



Normanby School

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Normanby School Board of Trustees Meeting

21 March 2024 6.35pm

Signed: 

Dated: 11/4/2024

Present: Maz Prince (Chair), Jude Sklenars (Acting Principal), Craig Clarke, Carly Corrigan, 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.	2024 Code of Conduct	This was signed by all members of the Board.
3.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.36pm to protect the personal privacy of natural persons, to discuss employment matters. The Public part of the meeting resumed at 6.45pm.
4.	Reviews	Governance Nil
5.	Special Topics	Board Vacancy We have started the process of the by-election. Adrienne Cooper has been confirmed as our Returning Officer. Moved that the date of the by-election will be 5 June 2024. M. Prince/Unanimous Moved to pay the Returning Officer a fee of \$722 including GST for the work to be undertaken. M. Prince/Unanimous Kahui Ako Tash attended PD today which she found worthwhile.

ERO

Jude met with Cath Ledger, our ERO partner. Cath will spend two days on site in the last week of term. She will meet the Lead Team as well as with Maz.

We need to complete the School Improvement Framework to indicate where we sit on the rubric across 10 domains.

The Board were asked to complete the domain 'Stewardship and Governance' by marking where they think our board sits on the rubric and then return it to the office.

There is also a Board Assurance Statement and Self-Audit Checklist to be completed by the end of term. Jude will complete it and then consult with the Lead Team and Maz.

Grip Student Leadership Conference

All Year 6's attended the conference in Palmerston North. Tash showed a video that they made about the day. Our students shone as self-managers during the conference.

Year 4/5 EOTC Proposal

Tash read out a letter from Cameron seeking approval for the Year 4 and 5's to attend an outdoor adventure at Vertical Horizons in Term 4, 21 - 23 October. Travel to the camp would be by private vehicles. They plan to take eight parents and two teachers.

The cost for each student will be \$220. This will be reduced with fundraising e.g. Cake Walk.

Moved that a Year 4 /5 camp to Vertical Horizons 21 - 23 October 2024 be approved. T.Campbell/Unanimous

Netball Hoops

Craig will take the netball hoops to an engineer to straighten them.

Roundabout

Some cars are bypassing the line and park on the other side of the road, or on the other side of the barrier. It was agreed to remove one van park and change the other van park to 'No Parking' to keep it free for the skip to be emptied. Jude will arrange for the new caretaker to do this once he starts. People are also parking in the Disabled Park. Jude has spoken to the people concerned and mentioned it in the newsletter. She will also put orange cones out to deter this. She will send a letter home to all families about parking and the use of the roundabout and mention it on Facebook.

Achievement DataPAT Data Analysis, Term 1

In 2024 NZCER introduced new PAT testing materials for maths.

Accompanying these new tests are significant enhancements in the data reporting systems provided to schools. The improved reporting systems offer teachers deeper insights into student achievements and will inform the identification of their next learning steps.

In Term 1 all Year 3 - 6 students have undertaken PAT maths in the revised format and all Year 4 - 6 students have undertaken reading comprehension using the existing test with the updated reporting features. We intend to

		<p>update to the new reading comprehension tests when they are released in Term 4, ready for Term 1 in 2025.</p> <p>It was pleasing to see that the data from these tests closely aligns with the gains that were reported in the end of 2023 data.</p> <p><u>Mathematics</u></p> <p>Year 3</p> <p>The national norms for Year 3 are not due to be released until Term 2. This cohort have had the advantage of being immersed in the Maths - No Problem programme from their first year at school. The forthcoming data will enable us to compare our results nationally and will also establish a baseline for this group. This will be invaluable as we track their progress through to Year 6, providing insights into the long-term benefits of the programme. The data shows that on average, our boys are achieving higher than our girls yet the top achievers from both genders are on par.</p> <p>Year 4</p> <p>The national norm average scale score for Year 4 is 32.5. Our average scale score is 36.1.</p> <p>Year 5</p> <p>The national norm average scale score for Year 5 is 39.7. Our average scale score is 38.2. Our male students exceeded this average with 40.2 while our girls are a little below it with 36.0.</p> <p>Year 6</p> <p>The national norm average scale score for Year 6 is 45.8. Our average scale score is 46.0.</p> <p>From the data we can confidently affirm that our school is maintaining a strong upward trajectory in mathematics learning. We have a minimal number of students in the lower achievement levels, with a significant presence in the top tier. The data will allow staff to identify and provide targeted support where it is most needed.</p> <p><u>Reading Comprehension</u></p> <p>Year 4</p> <p>The national norm average scale score for Year 4 is 28.8. Our average scale score is 31.5.</p> <p>Year 5</p> <p>The national norm average scale score for Year 5 is 35.8. Our average scale score is 34.7.</p> <p>Year 6</p> <p>The national norm average scale score for Year 6 is 45.0. Our average scale score is 45.6.</p> <p>Overall we can see that the students at our school have performed well in this assessment. Our results overall are slightly higher than the national reference group.</p> <p>Students who are working towards these expectations have all been identified and will be receiving targeted support.</p>
6.	Presiding Member	It's great that a new caretaker has been appointed. A principal will be appointed by the end of term. Maz thanked the board members involved for all the time they have invested in the process.

		From feedback from the NZSTA training, we will have the Strategic Plan and Work Plan out at each meeting so we can reflect on it. A copy of the Work Plan was given to each Board member and they were asked to bring feedback to each meeting so it can be amended and updated.
7.	Financial Report	<p>Moved that Accounts for Payment of \$14,599.99 be passed for payment. C. Corrigan/Unanimous</p> <p>Accounts for Payment of \$7,097.51 were passed by Jude and Tash on 23 February to WSP for project management for the LSC space.</p> <p>Accounts for Payment of \$1,593.55 were passed by Jude and Tash on 1 March for GRIP Leadership, Silverstream Retreat (deposit for camp) and a staff reimbursement.</p> <p>Accounts for Payment of \$4,094.00 were passed by Jude and Tash on 7 March for Roofing Taranaki for the cloak bay leak remediation.</p> <p>VISA 25 January to 24 February 2024 balance: \$333.57</p> <p>Balance of accounts as of 29 February 2024: BOT account: \$376,339.23 Investment account: \$86,000.00 MOE Retentions account: 0.00</p> <p>29 February 2024 As at 29 February 2024 we have spent 16% of what we had budgeted for the year compared to 17% of the calendar year gone. We have used 17% of the salaries budget. We have received 23% of what we had budgeted for the year. We have received 1 out of 4 operational grant instalments this year.</p> <p>Actual available funds as at 31 December 2023 were \$308,084 Budgeted available funds as at 31 December 2024 are \$326,763</p> <p>Actual available funds as at 29 February 2024 are \$350,482 Budgeted available funds at 29 February 2024 are \$330,261</p> <p>Moved the Financial Report be accepted. C. Corrigan/IM. Prince</p>
	PTA Report	<p>The PTA AGM is to be held on Monday night. Job descriptions will be presented at the AGM prior to people accepting a position.</p> <p>Any Board members who are available are invited to attend at 7pm. Staff will attend on a roster. Jude will check which staff member can attend the AGM. She will also check with Marise about the start time and whether a monthly meeting will be held.</p> <p>A load of firewood has been donated which the PTA will raffle.</p>
9.	Principal Report	<p>The roll is 135 compared to 143 this time last year.</p> <p><u>Breaking News</u> PTA</p>

The PTA AGM is being held on 25 March. The roles of the PTA (Treasurer, Chair, Vice-Chair and Secretary) will be presented and read before positions are accepted. A link to the March Acting Principal's Report to the PTA was included in the Principal's Report.

Education Review Office (ERO) Review

Jude met with Cath Ledger, our ERO partner on 18 March. Refer to Special Topics above.

March Roll Return

This was approved and uploaded to the MOE with a total of 131 students on 1 March.

One change to be made for the July return - change the Te Reo Maori provision of explicit instruction to Level 5 - less than 3 hours per week (currently returned as Level 6).

Tu Manawa Funding

Our application was successful with \$3,960.00 + GST approved to fund transport to swimming lessons.

Paid Teacher Union Meetings Week 8

These were held on Wednesday 20 March, 10 - 11am (2 staff) and 1.30 - 2.30pm (3 staff).

Teacher only Days

- Two Ministry days (Term 2/Term 4)
- One in-service day - Restorative Practice training, Tuesday 4 June 2024

Property

10 Year Property Plan

A link to this document was included in the Principal's Report.

WSP

Jude met with Louise from WSP (our chosen property managers) on 4 March. She explained her role as our project manager and the role of Kym Prince who has come on board to support Louise. Kym has been given the lead on some smaller projects. Louise remains our main contact person. Jude has shared the playground inspection report with her. As there are many Health and Safety issues within this report she is going to check if this could potentially fall under the ministry priorities for property work.

Boiler

Recommendations (but not requirements):

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

Playground

- A cordon has been put in place and the gates are locked outside of school hours until further notice.

- 40m3 of bark from Sandfords was spread at a Working Bee on Saturday 16 March.
- South Taranaki District Council have been sent a copy of the playground inspection report and are aware of the issues.
- Jude met with Kim Peters, STDC Facilities Supervisor on 15 March. STDC will contribute \$1,765.00 towards the cost of the bark (\$3,530.40) and Kim said she would check to see if the council could contribute any funds towards purchasing playground hardware (nuts, bolts etc). Council will be re-assessing the status of our playground as a community facility in the near future. We could lock the gates after hours if it is no longer a community playground.
- Andrew Georgson (ACG inspector) has provided an estimate for repairs to the playground of \$11,330.00 + GST valid for 3 months (not including replacing posts, softfall, or repairs to the climbing frame). The new caretaker will be able to do most of the quoted work over time.
- We will need to go to the playground companies to get a quote for a full replacement. Options are Park Supplies, Playground Centre and Creospace.
- Craig has had quotes to replace the posts. The quote from Johnny Neil Builders has been accepted. The caretaker can work on the other urgent things so that the playground can be reopened.
- We need to undertake fundraising before applying for grants. Do we need a separate fundraising group? If we did, they would need to liaise with the PTA so they don't encroach on their fundraising activities.

National Education and Learning Priorities (NELPs)

Objective 1: Learners at the Centre

PIVOT-Wellbeing for Learning

Baseline data has been collected. Tracking data will continue to be collected once a week from Year 4- 6 students.

Restorative Practice Staff Training

A Teacher Only Day has been set for Tuesday 4 June (the Tuesday after Kings' Birthday). Jo Chamberlin will be running in-service PD.

MAC - Maori Achievement Collaborative

Jude attended the first MAC Hui on 20 March. MAC is a professional learning and development pathway for principals, by principals, focussed on changing education outcomes for Māori students. What improves outcomes for Māori students improves outcomes for all students. There is a MAC conference later in the year which our principal will attend.

Objective 2: Barrier Free Access

Seasons for Growth

This is an 8 week programme for children, young people or adults who have experienced grief or loss. One student was identified and put forward for this programme after consultation with whānau.

Fire in the Community

One family were affected by the fire in the local community. Jude will check in with the family to see if they need any support. Jude spoke of the fire at assembly. Juniors will do the Firewise programme later in the year. A Fire Service representative attended our fire drill today.

SEN

A Special Education services hui was held on 19 March - RTL, MOE, Team Leaders, Acting Principal/SENCO.

New Government Initiative - 'Teaching the Basics Brilliantly' (1-hour-a-day)

At Senior Lead Team level and then at team meetings, the supports made available by the Ministry were presented.

Teachers reflected on current practice and collaborated on ways to achieve the 1-hour-a-day expectation.

Objective 3: Quality Teaching and Leadership

Standards for the Teaching Profession and Professional Growth Cycle PLD

Principal (Acting) led workshop updating how we enact the STPs in our setting including how we give effect to Te Tiriti o Waitangi through our tikanga practices and our timetabled Te Reo Māori instruction.

Relationship-based Learning

One team leader to be accredited as a RbL coach later this term (or the beginning of next term).

Objective 4: Future of Learning and Work

GRIP Student Leaders Conference

21 Year 6 students attended the GRIP Conference in Palmerston North on 13 March.

Review and Assurances

New Government Initiatives

- Phones away for the day by Term 2 2024
- One hour a day teaching core skills - SchoolDocs have added wording about the one hour a day requirement to **Curriculum and Student Achievement Policy** for all schools with students in Years 0 - 8. From the beginning of Term 1 2024, schools and kura with students in Years 0 - 8 will spend an average of an hour a day teaching each of reading, writing and maths, as well as pānui, tuhituhi and pāngarau.

Policy Reviews Term 1 2024

Term 1 (Jude's suggestions in red)

- **Te Tiriti o Waitangi (Board)**
Remove the word 'charter'
- **Board Responsibility (Board)**
Remove the word 'charter'
- Parent Involvement Communicating with Parents

Add the school SMS, Hero

Update reporting methods to include SMS Hero and omit written records

- Community Conduct Expectations
- **Documentation and Self-review Policy (Board) Review main board-level policy**
Update with new planning and reporting phrasing and terminology
Add Te Mātaiaho
- School Planning and Reporting
Upload current strategic plan to the site
- Reporting to Parents on Student Progress and Achievement
Update - take out BBQ by the pool
Add SMS event booking for Head Start Hui
Add real-time reporting on SMS, Hero

The Board agreed with these suggestions - Jude to email the SchoolDocs team with the changes. She will also ask if they update all policies when there's a national change e.g. removing the word charter.

Board Assurances for Term 1

The principal assures the board through regular reporting that the school complies with legislative and regulatory requirements, that relevant policies and procedures are up to date, and that appropriate actions have been taken.

Risk Management

- The Board can be assured that the Principal will meet with the caretaker regularly and walk around the school to ensure all risks according to health and safety guidelines are identified and mitigated.
- 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. RAMs forms were completed for the day and filed.

Planning & Preparing for Emergencies, Disasters & 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
- Term 1 trial (drill) evacuation - Fire Thursday 21 March at 10.45am
- We are no longer a Civil Defence Centre

School Planning and Reporting

- Strategic Plan 2024 - 2025 has been submitted to MOE and published on the school website
- Annual Implementation Plan - Jude will publish to the school website by 31 March

Learning Support

- Students with specific targeted funding have been allocated their entitled learning support hours (use of LAs)

- Target students (students not yet meeting expected curriculum levels) identified through 2023 end of year achievement data. Students who meet criteria for intervention programmes have been targeted or are on wait list (6 students doing 5+, 3 students doing 7+)
- Teacher's instructional groupings, differentiated planning e.g. Tier 2 BSLA teaching group

Health Education

- A Health Review was undertaken by Andrew last year - parents were surveyed

Safety Management System and Worker Engagement, Participation and Representation

- As per our school policies, we acknowledge our shared responsibility for health, safety, and welfare, and promote schoolwide engagement in related policies and procedures. The Board and the Principal are encouraged to proactively undertake due diligence to ensure health and safety is prioritised.
- The board engages Normanby School workers by:
 - > Sharing health and safety information
 - > Giving opportunities to share views and to raise health and safety issues
 - > Including them in decision-making

Healthcare

- First Aid Certification - retraining for all classroom teachers and office manager required by August 2024
- A list of certified first-aiders has been updated and placed in the Medical Room
- Accident Register 12 February to 12 March:
 - > 4 incidents involving students
 - > 1 incident involving a member of staff
 - > 2 incidents resulting in parents/caregivers being phoned
 - > No hazard identified from incidents

Digital Technology and Online Safety

- 2024 Digital Device agreements have been completed for all students
- 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

Board Work Plan 2024

A link to the 2024 Board Work Plan was included in the Principal's Report and a hard copy given to each Board member.

Board Training and Induction

Maz, Jude and Tash attended a NZSTA Board Monitoring and Reporting workshop on 4 March.

Moved that her Principal's Report be accepted.

J. Sklenars/M.Prince

10.	Previous minutes	Moved that the previous minutes be accepted. M. Prince/T. Campbell
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> • Photo of board member receiving their leaving gift to be published in the next school newsletter
13.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> • Education Gazette - 26 February, 18 March <p>To Full Board</p> <ul style="list-style-type: none"> • Agenda • Principal's Report • Visa Statement - 25/01/24 to 24/02/24 • Financial Management Summary - February 2024 • Previous Minutes - 22/02/24 • Job Sheet - February <p>To Treasurer</p> <ul style="list-style-type: none"> • TSB bank statement - February 2024 • Financial Management Report - February 2024 <p>BOT Emails</p> <ul style="list-style-type: none"> • Carly - Gift for Board member <p>Board Correspondence Received</p> <p>Nil</p> <p>Outwards</p> <p>Nil</p>
15.	General Business	Nil
16.	Agenda Items for next meeting	<ul style="list-style-type: none"> • Board Vacancy (Maz) • ERO (Jude) • Kahui Ako (Jude) • Playground Fundraising Group (Maz)
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"> • 6.30pm Thursday 11 April 2024 (Jude to ask Adrienne if she can take the minutes)
19.	Whakatauki	
20.	Meeting closed	<ul style="list-style-type: none"> • 8.30pm