB3**

Andrew has received a quote from MB3 to install Jamf on our school ipad devices. This system will enable us to monitor, set up and organise ipads from one central database. The cost is \$3,581.10 incl GST.

Andrew will apply to Toi Foundation for an annual grant to purchase Jamf. Moved that we apply to Toi Foundation for an annual grant to purchase Jamf at a cost of \$3,581.00 incl GST.

A. Lodge/Unanimous

We will also be able to access free training from Apple - students are currently consumption based not production based in the use of ipads.

MB3 are working with Toi Foundation to put free internet into schools for community use. We hope to get on their list to be able to access this.

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

#### **Accident Register from 18 August to 15 September**

Two incidents involving students.

No incidents involving staff members.

One incident resulted in parents/caregivers being phoned.

No hazard 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**

The country van has been booked in for a service in the holidays. Andrew is working through his Job List regarding the van.

### **Fire Evacuation Procedure**

A successful fire evacuation drill was held on Thursday 14 September. The results have been logged with the NZ Fire Safety Database.

We have received our Fire Safety review. There is still more work to be done before it can be approved.

### **General Legislation**

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

Nothing to report.

### **End of School Year**

The confirmed end of 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.

All staff have now completed the first round of Physical Restraint Training.

### **Board Assurances**

#### Updates

**School Swimming Pool** - During the last visit from our MOE Property Advisor they carried out an inspection of the pool complex. The MOE Advisor was satisfied with the condition of the pool area. The complex remains on the MOE list of assets for removal.

**Safety Management System** - Our school safety management system continues to be monitored. Any incidents are reported and shared with the board during monthly meetings. Andrew will approach Kahui Ako re any support for Health & Safety training.

**Search, Surrender and Retention of Property** - At Normanby School we follow the procedures relating to search, surrender and retention. The Board

		<p>has authorised the principal, deputy principal and associate principal to conduct searches.</p> <p><b>Physical Restraint</b> - All teaching, Learning Assistants and Office Administration staff have carried out their mandatory training that needed to be completed by 7 February 2024. All policies are now available on SchoolDocs.</p> <p><b>Stand-down, Suspension and Exclusion</b> - Andrew and Jude have reviewed the Stand-down, Suspension and Exclusion policies within the school. Templates and letters have been reworked. We comply with the correct procedures and reporting requirements.</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>Recommendation:</b></p> <ul style="list-style-type: none"> <li>The Board to review Term 3 policies in SchoolDocs</li> </ul> <p><b>Board Work Plan for Term Three</b> The tasks for Term 3 were itemized. Reviews - this has been changed to "Board members review current review policies on SchoolDocs" rather than the policies being itemised.</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>Moved that his Principal's Report be accepted. A. Lodge/A. Fowlie</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>Adrienne Cooper has been appointed as Returning Officer for the Board Midterm election</li> <li>Andrew received the specs for the covered area between Rooms 7 &amp; 8 - no requirement for water-tightness was specified</li> <li>The hall roof has been repaired</li> <li>Plans for the Learning Coordinator space have been received</li> </ul>
13.	<b>Correspondence</b>	<p><b>Inwards</b> <b>To Presiding Member</b></p> <ul style="list-style-type: none"> <li>Education Gazette - 28 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 - 25/07/23 to 24/08/23</li> </ul>



		<ul style="list-style-type: none"> <li>Financial Management Summary - August 2023</li> <li>Previous Minutes - 23/08/23</li> <li>Job Sheet - August</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>TSB bank statement - August 2023</li> </ul> <p><b>BOT Emails</b></p> <ul style="list-style-type: none"> <li>Andrew - Deck follow up</li> <li>Andrew - P-licence</li> <li>Andrew to Maz - NZSTA Central West Networking Event</li> <li>Maz - Public excluded email</li> <li>Andrew - Roof gutter remediation - E block</li> <li>Andrew - Special Meeting - Public excluded email</li> <li>Andrew - Special Meeting tonight 6pm - Public excluded email</li> <li>Maz - Election</li> <li>Andrew - Heat Pump Project</li> <li>Andrew - SchoolDocs Advisory - Term 3 review closing</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 September.
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 16 October 2023</li> </ul>
18.	<b>Next BOT meeting:</b>	<ul style="list-style-type: none"> <li>7pm Thursday 19 October 2023</li> </ul>
19.	<b>Whakatauki</b>	
20.	<b>Meeting closed</b>	<ul style="list-style-type: none"> <li>9.23pm</li> </ul>