



Normanby School

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Normanby School Board of Trustees Meeting

18 December 2023 6.04pm

Signed: _____

Dated: _____

Present: Maz Prince (Chair), Jude Sklenars (Acting 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:

Item	Agenda Description	Minutes
1.	Whakatauki	
2.	Special Reports	<p>End of Year Literacy Data Presented by Jude Sklenars</p> <p>Our target in Reading and Writing is 70% of students achieving at or above the expected curriculum levels. Y0/1 are excluded. We have 117 in the data group. Thirty of those students are on the Learning Support Register and are receiving additional learning support.</p> <p><u>Reading</u> 76% are achieving at or above. We have good teaching practices and good teacher knowledge. Our target could be increased to 75% next year. Only the Y6 group did not achieve the 70% target, however they did get to 68%. This is a significant improvement from mid-year. Maori/Non Maori students are very similar in achievement. Females are achieving slightly higher than the male cohort. 28 students are currently working towards. They are very pleasing results.</p> <p><u>Writing</u> 70% of students achieving at or above - we have just met the target. Y5 - only 54% are achieving at or above. Maori/Non Maori have very similar levels of achievement</p>

		<p>Females are achieving slightly higher than the male cohort.</p> <p>28 students in reading and 35 in writing are not achieving at or above.</p> <p>There is now an emphasis on teaching structured literacy. Two teachers will do further training in this area next year.</p> <p>We need to highlight the number of students (26%) needing additional learning support in our school as these numbers continue to have an impact on our overall achievement data.</p> <p>Our LA's are doing great work in running the support programmes. The teachers of students on these programmes continue to notice a positive impact in their confidence, fluency and progress.</p> <p>Moved that the End of Year Literacy Report be accepted. J. Sklenars/Unanimous</p> <p>End of Year Maths Data Presented by Tash Campbell 117 students in the data group. Our target for Maths is 80%. We got very close at 77%. Y3/4 have reached achievement targets. Male students have reached the achievement target. Males are achieving higher than females, however the gap is closing. Y5/6 - more students are working towards, however there is an upward trend. We have six students new to Normanby School in this cohort and five of these are working towards. Maori and Non-Maori students are achieving at the same rate. We are achieving accelerated progress - our percentages are getting bigger and the number of students not meeting expectations is getting smaller. We have a few students who work one on one with an LA in the classroom. We are creating confident and capable students in Maths.</p> <p>Moved that the End of Year Maths Report be accepted. T. Campbell/Unanimous</p>
3.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.26pm to protect the personal privacy of natural persons, to discuss employment matters. The Public part of the meeting resumed at 7pm.
4.	Reviews	Governance Nil
5.	Special Topics	School Vans The last day of service for the vans was 13 December 2023 - families who use the van have been informed by letter. Jude contacted the local garage who suggested possible asking prices for the two vans. Craig will list the vans on Trade Me and remove the school signs.

		<p>Board Vacancy As we have more elected than selected parent representatives we can fill the vacancy by selection. Maz has received an expression of interest from a parent. To be actioned in the new year.</p> <p>ERO Jude will touch base with Kath Ledger, our ERO officer, to reschedule her visit in 2024.</p> <p>Kahui Ako Jude will update the Board with any new developments as they arise.</p>
6.	Presiding Member	Maz read out her Presiding Member Report for 2024.
7.	Financial Report	<p>Accounts for Payment of \$43,407.05 were passed by Maz and Tash on 1 December. This included \$43,367.05 to Pepper Construction for the Learning Support Coordinator Space.</p> <p>Accounts for Payment of \$9,699.40 were passed unanimously by email on 14 December.</p> <p>VISA 25 October to 24 November 2023 balance: \$306.00</p> <p>Balance of accounts as of 30 November 2023: BOT account: \$361,049.02 Investment account: \$86,000.00</p> <p>30 November 2023 As at 30 November 2023 we have spent 90% of what we had budgeted for the year compared to 92% of the calendar year gone. We have used 94% of the salaries budget. We have received 105% 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 November 2023 are \$306,325 Budgeted available funds at 30 November 2023 are \$130,554</p> <p>Banked staffing is under used by 3.64 (\$11,690)</p> <p>Moved the Financial Report be accepted. A. Fowlie/T. Campbell</p>
8.	PTA Report	Covered in the Principal's Report.
9.	Principal Report	<p>The roll is 150 compared to 157 this time last year.</p> <p><u>NELP Objectives</u></p> <p><u>Employment and Personnel</u> Staffing Covered in Public Excluded Business</p>

CRT has increased to 3 days per term per classroom teacher in Terms 1 and 2 of 2024, and then to 4 days per term in Terms 3 and 4. In 2025 this increases again to 5 days per term.

Professional Growth Cycle documentation

These will be completed for the end of year by Jude. She will meet with teachers to discuss early in 2024.

Teaching and Learning

Matariki Hub - December 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)

Puanga Hub - December 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)

Jude shared some really positive feedback from a parent re. the school production this year.

Strategic Planning, Self-review and Reporting

Changes to Planning and Reporting

Nothing new to report.

PTA Report

The next meeting is to be held in February 2024 - this will be a get-together. Once the financials have been audited an AGM will be held. Jude will check the PTA constitution to see if the AGM needs to be held in February.

The continuation of the PTA was discussed at the December meeting and all felt that it was likely that a committee would be able to continue next year. The Chair indicated her willingness to stay on until a willing replacement chair could be found. A flier could be sent out to families to promote joining the PTA.

Jude will ask the PTA to manage the sign on the Main Road.

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.

This now needs to be reviewed, updated with outcomes and evaluations, and then used to guide us towards the next two-year plan.

Analysis Of Variance 2022

This has been published on the school website and sent to MOE and Silks Auditors as required.

Principal Wellbeing and Coaching Fund

This has been allocated to the budget for 2024.

Recommendations

- Update annual plan - outcomes/evaluation

Finance and Property

Property Update

Learning Co-ordinator Space

This is now completed and has been signed off.

Room 1 and 2 Refurbishment

CO2 monitors have been misplaced in the process and we have not yet been able to locate them. Jude will contact Andrew to see if he knows where they are. These are monitored remotely and we have been contacted asking why these two monitors have gone offline.

Heating Upgrade

Louise from WSP is looking into whether we can have our mains power upgraded so we would have sufficient electrical load capacity to cope with installing heat pumps in the hall. If this was possible, it would mean we would no longer require gas and our gas supply could be disconnected.

Still in Progress

- A roof to go over the AC cages to prevent access to the flat roof area - Peppers quote for this work is \$1,882.63. The purpose of the roof is to prevent children from using the cages to climb onto the roof of the building and damaging the cages in the process. Jude will discuss the heat pump cages with Andrew as they are higher than they need to be. Jude to seek clarification from Lousie about this as she wasn't involved in the original discussion about this upgrade. The Board agreed that at this stage these covers are not a priority.
- Room 8 cloak bay. The teacher would like the hooks removed from the internal cloak bay area. This work was not included in the original costings. Jude will ask the caretaker to remove the hooks.

Compliance Checks

Checks were carried out by JCI/Wormald on 30 November. Three defects were found with the emergency lighting systems. White Electrical were engaged to remedy these defects as well as to replace a broken light fitting in the staffroom. Jude will email the invoice from White Electrical to Wormald as proof that the work has been carried out.

School Donation Scheme

We have opted into the school donation scheme for 2024.

Playground Inspection

Jude contacted Andrew at ACG Property Services and he suggested an inspection early in Term 1, 2024 which Jude will book.

We have received a quote from Taranaki Bark Products for another 20m3 of soft-fall at a cost of \$2,070.00 (incl GST). Jude contacted STDC to ask if they would contribute to the cost but hasn't received a reply as yet. Jude to order the bark.

Budget 2024

Maths No Problem - the quote for the 2024 workbooks for all students and online Teacher Hub subscriptions is \$6,105.58 (incl GST), \$5,309.20 (excl GST). This is above what has been budgeted. The budget will be adjusted to reflect the quoted amount.

The budget has been adjusted to reflect the four Learning Assistants that will be employed in 2024 (not 5 as originally planned).

Moved that the budget for 2024 be approved with a surplus of \$138.00.
J. Sklenars/M. Prince

Jude will email the signed budget to Education Services and to Kay (for the auditors).

Jamf - MB3

We have 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.

Our application has been successful. Jude will purchase Jamf once the funds have been received from the Toi Foundation.

TSB Account Signatories

Moved that Andrew Lodge be removed as an account signatory for the Normanby School Board and his name be removed from the Normanby School credit card.
M. Prince/J. Sklenars

Moved that Judith Sklenars be added as an account signatory for the Normanby School Board.
M. Prince/A. Fowlie

The account signatories for the Normanby School Board account will now be Marion Prince, Natasha Gibson and Judith Sklenars.

Moved that a credit card for Normanby School Board be issued in the name of Judith Sklenars.
M. Prince/A. Fowlie

Moved that we open another account (under the same base number as the Normanby School Board account) to hold retentions from the Ministry of Education.
M. Prince/A. Fowlie
Jude will contact the TSB to make an appointment to action the above.

Health, Safety and Wellbeing

Accident Register from 18 November to 13 December 2023

Two incidents involving students.

No incidents involving staff members.

No incidents resulted in parents/caregivers being phoned.
No hazard identified from incidents.

Accident Report

A Vector employee was on site 30 November to update a modem in the electricity meter. He borrowed a ladder to access it and received a small cut to his finger from the ladder. He completed an accident report at Vector and returned on 1 December to complete an accident report at school. The caretaker checked the ladder and found a sharp edge at the top which he filed down to eliminate the hazard.

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. Jude. will touch base with Kath Ledger, our ERO officer, to reschedule her visit in 2024.

Policy Reviews Term Four 2023

The key actions in the December advisory are:

- View the updates to EOTC on the Demo site, review the Actions, and email SchoolDocs as needed
- View the update to Classroom Release Time under Recent Changes, review the Actions and email SchoolDocs as needed
- Term 1 review instructions will be available from mid-January. Ensure our review topics are up to date before inviting others to participate in the review. Email SchoolDocs if any changes are required.
- The 2024 review schedule and board assurance list is now available to view on the Demo site

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

		<ul style="list-style-type: none"> ● International Learners ● Evacuation/Emergency Kits and Supplies ● Expenditure ● Monitoring and Auditing School Bus <p>EEO Coordinator As Andrew was the EEO (Equal Employment Opportunity) coordinator this will need to be reviewed. An EEO Report will be included as part of our annual reporting. A template is available to show what is required.</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.</p> <p>Board Training 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/M. Prince</p>
10.	Previous minutes	Moved that the previous minutes be accepted. M. Prince/C. Corrigan
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> ● Maz and Jude to draft roles for PTA positions ● Jude to follow up with caretaker about spraying that needs to be done ● Maz and Jude to review the Board Work Plan ready for next year ● No plumber was required for exterior wall
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> ● Education Gazette <p>To Full Board</p> <ul style="list-style-type: none"> ● Agenda ● Principal's Report ● Visa Statement - 25/10/23 to 24/11/23 ● Financial Management Summary - November 2023 ● Previous Minutes - 23/11/23 ● Job Sheet - November <p>To Treasurer</p>

		<ul style="list-style-type: none"> • TSB bank statement - November 2023 • November Financial Management Report <p>BOT Emails</p> <ul style="list-style-type: none"> • Craig - van letter • Maz - Public Excluded email • Jude - Appointment of new teacher • Jude - Resignation <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 December. This is no longer required by the auditors so won't need to be completed next year.
15.	General Business	Nil
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> • School vans (Craig) • Board Vacancy (Maz) • ERO (Jude) • Kahui Ako (Jude)
17.	Next PTA Meeting (AGM):	<ul style="list-style-type: none"> • February 2024 (date to be confirmed)
18.	Next BOT meeting:	<ul style="list-style-type: none"> • Thursday 22 February 2024
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> • 9.10pm