



Normanby School

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Normanby School Board of Trustees Meeting

11 April 2024 6.30pm

Signed: 

Dated: 23/5/2024

Present: Maz Prince (Chair), Jude Sklenars (Acting Principal), Craig Clarke, Carly Corrigan, Tash Campbell nee Gibson (Staff Rep), Adrienne Cooper (Minute Secretary)

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest: Staffing - Tash

Item	Agenda Description	Minutes
1.	Whakatauki	
2.	Public Excluded Business	Maz moved that the meeting move into Public Excluded Business at 6.31pm to protect the personal privacy of natural persons, to discuss employment matters. The Public part of the meeting resumed at 6.37pm.
3.	Reviews	Governance Nil
4.	Special Topics	Board Vacancy Nomination forms have gone out. Kāhui Āko Jude outlined the Mau Rākau initiative that the Kāhui Āko are funding and what the aims are. ERO Jude met with Cath Ledger and compliance was covered. She was complimentary about our school's processes, policies and the way we do our tracking. Observations were made in some classrooms. Leadership was discussed and Cath thought Normanby was further along the rating scale than how we had self rated.

		<p>Playground Fundraising Group</p> <p>The Playground poles and slide are being done during the holidays. There was discussion around whether there were timeframes for any repairs or replacements. There was also a query about whether the playground needs to be extended or equipment changed as this would be the ideal time to do it. It was agreed that there needed to be some community consultation and some playground designers input. The Council have indicated that they feel it is a school playground but clarification would be needed.</p> <p>Jude suggested talking to Andrew (who did the inspection) as he has supported other schools with the same or similar issues and has contacts with playground manufacturers etc.</p> <p>It was suggested that we use Andrew's 5 year plan as a guide to what needs to be completed and when.</p> <p>It was also suggested that a Fundraising group be created consisting of board members, a staff representative, and interested community members. There was debate about how this would work and how it sits within the Board structure.</p> <p>There was discussion about BIG fundraising events - eg: gala, maize mazes</p>						
5.	Presiding Member	<p>The Principal's position is now closed. Maz congratulated Jude on her appointment.</p> <p>The process of the mihi whakatau and what will happen on the first day of next term was discussed. A notice will be sent home to families.</p>						
6.	Financial Report	<p>Moved that Accounts for Payment of \$9,593.52 be passed for payment. C. Corrigan/Unanimous</p> <p>An Account for Payment of \$224.25 was passed by Jude and Tash on 5 April to Tools 4 Teachers for a New Entrant webinar being held in the holidays.</p> <p>VISA 25 February to 24 March 2024 balance: Nil (balance of \$720.32 transferred to new credit card in Jude's name)</p> <p>VISA 28 February to 24 March 2024 balance: \$3,161.27</p> <p>Coupland's Bakeries overcharged us for the hot cross buns (fundraiser) but then put through a credit to the school bank account on 22 March.</p> <p>Balance of accounts as of 31 March 2024:</p> <table data-bbox="507 1688 1062 1798"> <tr> <td>BOT account:</td> <td>\$338,195.12</td> </tr> <tr> <td>Investment account:</td> <td>\$86,000.00</td> </tr> <tr> <td>MOE Retentions account:</td> <td>0.00</td> </tr> </table> <p>31 March 2024</p> <p>As at 31 March 2024 we have spent 23% of what we had budgeted for the year compared to 25% of the calendar year gone. We have used 27% of the salaries budget. We have received 33% 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</p>	BOT account:	\$338,195.12	Investment account:	\$86,000.00	MOE Retentions account:	0.00
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		<p>Budgeted available funds as at 31 December 2024 are \$326,763</p> <p>Actual available funds as at 31 March 2024 are \$360,936</p> <p>Budgeted available funds at 31 March 2024 are \$329,912</p> <p>Moved the Financial Report be accepted. C. Corrigan/T. Campbell</p>
7.	PTA Report	<p>The next PTA meeting is on the 29th April.</p> <p>The question was raised about whether Board members could also be on the PTA. Board members would have to remove themselves when the PTA discusses financials</p>
8.	Principal Report	<p>The roll is 136 compared to 146 this time last year.</p> <p><u>Attendance Rates</u></p> <p>0 - 70% = chronic absence 71 - 80% = moderate absence 81 - 90% = irregular absence 91 - 100% = regular attendance</p> <p>Attendance rates for Normanby School as at 5/4/24:</p> <p>0 - 70% - 2.21% 71 - 80% - 11.03% 81 - 90% - 22.79% 91 - 100% - 63.97%</p> <p><u>Breaking News</u></p> <p>PTA</p> <p>The PTA AGM was held on 25 March followed by the first general meeting. Executive positions of Chairperson, Vice-Chair, Secretary and Co-Treasurer were appointed.</p> <p>Their current initiatives are a firewood raffle and a School PJ Party Disco to be held on 10 May.</p> <p>Education Review Office (ERO) Review</p> <p>An ERO Partner meeting was held in the school on 8 and 9 April. The next step is for a School Profile Report to be generated. After three years of working in partnership with the school, a full ERO report will be generated.</p> <p>Caretaker</p> <p>The new caretaker will start his contract in Week 1 of Term 2.</p> <p>Matariki Hub Changes</p> <p>Due to growing new entrant numbers throughout the rest of the year, we will be transferring three students from R7 to R8 and seven students from R5 to R7 at the beginning of Term 2. R7 will move into R5 and R5 will move into R6. A notice has been sent home to all those affected.</p> <p>There was discussion about using this opportunity to upgrade/renovate Room 7.</p>

Property

10 Year Property Plan

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

Playground

Johnny Neil Builders are due to start work on the post replacement in the April school holidays. All access gates will continue to stay locked.

National Education and Learning Priorities (NELPs)

Objective 1: Learners at the Centre

PIVOT-Wellbeing for Learning

Baseline data (Cycle 0) has been collected.

Summary statements:

1. In general our students score high across all domains - nothing of concern is highlighted in this data collection. No recommendations or next steps were generated from this baseline data.
2. Boys report a greater sense of belonging and safety than girls. Girls scored slightly below the average on both these domains.
3. As a cohort they scored above the average for *I keep trying even when my school work is difficult, My school is a safe place for me, and I feel like I belong at my school.* They scored below average for, *I ask for help when I need it, People at my school respect my personal boundaries and I look forward to going to school.*

Tracking data (Cycles 1 and 2) will be collected across the year.

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 and Tash will be attending the Taranaki ki te Tonga Wānanga (South Taranaki Regional Wānanga) on 24 April. This wānanga is to support school leaders to delve into the *Te Whare Tapu o Te Ngākau Māori* framework which has been developed to support the growth of a new education system that acknowledges all people as Akonga or learners.

Objective 2: Barrier Free Access

Learning support - SENCO Report Term 1

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

Matariki Hub Restructure

A link to the letter sent home to whānau was included in the Principal's Report.

**New Government Initiative - 'Teaching the Basics Brilliantly'
(1-hour-a-day)/Phones Away for the Day**

- Teacher planning continues to demonstrate a commitment to ensuring the 'Teaching the Basics Brilliantly' guidelines are being met.

- Policy changes were shared with the community via the school newsletter

Hero Moderation Meetings

Moderation took place on 3 April with all staff involved. During moderation, teachers dug into goal progression and assessment data from Term 1 to form an 'Overall Teacher Judgement' (OTJ) of achievement for every student in Reading, Writing and Maths. OTJs will generate a new dot on progress graphs in Hero. Whānau can expect to see this dot move throughout Term 2 as students achieve learning goals in each of these core learning areas, as well as noticing growth over time in their child's goal percentage dials at the top of their report page.

Objective 3: Quality Teaching and Leadership

Professional Development

Te Ahu o Te Reo Māori - five teachers currently doing Level 1, one Support Staff member doing Level 2.

Professional Growth Cycle PLD

Impact coaches have begun the first observation cycle and are in the process of providing coaching to classroom teachers. Teachers set SMART goals for their own professional growth, using the information collected to identify a particular area of the RbL profile to focus on developing further.

Objective 4: Future of Learning and Work

Nil

Review and Assurances

New Government Initiatives

- Jude assured the Board that students do not use cellphones while they are at school. Exemptions are allowed where students require a cellphone for health needs, disability or learning support needs, a specific educational purpose approved by the teacher, or a special circumstance approved by the principal. The link to the new policy 'Cellphones and Other Personal Digital Devices' was included in the Principal's Report.
- Jude assured the Board that teaching and learning programmes give effect to foundation curriculum policy statements and national curriculum statements. The school complies with government requirements to teach an average of one hour per day of the following subjects: reading, writing and maths. The link to the new policy 'Curriculum and Student Achievement' was included in the Principal's Report.

Policy Reviews Term 1 2024

Close Friday 12 April.

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.

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.
- Playground safety issues - partial playground closure until further notice

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 - this has been published on the school website

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
- A link to the Term 1 SENCO report was included in the Principal's Report

Health Education

- A Health Review was last undertaken in 2023 by Andrew Lodge.

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 13 March to 4 April:
 - 5 incidents involving students
 - 0 incident involving a member of staff
 - 5 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
- Device management and security system installation is underway with TIC working alongside the team from Jamf (funding for this from Toi Foundation, 2023).

Board Work Plan 2024

		<p>A link to the 2024 Board Work Plan was included in the Principal's Report and a hard copy given to each Board member.</p> <p>Board Training and Induction Maz, Jude and Tash attended a NZSTA Board Monitoring and Reporting workshop on 4 March.</p> <p>Moved that her Principal's Report be accepted. J. Sklenars/M. Prince</p>
9.	Previous minutes	<p>Moved that the previous minutes be accepted. M. Prince/Unanimous</p>
10.	Matters Arising	Nil
11.	Job Sheet:	•
12.	Correspondence	<p>Inwards To Presiding Member Nil</p> <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 - March 2024 • Previous Minutes - 21/03/24 • Job Sheet - March <p>To Treasurer</p> <ul style="list-style-type: none"> • TSB bank statement - March 2024 • Financial Management Report - March 2024 <p>BOT Emails</p> <ul style="list-style-type: none"> • Jude - Update on staff member <p>Board Correspondence Received Nil</p> <p>Outwards Nil</p>
13.	General Business	Nil
14.	Agenda Items for next meeting	<ul style="list-style-type: none"> • Board Vacancy (Maz) • ERO (Jude) • Kāhui Āko (Jude) • Playground Fundraising Group (Maz)
15.	Next PTA Meeting (AGM):	<ul style="list-style-type: none"> • 6.45pm Monday 29 April 2024
16.	Next BOT meeting:	<ul style="list-style-type: none"> • 6.30pm Thursday 23 May 2024

17.	Whakatauki	
18.	Meeting closed	<ul style="list-style-type: none">• 7.58pm