



Normanby School

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Normanby School Board of Trustees Meeting 22 February 2024 6.02pm

Signed: 

Dated: 21/3/2024

Present: Maz Prince (Chair), Jude Sklenars (Acting Principal), Craig Clarke, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary), Carly Corrigan (arrived 6.07pm)

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest:

Item	Agenda Description	Minutes
1.	Whakatauki	
2.	Delegations for 2024	<p>Nominations were called for the position of Presiding Member. Maz was nominated by Tash, seconded by Jude. There being no further nominations, Maz Prince was elected to the position of Presiding Member unopposed.</p> <p>Nominations were called for the position of Treasurer. Carly was nominated by Maz, seconded by Tash. There being no further nominations, Carly was elected to the position of Treasurer unopposed.</p>
	2024 Code of Conduct	<p>All members read through the Board Code of Conduct for 2024. It was agreed that the sentence, "I act consistently with Te Aho Matua where the school is a Kura Kaupapa Māori Te Aho Matua." be removed. The Code of Conduct will be amended and signed at the next meeting.</p>
3.	Public Excluded Business	<p>Maz moved that the meeting move into Public Excluded Business at 6.12pm to protect the personal privacy of natural persons, to discuss employment matters. The Public part of the meeting resumed at 6.21pm.</p>
4.	Reviews	Governance Nil
5.	Special Topics	School Vans

Both vans have been sold and the insurance has been cancelled. The change of ownership has been completed.

Board Vacancy

As we currently have two vacancies we need to hold a by-election. We can only select members if we have more elected than selected parent representatives.

Maz discussed with Nadia about whether to have the election prior to the principal appointment process, but as the election process can take 60 days it was decided to proceed with the principal appointment.

We can either run the by-election alongside the principal process or after it has been completed.

The Board agreed to begin the process of a by-election now, rather than waiting till after the appointment of the principal.

Moved that we start the by-election process. M. Prince/Unanimous

Maz will approach Adrienne to be the Returning Officer.

Kahui Ako

Jude met with Kerri McColl and Amy Boyd from the Kahui Ako today and discussed where we're at with the achievement challenges. The Kahui Ako carry out voice collection within our school and this will happen about Term 3.

The Teacher Day at the Hub run by the Kahui Ako was very worthwhile, with some very good speakers.

Puanga Camps

Tash presented a letter with a proposal for a Year 6 City Camp Experience to Wellington for this year.

The proposed dates are Week 4, Term 4, 4 - 8 November. It would offer rich experiences additional to the curriculum e.g. visits to Parliament, Wellington Zoo, Capital E, Police Museum, high ropes course at Tree Adventures, Te Papa Museum, Space Place observatory and Zelandia. Students would travel by bus and stay at Silverstream with catering provided.

The cost would be \$500/student. We are looking at fundraising opportunities to reduce the cost for those parents who contribute and help. Additionally, parents would have the option to set up a payment plan to spread their payments.

A Board contribution of up to \$4,000 was requested, and has been included in this year's budget.

The \$500 covers the cost of the parent helpers. Two teachers and four parents would be required.

There is also the opportunity to apply for grants to help reduce the cost. OfficeMax take applications for grants to help individuals attend, and the PTA have been approached in the past to support students who are struggling to meet the full cost.

A proposal for a Year 4 and 5 outdoor pursuits camp will be presented at the next meeting, tentatively to be held at the end of Term 3. The cost is likely to be in the vicinity of \$250, and a breakdown of costs could be presented to

		<p>parents. If the camp is to be held in Taranaki we could apply for a grant from the Toi Foundation.</p> <p>Moved that the Year 6 City Camp Experience to Wellington be approved with a board contribution of up to \$4,000. T. Campbell/Unanimous</p> <p>Gift</p> <p>Carly will organize a gift for a board member who has resigned, as well as arranging delivery and a photo.</p>								
6.	Presiding Member	<p>Maz reported that the school is fully staffed, and that Jude is feeling supported. The new staff member is settling in. The Principal appointment process is now underway.</p> <p>An NZSTA workshop on Board Monitoring and Reporting is being held on Monday 4 March at The Hub, 6 - 8pm with all board members attending.</p>								
7.	Financial Report	<p>Moved that Accounts for Payment of \$5,885.69 be passed for payment. C. Corrigan/M. Prince</p> <p>Accounts for Payment of \$9,646.06 were passed by Maz and Tash on 16 January. This was for our annual insurance premium.</p> <p>The change of account signatories has been completed. The account signatories are now Jude, Maz and Tash. A new account has been opened to hold any retentions received from the MOE for property projects.</p> <p>VISA 25 November to 24 December 2023 balance: \$365.45</p> <p>VISA 25 December 2023 to 24 January 2024 balance: \$18.00</p> <p>Balance of accounts as of 31 December 2023:</p> <table> <tr> <td>BOT account:</td> <td>\$273,300.71</td> </tr> <tr> <td>Investment account:</td> <td>\$86,000.00</td> </tr> </table> <p>Balance of accounts as of 31 January 2024:</p> <table> <tr> <td>BOT account:</td> <td>\$417,358.23</td> </tr> <tr> <td>Investment account:</td> <td>\$86,000.00</td> </tr> </table> <p>31 January 2024</p> <p>As at 31 January 2024 we have spent 9% of what we had budgeted for the year compared to 8% of the calendar year gone. We have used 9% of the salaries budget. We have received 13% of what we had budgeted for the year.</p> <p>Actual available funds as at 31 December 2023 were \$310,138 Budgeted available funds as at 31 December 2024 are \$328,817</p> <p>Actual available funds as at 31 January 2024 are \$326,675 Budgeted available funds at 31 January 2024 are \$332,665</p> <p>Moved the Financial Report be accepted. C. Corrigan/T. Campbell</p>	BOT account:	\$273,300.71	Investment account:	\$86,000.00	BOT account:	\$417,358.23	Investment account:	\$86,000.00
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	PTA Report	A 'Meet and Greet' evening was held on 12 February. The AGM has been set for 7pm, Monday 25 March, followed immediately after by the first general meeting for 2024. Jude will follow up on job descriptions for the Chair, Treasurer and Secretary. Carly, Tash and Maz will attend the AGM.
9.	Principal Report	<p>The roll is 132 compared to 145 this time last year. We are currently a U4 school - our roll needs to be over 150 students by the end of the year to retain this rating, however we may not reach that level. We only lost about three students due to the van service ending. Other families have moved out of the area. We will get a better indication of where we are at from our 1 July roll return.</p> <p><u>National Education and Learning Priorities</u> <u>Objective 1: Learners at the Centre</u></p> <p>PIVOT The first data collection will take place next week followed by six weeks of tracking using the online tool. It collects wellbeing data from our senior students. An online company analyzes the data about how our students are feeling and the results will be reported to the Board. Jude will inform parents about it.</p> <p>Head Start Whānau Hui These were held on 30 January and were a good opportunity for teachers, students and parents to connect and discuss the learning needs of each child, and appropriate personal pathway goals. We had almost 100% attendance.</p> <p>New Parent Information Evening This was held with six parents in attendance, which we consider a successful turnout. We will repeat this presentation in Term 3 or early Term 4.</p> <p><u>Objective 2: Barrier Free Access</u></p> <p>Target Learners These students have been identified through the end of 2023 achievement data. Classroom teachers ensure planning and preparation to cater for the diverse needs of learners. Transition meetings were held between staff members transferring 2023 student information, including learning needs, to 2024 teachers.</p> <p>Intervention Programmes In Term 1 we will support students with low achievement in literacy through the 'FivePlus' (six students) and 'SevenPlus' (three students) intervention programmes. Letters have gone home to parents so they are aware of their child's inclusion on the programme. Teacher's instructional groupings and differentiated planning e.g. Tier 2 BSLA teaching group, will cater for the remaining target students who are awaiting intervention support.</p> <p>Funded Support Six students are currently receiving additional funding to support their progress and achievement:</p>

- Ongoing Resourcing Scheme (ORS) - 1 student
- ACC Sensitive Claims funding and MOE Behaviour funding - 1 student
- In-Class Support (ICS) - 2 students
- Speech and language intervention - 2 students

Objective 3: Quality Teaching and Leadership

Mihi Whakataua

On Thursday 1 February our new students, whānau and staff were welcomed at a very informal mihi whakataua.

Kapa Haka

This started in Week 2, led by Whaea Bee Weston and supported by Whaea Irma and Whaea Shavorn. Bee has agreed to take on this role for Term 1. The first half hour is for the whole school and the second half is for students wanting to perform to our community.

Professional Development

Current staff professional development for Term 1:

- Te Ahu o Te Reo Maori Level 2 (1 staff)
- Te Ahu o Te Reo Maori Level 1 (5 staff)
- BSLA Facilitator training (1 staff)
- BSLA Micro-credential University of Canterbury (1 staff)
- Incredible Years Teacher training (2 staff)
- Sharp Reading training (2 staff)
- Speech Sound Development workshops (1 staff)
- RbL training (all teaching staff)

Provisionally Certified Teachers

Both our PCT1 and our PCT2 have a mentor teacher and an advice and guidance programme in place. Part-time teachers are providing their time allowance of one day per week for PCT1, and one day per fortnight for PCT2.

Maths No Problem Workshop

Classroom teachers attended a one day workshop during Teacher Only Week. Classrooms are well equipped with learning materials, text books and workbooks for the year.

Research Workshop

The whole staff attended a Research workshop on Relationship-based Learning in Week 3, run by the STKA AST team.

Objective 4: Future of Learning and Work

Nothing to report

Term 1 2024 Board Assurances

Employment and Personnel

Covered in Public Excluded business.

PTA

Covered in Special Topics.

Finance and Property

Mains Power Upgrade

An update on the plan to install heat pumps in the hall and disconnect the gas meter, from Kym Prince, WSP Project Administrator:

The guy (electrical engineer) that has already done the report on Normanby is not returning my emails at all, so we will have to look for someone else to do it and that might involve opening another project all together. I will talk with my colleagues and see where to now. I will keep you updated.

Jude will follow up with Louise as well.

Slanted Roof over external AC Cages

This will be deferred as it is not a priority at this stage.

Work Requirement Notices

Defects noted in the November inspection have been remedied and the required documentation evidence has been sent off.

Boiler

A boiler inspection was recently carried out. Recommendations (but not requirements):

- If the boiler is not to be used again, get it fully decommissioned
- Fasten the bottom bracket on the flue

School Donation Scheme

We have opted into the school donation scheme for 2024.

Playground Inspection

Andrew Georgeson (AGC Property Services) did an inspection on 20 February. and has submitted his report. The playground is showing signs of significant wear and tear - some issues require urgent attention. Once the repairs have been completed, the life of the playground will be extended, although the board should be planning for its replacement within five years.

Action Plan:

- Jude to order 40m3 of softfall. She will get three quotes first.
- Craig will get a builder to check all the posts
- Jude will get a quote from Andrew for the other urgent repairs required, as well as a ballpark figure for the cost of replacement
- Craig will investigate who to contact at STDC as they may contribute to the costs. Kay to send the STDC playground contract to Craig.

Other Suggestions:

- Find out what we have spent on repairs and replacement over the last few years
- Undertake fundraising for playground repairs/replacement
- Get the PTA on board
- Apply for a grant from the Toi Foundation (maximum of \$30,000)
- Arrange a working bee to spread the softfall

- Once the softfall has been spread under the swings, cover it with astro turf and peg it down to retain the softfall in that area

Budget 2024

Karyn Brett from Education Services has amended our 2024 budget to reflect a more accurate picture of our situation with the pending sale of the two school vans. The updated budget has been shared with the Board. It now puts us at a \$6,862 deficit.

Moved that the amendment to our 2024 budget with a deficit of \$6,862.00 be accepted. J. Sklenars/C. Clarke

Items of Significance from December Review

Jude shared a document with the board which explained the items of significance from the December report.

Visa Credit Card

TSB are closing all existing Visa Credit Cards in March and will be replacing these with a new TSB Business Mastercard. The new Mastercard will be in the Acting Principal's name.

TSB Account Signatories

Jude has now been added as a signatory - confirmed by email on 7 February.

Insurance Policy Adjustment

The refunds for the cancellation of our insurance premiums for the vans are being processed:

\$82.01 credit due for the Commercial Drive On policy
\$1,119.13 credit due for the Commercial Motor policy

General Legislation

Attendance Report

'Regular' attendance is identified as 90% or higher, however there is no 'safe' level of non-attendance for a child's learning.

Key points from the report:

- Average attendance in term 4 of 2023 (89%) was higher than in the same term of 2022 (86.9%)
- More students were attending regularly in term 4 of 2023 (61.3%) than in the same term of 2022 (47.1%)
- In term 4 of 2023, 62.3% of male students and 60.3% of female students were attending regularly
- Year 6 students had the highest proportion of unjustified absences, with 51.5% of their absences being for unjustified reasons.
- Maori students had the highest proportion of unjustified absences, with 40.8% of their absences being for unjustified reasons.
- Female students had the highest proportion of unjustified absences, with 41.6% of their absences being for unjustified reasons.

Education Review Office (ERO) Review

Jude has spoken to Kath Leger, our ERO partner this week and completed a survey over the phone about our preparedness to implement the new Government initiatives for education i.e. cellphone ban in schools, one hour a day of Reading, Writing and Maths. Policies need to be in place by Term 2 and SchoolDocs will give us a good starting point.

Jude will meet Kath on 20 March to discuss the review process and what our next steps will be.

Policy Reviews Term 1 2024

Cellphones at School

We don't currently have a 'Cellphones at School' policy. The SchoolDocs team will update our core policy to fully reflect the new regulations by Term 2.

2024 Review Schedule and Board Assurances

Term 1

- **Te Tiriti o Waitangi (Board)**
- **Board Responsibility (Board)**
- Parent Involvement Communicating with Parents
- Community Conduct Expectations
- **Documentation and Self-review Policy (Board) Review main board-level policy**
- School Planning and Reporting
- Reporting to Parents on Student Progress and Achievement

Jude will communicate with parents through the school newsletter that these policies are up for review.

Policy Review Process

Jude will check the policies up for review and then discuss them with Maz. Any proposed changes will be taken to the Board for further discussion. Board members are also required to read the policies up for review on SchoolDocs.

Board Assurances

Risk Management

- The Board can be assured that the Principal meets the caretaker once per week and walks around the school to ensure all risks according to health and safety guidelines are identified and mitigated. Hazards are identified and are monitored and/or controlled, and measures are being re-evaluated to check their adequacy.
- The school has a shared google document that staff can access should they notice anything of concern and this is checked regularly
- EOTC - Water Fun Day Friday 1 March. TIC and Acting Principal will ensure that all safety and risk management documentation and checks are in place, including transportation considerations.

Planning and Preparing for Emergencies, Disasters, and Crises

- Emergency and evacuation procedures have been updated in the Staff Administration Book and all staff have been made aware of personnel changes; Health and Safety Warden, Chief Warden and Assembly Warden.
- A fire drill will be held in Term 1
- Jude met with Glen Hansen, South Taranaki District Council Emergency Management Officer, who informed us that Normanby School is NOT a Civil Defense Centre, this is now Normanby Recreation Centre. He took the Civil Defense kit and emergency radio that we had onsite. He will also remove any signage that indicates that this is a Civil Defence centre.

School Planning and Reporting

Jude attended a workshop in the holidays with Mike Dowd to examine and discuss the changes to school planning and reporting.

Jude used the template provided by MOE to develop the 2024 - 2025 Strategic Plan which she presented to the Board for discussion.

She used the feedback from last year's community consultation.

Our Students - a focus on wellbeing

Our Staff - a focus on Relationship-based Learning (RbL)

Our Community - a focus on the local curriculum

Moved that we accept the Normanby School Strategic Plan 2024 - 2025 and submit this to MOE by 1 March 2024.

J. Sklenars/Unanimous

The next step is the Annual Implementation Plan - the actions we will take to implement our goals and initiatives. This will be presented for endorsement at the March Board meeting and must be published and submitted to MOE by 31 March 2024.

The Normanby School Annual Report, reporting on the 2023 year is due 31 May 2024. This will be based on what was in our last Charter which was created prior to the new Education (School Planning and Reporting) Regulations 2023.

First Aid Certification

The First Aid certificates for most staff expire in August this year. The Board agreed that all teachers, the principal and Office Administrator should hold a current First Aid certificate.

Accident Register from 30 January to 11 February 2024

One incident involving students.

No incidents involving staff members.

One incident resulted in parents/caregivers being phoned.

No hazard identified from incidents.

Digital Technology and Online Safety

- 2024 Digital Device Agreements have been discussed with whānau at Head Start hui and all students and their parents must return a

		<p>signed agreement to the class teacher before any student is permitted to use a device at school.</p> <ul style="list-style-type: none"> • A list of students who do not have permission to have their image published on the internet has been collated and shared with all staff. • Device management and security system installation is underway with TIC working alongside the team from Jamf (funding for this from Toi Foundation, 2023). This will probably be completed in the school holidays to minimize interruption. <p>2024 Board Work Plan Jude will print an A3 copy for all board members to review the updated work plan.</p> <p>Board Training All board members are attending the NZSTA Board Monitoring and Reporting workshop on 4 March.</p> <p>Moved that her Principal's Report be accepted. J. Sklenars/M. Prince</p>
10.	Previous minutes	<p>Moved that the previous minutes be accepted. M. Prince/T. Campbell</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> • A photo of the Board will be taken following the by-election • The caretaker has done the spraying • The Board Work Plan has been reviewed and updated • The PTA have had their financials audited ready for their AGM in March • The PTA's constitution states that the AGM must be held by 31 March (i.e. within 3 months of the end of the financial year 31 December) • The hooks have been removed from the internal Room 8 cloakbay
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> • Education Gazette - 29 January <p>To Full Board</p> <ul style="list-style-type: none"> • Agenda • Principal's Report • Visa Statements - 25/11/23 to 24/12/23 & 25/12/23 to 24/01/24 • Financial Management Summary - January 2024 • Previous Minutes - 18/12/23 • Job Sheet - December <p>To Treasurer</p> <ul style="list-style-type: none"> • TSB bank statements - December 2023, January 2024 • Financial Management Report - December (Draft), January 2024 <p>BOT Emails</p> <ul style="list-style-type: none"> • Tash - Draft ad and person specifications

		<ul style="list-style-type: none"> • Andrew - Thank you • Tash - Public excluded • Jude - Caretaker position • Maz - Vacant principal position <p>Board Correspondence Received</p> <ul style="list-style-type: none"> • Letter of resignation (via email) • Letter of resignation • Request for leave • Request for leave <p>Outwards Nil</p>
15.	General Business	Nil
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> • 2024 Code of Conduct • Board Vacancy (Maz) • ERO (Jude) • Kahui Ako (Jude) • Camp (Tash)
17.	Next PTA Meeting (AGM):	<ul style="list-style-type: none"> • 7pm Monday 25 March 2024
18.	Next BOT meeting:	<ul style="list-style-type: none"> • 6pm Thursday 21 March 2024
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> • 8.23pm