



Normanby School

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Normanby School Board of Trustees Meeting

23 November 2023 6.37pm

Signed: _____

Dated: _____

18/12/23

Present: Maz Prince (Chair), Jude Sklenars (Acting Principal), Carly Corrigan, Angelika Fowlie, Craig Clarke (arrived 6.44pm), Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary)

Apologies:

Declaration of Conflict of Interest/Pecuniary interest: Angelika re support staff

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 6.39pm to protect the personal privacy of natural persons, to discuss employment matters. The Public part of the meeting resumed at 7.26pm.
4.	Reviews	Governance Nil
5.	Special Topics	School Vans Covered in public excluded business Midterm Board Election We still need one more board member. Kay will check with Adrienne about the timeframe suggested by NZSTA and let Maz know. ERO Jude contacted Cath Ledger from ERO who was due to visit in November and asked her to defer the meeting for the time being.

		<p>Kahui Ako Jude will find out “What’s On Top” with the Kahui Ako and report to the Board at the December meeting. The Kahui Ako has three Across School Teachers and some schools have Within School Teachers as well. Jude is our Within School Teacher. Schools within the Kahui Ako share achievement goals and some PD funding is available. The Kahui Ako has arranged a Teacher Only Day at the beginning of 2024.</p>
6.	Presiding Member	<p>Maz said the Board is really appreciative to Jude, teaching staff and all support staff for stepping up and to ask the Board for any help they need. The greatest challenge is release for teachers and the school is doing the best they can.</p>
7.	Financial Report	<p>Moved that Accounts for Payment of \$15,170.61 be passed for payment. A. Fowlie/M. Prince</p> <p>Accounts for Payment of \$1,339.80 were passed by Andrew and Maz on 3 November.</p> <p>Accounts for Payment of \$ 61,245.41 were passed by Maz and Tash on 15 November. This included payment for the supply and installation of eight heat pumps throughout the school.</p> <p>VISA 25 September to 24 October 2023 balance: \$513.58</p> <p>Balance of accounts as of 31 October 2023: BOT account: \$479,215.29 Investment account: \$86,000.00</p> <p>31 October 2023 As at 31 October 2023 we have spent 83% of what we had budgeted for the year compared to 83% of the calendar year gone. We have used 86% of the salaries budget. We have received 97% 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 October 2023 are \$305,061 Budgeted available funds at 31 October 2023 are \$147,613</p> <p>Banked staffing is under used by 4.23 (\$13,585)</p> <p>The budget will be passed at the beginning of next year.</p> <p>Moved the Financial Report be accepted. A. Fowlie/C. Clarke</p>
8.	PTA Report	<p>Jude attended the last meeting. Quite a few Y6 parents are leaving, which would leave three of the current parents on the PTA. If we don’t have enough parents to run the PTA next year we could operate a Fundraising Group instead.</p>

		<p>The next meeting is on Monday 4 December. Jude will discuss with them their plans for next year. Carly will attend on behalf of the Board.</p> <p>The PTA Treat Day this year will be a Water Fun Day on Friday 1 December, 12.30pm onwards.</p> <p>Christmas Raffle tickets will be sent home tomorrow and a Juicie order is being placed.</p> <p>The PTA are helping with the Y6 Dinner and at the School Concert. PTA members will get a free ticket to the concert as they are helping out. All of the ticket sales will go to the PTA as they are paying for the buses and the theatre hire.</p>
<p>9.</p>	<p>Principal Report</p>	<p>The roll is 150 compared to 156 this time last year.</p> <p>NELP Objectives</p> <p>Employment and Personnel</p> <p>Staffing Covered in Public Excluded Business</p> <p>Staffing - Term 4 Jude has sourced a reliever for the full week for next week.</p> <p>Our second year teacher completes her two years of provisional registration at the end of this year. She will be acknowledged at a special morning tea towards the end of term.</p> <p>Classes for 2024 The Lead Team have sorted classes for 2024. We now have Y0 - Y3 in the Junior Hub due to the new curriculum refresh.</p> <p>Gifts for Leaving Staff The Board contribution will be confirmed depending on the length of service of each staff member as per our Gifts for Staff Policy on Schooldocs.</p> <p>Teaching and Learning</p> <p>Matariki Hub - November 2023 Room 5 - 16 students Y0-1 (Shelley Whyte) Room 7 - 19 students Y1-2 (Olivia Williamson .8 & Jude Sklenars .2) Room 8 - 21 students Y2-3 (Donna Katene)</p> <p>Puanga Hub - November 2023 Room 3 - 25 students Y3-4 (Aaron Davies) Room 4 - 22 students Y3-4 (Irma Highes) Room 1 - 23 students Y5-6 (Cameron Jones) Room 2 - 24 students Y5-6 (Tash Campbell)</p> <p>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.</p>

Term 3 Attendance Summary

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

Student Leaders Survey

All whānau of the current Year 5 cohort and all staff were invited to complete a survey with two options:

#1 - All students have the opportunity to take on leadership responsibilities throughout the school year

#2 - We continue with a select 'student council' with Head students to carry out leadership responsibilities throughout the year.

Results:

10 whānau responded and 5 staff members responded.

10 indicated a preference for option #1, 5 indicated a preference for option #2

In 2024 all Year 6 students will be leaders of the school where all will be given the opportunity to take on leadership roles across the school. All will attend leadership workshops, all will be given the opportunity to lead daily whole school morning hui and extra leadership responsibilities around the school.

End of Year Events

- ★ Friday 1 December - PTA Treat Day 12:30-3pm (Water Fun Day, Sausage Sizzle, Santa visit)
- ★ Tuesday 5 December 9am-2pm Production Rehearsal at the Hawera Memorial Theatre (Buses are booked)
- ★ Wednesday 6 December - Production performances, matinee (12pm) and evening (6:30pm)
- ★ Thursday 7 December - Class lists, stationery lists and Head Start Hui information going home
- ★ Friday 8 December - Road Patrol reward day
- ★ Monday 11 December 5:30pm-7:30pm - Year 6 Leavers Dinner
- ★ Wednesday 13 December - 2024 Transition visits "Meet the Teacher/Getting to know you" 9:15am-10:15am. All meet in the Hall at 9am.
- ★ Wednesday 13 December Whole School Prize Giving at the Normanby Recreation Centre

Following the Y6 Dinner, memories and photos will be shared. The dinner has been covered by staff and PTA.

Maz will speak to the Y6's at prize giving. Maz and Tash will hand out trophies. The Kapa Haka tutor will present the cultural trophy if she is available.

Board volunteers to help at concert - supervising downstairs, selling raffles, ushering etc

Strategic Planning, Self-review and Reporting

MOE Curriculum Refresh

The staff have been continuing to work through activities around the Aotearoa New Zealand Histories Curriculum:

- Continuation of this material and development is happening through the PLM Programme

- A Teacher Only Day about the Curriculum Refresh was held on 20 November

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

Donna and Tash attended PD today - Writer's Toolbox. We are hoping to implement this writing programme across the school from 2024, however we are aware that it will come with significant costs that we view as an investment in the student's learning.

Donna has been registered to train as a BSLA facilitator in 2024. The newly appointed teacher in 2024 has also been registered for BSLA training.

Shelley and Aaron have been registered for Incredible Years training in 2024.

Principal Wellbeing and Coaching

After consulting with Education Services, once the final budget has been approved, we minute that the remaining \$3,574 of expenses for the Principal Wellbeing fund is to be carried forward. This would increase our deficit. MOE income is recorded in the year it is received and can't be carried forward.

Finance and Property

Property Update

Rooms 1 & 2

Rooms 1 and 2 carpet squares and remedial work has been completed. The broken door closer in Room 2 has been repaired.

Learning Co-ordinator Space

There is a delay with furniture and fixings but we have been assured that work will be completed by the end of Week 7.

One last piece of furniture is to be installed and a few paint touch ups need to be done.

Heating Upgrade/Boiler

Now that we have heat pumps It has been suggested we could downgrade to a domestic gas meter. We currently have an AL425 gas meter which means we are possibly paying a higher monthly rate. This will be put on hold until we hear from Louise at WSP whether we have sufficient electrical load capacity to cope with installing heat pumps in the hall. If we did, this would mean we no longer require gas and our gas supply could be disconnected.

The modem in our electricity meter is going to be upgraded.

Still in Progress

- The roof between Room 7 and 8 has continued to leak. Taranaki Roofing will do repairs either this weekend or next week.

There is a soft section in the exterior wall outside of the Cleaner's Cupboard. Craig will have a look to see if we need a plumber to check it out.

We have been in touch with the Carpet Cleaners and they will get back to us with a date.

School Donation Scheme

We have opted into the school donation scheme for 2024.

Playground Inspection

Jude will check with Andrew from ACG Property Services to see if he has been booked in to do an inspection of our playground. She will also ask him if he has any suggestions to retain bark in the playground in front of Room 8.

We still require more bark for the playground - Jude will contact STDC to see if they will contribute. Kay will check to see how much we received last time as double that quantity will need to be ordered. Jude to email a quote to the Board.

Budget 2024

This will be passed at the beginning of next year.

Jamf - MB3

Andrew has applied to Toi Foundation for an annual grant to purchase Jamf (a system to enable us to monitor, set up and organise ipads from one central database) at a cost of \$3,581.10 incl GST. Jude will check with the Toi Foundation to see what stage the application is at.

Asset Register

The Asset Register has been reviewed. A list of items to be removed has been made and Jude will go over this with Kay.

Move that Asset Register has been reviewed.

M. Prince/Unanimous

Retentions

We are now required to hold retentions from MOE in a separate bank account. Angelika will investigate the process to open another account.

Health, Safety and Wellbeing

Accident Register from 12 October to 17 November 2023

Seven incidents involving students.

No incidents involving staff members.

Six incidents resulted in parents/caregivers being phoned.

No hazard identified from incidents.

Risk Management

The Board was assured that the principal 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.

General Legislation

Education Review Office (ERO) Review

The next meeting with ERO that was due to take place on 28 November has been deferred.

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

EEO Coordinator

Andrew as the EEO coordinator will prepare an EEO Report as part of our annual reporting.

Recommendation:

		<ul style="list-style-type: none"> The Board to review Term 4 policies in SchoolDocs <p>Board Work Plan for Term Four</p> <p>The tasks for Term 4 were itemized.</p> <p>Draft charter and Annual Aims for 2024 - Jude will check with Mike if there is anything we need to do now or can we wait?</p> <p>Board Training</p> <p>A link to the Board Induction Folder was included in the Principal's Report. It will need updating to fall in line with the NELPs.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> To attend Board Training whenever possible. <p>Moved that her Principal's Report be accepted. J. Sklenars/A. Fowlie</p>
10.	Previous minutes	<p>Moved that the previous minutes be accepted.</p> <p>M. Prince/A. Fowlie</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> The PTA would need a minimum of Chairperson, Secretary and Treasurer positions filled to be able to operate Maz will talk to a school who has a Fundraising Committee to see how it operates
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> Education Gazette - 7 November, 28 November <p>To Full Board</p> <ul style="list-style-type: none"> Agenda Principal's Report Visa Statement - 25/09/23 to 24/10/23 Financial Management Summary - October 2023 Previous Minutes - 19/10/23 Job Sheet - October <p>To Treasurer</p> <ul style="list-style-type: none"> TSB - changes to Premier account interest rate TSB bank statement - October 2023 October Financial Management Report <p>BOT Emails</p> <ul style="list-style-type: none"> Andrew to Maz, Criag, Angelika & Tash - Public excluded email Andrew - End of Year Celebrations Andrew to Maz, Craig, Angelika, Tash - Public excluded email Andrew - Public excluded email Andrew - End of Year Celebration Andrew - Junior School vacancy Maz - Andrew this week

		<ul style="list-style-type: none"> ● Maz - Public excluded email ● Max - Public excluded email <p>Board Correspondence Received</p> <ul style="list-style-type: none"> ● Letter of resignation <p>Outwards Nil</p>
	Ministry BOT tracking sheet	Ministry BOT tracking sheet completed for November.
15.	General Business	Jude and Tash will provide as much End of Year data as possible for the December meeting
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> ● School vans (Jude) ● Board Vacancy (Maz) ● ERO (Jude) ● Kahui Ako (Jude)
17.	Next PTA Meeting (AGM):	<ul style="list-style-type: none"> ● 6.30pm Monday 4 December 2023
18.	Next BOT meeting:	<ul style="list-style-type: none"> ● 5.30pm Monday 18 December 2023 - Christmas dress up
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> ● 9.13pm