



Normanby School

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Normanby School Board of Trustees Meeting

19 October 2023 7.14pm

Signed: _____

Dated: _____

23/11/2023

Present: Maz Prince (Chair), Andrew Lodge (Principal), Carly Corrigan (via Zoom - left the meeting at 8.23pm), Angelika Fowle, Craig Clarke, Kay LePine (Minute Secretary)

Apologies: Tash Campbell

Declaration of Conflict of Interest/Pecuniary interest: Angelika Fowle re staffing

Item	Agenda Description	Minutes
1.	Whakatauki	
2.	Election of Officers	Andrew nominated Maz for the position of Presiding Member. Seconded by Angelika. There being no further nominations, Maz Prince was duly elected as Presiding Member. Andrew nominated Angelika for the position of Treasurer. Seconded by Maz. There being no further nominations, Angelika Fowle was duly elected as Treasurer.
3.	Special Reports	Nil
4.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 7.16pm to protect the personal privacy of natural persons, to discuss employment matters. The Public part of the meeting resumed at 7.40 pm.
5.	Reviews	Governance Nil
6.	Special Topics	School Vans Covered in public excluded business

		<p>Midterm Board Election Congratulations to Carly and Maz who were elected unopposed. We still need to fill the casual vacancy. Andrew will promote the vacancy in the newsletter and on Facebook.</p> <p>ERO Andrew and Jude are to complete two surveys prior to the next visit on 28 November.</p>
7.	Presiding Member	<p>Term 4 is a busy term culminating in the School Concert. Some details are still to be decided regarding Prizegiving, Year 6 leavers etc. Andrew will keep the Board informed as dates for events are confirmed.</p> <p>Maz will check with the Returning Officer to see when the new Board members officially take office. Maz will check with NZSTA to see if the Election of Officers is required following the Midterm election.</p>
8.	PTA Report	<p>At the last meeting held on 16 October, preparations for the Whanau Fun Day were discussed. Next month's meeting will be held earlier on 6 November so plans can be finalised for the day. Andrew will ask the PTA to think ahead to next year - recruiting more members, filling positions etc. Maz to find out the minimum number of members required to form a PTA.</p>
9.	Financial Report	<p>Moved that Accounts for Payment of \$16,945.55 be passed for payment. A. Fowlie/A. Lodge</p> <p>VISA 25 August to 24 September 2023 balance: \$855.94</p> <p>Balance of accounts as of 30 September 2023: BOT account: \$246,836.88 Investment account: \$86,000.00 Term Deposit 2: \$20,000.00</p> <p>30 September 2023 As at 30 September 2023 we have spent 73% of what we had budgeted for the year compared to 75% of the calendar year gone. We have used 76% of the salaries budget. We have received 88% 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 September 2023 are \$315,966 Budgeted available funds at 30 September 2023 are \$164,671</p> <p>Moved the Financial Report be accepted. A. Fowlie/M. Prince</p>
10.	Principal Report	<p>The roll is 153 compared to 155 this time last year. <u>NELP Objectives</u> <u>Employment and Personnel</u></p>

Staffing

Covered in Public Excluded Business

Staffing - Term 4

We have a staff member on Partner Leave. We have over 50 days of release to cover this term, so it is a busy time within the school.

Classes for 2024

The Leadership Team met in the holidays and decided on classroom structure for 2024. The permanent Scale A position was advertised in the Education Gazette on 11 October and closes on 27 October. Interviews will take place shortly after that date.

Teaching and Learning

Matariki Hub - October 2023

Room 5 - 16 students Y0-1 (Shelley Whyte)

Room 7 - 18 students Y1-2 (Olivia Williamson .8 & Jude Sklenars .2)

Room 8 - 22 students Y2-3 (Donna Katene)

Puanga Hub - October 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)

End of Year

We are looking to keep most of the end of year events happening from previous years, although we may modify some from discussions with staff.

Assessment Schedule for 2023

End of year assessments have been scheduled for Term 4. The data collected will be used to inform parents and whanau on student progress as well as for data to be presented to the Board and MOE.

Term 3 Attendance Summary

A link to the Term 3 Attendance Summary was included in the Principal's Report.

Strategic Planning, Self-review and Reporting

Changes to Planning and Reporting

Andrew met with his Principal Adviser today and discussed end of year reporting and strategic planning.

MOE Curriculum Refresh

Andrew has a PD session on 26 October about planning for the next Teacher Only Day in Term 4 around the implementation of the new curriculum.

PTA Report

Refer to item 8 above.

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 attended the uLearn23 conference in the recent term break. This was a good opportunity to listen to speakers and participate in workshops around the topics of Equity and Equality for learners as well as getting together as a team to plan forward for 2024.

Although the conference had some amazing inspiring speakers and sessions, it lacked hands-on activities and teacher experiences that you could take back to your school and implement in classrooms. It was still worthwhile to attend, with benefits inside and out of the conference.

Principal Wellbeing and Coaching

Andrew has coded his uLearn ticket, accommodation and travel to the \$6,000 (excl GST) funding received - a total of \$2,426.17 excl. GST.

Moved that we transfer the remaining \$3573.83 (excl GST) to the 2024 budget for Principal Wellbeing and Coaching.

A. Lodge/Unanimous

We may need to pay for the services of a Principal Adviser next year so some of the funds could be used for that.

Finance and Property

Property Update

Learning Co-ordinator Space

The Learning Coordinator space is well underway. There has been a delay in the flooring tiles, possibly up to two weeks.

Heating Upgrade

This was completed during the school holidays.

The walls where the radiators have been removed are now being repaired.

Now that we have heat pumps It has been suggested we could downgrade to a domestic gas meter. Carly has arranged for someone to come and have a look at our meter to see if it's a possibility.

We have been approached by a power tender company - they will see if they can get us a better deal.

Hall Roof

The work was carried out by Taranaki Roofing.

Still in Progress

- The deck roofing fix was left off the Job Sheet from Taranaki Roofing. The work will be carried out on Monday.

- Andrew had a walk through with Peppers and WSP on 17 October to sign off the upgrades
- Andrew contacted WSP about the damage to the heat pump cages around Room 1 and 2. He will discuss options for replacement and insurance with them next week. Monkey Toe have come to look at the cages which they installed. WSP are hoping they will repair them at no cost.

Andrew has obtained photos from the school security cameras but hasn't been able to have the youth identified.

From the Caretakers Shed

Andrew will discuss the spraying of weeds on the fence line with the caretaker. Andrew will also follow up with the spraying company to see if the field has been sprayed.

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. Andrew has approached other schools to see if they wanted to share travel costs, but no takers. Andrew will give ACG Property Services the go ahead to do the inspection.

Puanga Festival

We have a large group of 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 met with his Principal Advisor today to discuss the budget. Covered 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 has applied to Toi Foundation for an annual grant to purchase Jamf.

Health, Safety and Wellbeing

Accident Register from 16 September to 11 October 2023

One incident 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 had a service and repairs done during the holidays. Andrew is still in the process of working through his van Job List.

Earthquake Drill

Today the school took part in the National Earthquake Shakeout. We evacuated and checked the rolls in 3 minutes and 58 seconds.

General Legislation

Education Review Office (ERO) Review

The next meeting with ERO is on 28 November.

End of School Year

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

Policy Reviews Term Four 2023

Term 4 Review Topics

- Curriculum and Student Achievement Policy - Board Review
- Student Achievement Information/Student Assessment and Achievement
- Home Learning
- Distance Learning
- Religious Instruction/Religious Education - Board Review
- Health Education - Board Review

Update to Physical Restraint Policy

Nothing new to report.

Board Assurances

Board Assurances to be worked through in Term 4:

- Safety Checking
- Principal Professional Growth Cycle
- Provisionally Certificated Teachers
- Teacher Registration, Certification, and Police Vetting
- Police Vetting for Non-Teachers
- Appointment Procedure
- School Donations
- Length of School Year
- International Learners
- Evacuation/Emergency Kits and Supplies
- Expenditure
- Monitoring and Auditing School Bus

		<p>EEO Coordinator Andrew as the EEO coordinator will prepare an EEO Report as part of our annual reporting.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • The Board to review Term 4 policies in SchoolDocs <p>Board Work Plan for Term Four The tasks for Term 4 were itemized. Maz and Andrew will review the Board Work Plan ready for the start of 2024.</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 Thursday 2 November - Board training for Presiding Member in New Plymouth.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • To attend Board Training whenever possible. <p>Andrew presented a video from Weeks 1 & 2.</p> <p>Moved that his Principal's Report be accepted. A. Lodge/A. Fowlie</p>
11.	Previous minutes	<p>Moved that the previous minutes be accepted. M. Prince/C. Clarke</p>
12.	Matters Arising	Nil
13.	Job Sheet:	<ul style="list-style-type: none"> • Andrew to approach STDC for more playground bark for the start of 2024. He will email a quote to the Board. • The Board agreed not to pursue the sensory footpaths with STDC
	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> • Education Gazette - 18 September, 9 October <p>To Full Board</p> <ul style="list-style-type: none"> • Agenda • Principal's Report • Visa Statement - 25/08/23 - 24/09/23 • Financial Management Summary - September 2023 • Previous Minutes - 21/09/23 • Job Sheet - September <p>To Treasurer</p> <ul style="list-style-type: none"> • TSB bank statement - September 2023 • August & September Financial Management Report

		<p>BOT Emails</p> <ul style="list-style-type: none"> • Andrew - Children on roof • Andrew to Maz, Criag, Carly & Tash - Public excluded email • Andrew - Public excluded email • Andrew - Scale A Teaching Position • Andrew to Maz - Teaching position in 2024 • Andrew - Public excluded email <p>Board Correspondence Received Nil</p> <p>Outwards Nil</p>
15.	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for October.
16.	General Business	Nil
17.	Agenda Items for next meeting	<ul style="list-style-type: none"> • School vans • Midterm Board Election (Maz) • ERO (Andrew) • Kahui Ako (Maz)
18.	Next PTA Meeting (AGM):	<ul style="list-style-type: none"> • 6.30pm Monday 6 November 2023
19.	Next BOT meeting:	<ul style="list-style-type: none"> • 7pm Thursday 23 November 2023
20.	Whakatauki	
21.	Meeting closed	<ul style="list-style-type: none"> • 8.49pm