



Normanby School

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Normanby School Board of Trustees Meeting 23 May 2024 6.30pm

Signed: 

Dated: 20/6/2024

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

Apologies: Nil

Declaration of Conflict of Interest/Pecuniary interest: Nil

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 6.47pm.
3.	Reviews	Governance Nil
4.	Special Topics	Board Vacancy There is still one position vacant on the Board so Maz urged members to consider people who could be approached to fill that vacancy. Maz announced that she would be stepping down at the next meeting. She encouraged members to think about taking on the role of Presiding Member. She explained what it is the Presiding Member does, expectations and the process around replacing her. Kāhui Āko Jude had been talking to Kerri McColl and said that the Kāhui Āko were currently in the process of organising "Voice Collection". Jude explained what collecting voices entails.

		<p>ERO Normanby's profile report has come out (a link to the report was in the Principal's Report). Jude passed out paper copies for members. There was positive feedback from the ERO team, particularly about learning programs, engagement and the systems the school has in place. The "Where to Next" step would be largely driven by the school and identified in the strategic plan. Jude explained that over the next 3 years, Cath (our ERO Reviewer) will check in with the school and see what progress has been made on our next steps. After the three years, a more comprehensive report would be produced.</p> <p>Playground Fundraising Group Jude asked if she could cover some of the Property items from her Principal's Report as it related to this subject. Craig and Jude met with Louise (Property Manager with WSP). The school currently has two projects with the Ministry of Education - the Junior Toilet refurbishment (by Room 7) and a Junior Outdoor Learning Environment. They had agreed to combine the two projects. Jude outlined the current funding allocation for the two projects and told the meeting that the Ministry had agreed to let the school use the remaining money for the playground upgrade. The lowering of the ceiling or adding a false ceiling in Room 7 was discussed and it was agreed to put this on hold to add to the next 10 year property plan. Next steps were discussed in regards to surveying the school community and the children as to what they want in a playground.</p> <p>Louise has sent updated paperwork about Property which Jude will forward to Board members. Louise had brought up the Hall in regards to long term maintenance. Jude agreed to talk to Kay when she returns about any information she has as to the ownership or history of the Hall. Jude read out an email from WSP regarding the electrical upgrade. The upgrade of heating in the hall can not go ahead until electrical upgrade happens.</p>												
<p>5.</p>	<p>Presiding Member</p>	<p>Maz welcomed Jen to the Board and invited Jen to share a bit about herself. Maz asked Jude about how the staff were dealing with Aaron's passing which led to discussion about how the change of classes have impacted the children and staff.</p>												
<p>6.</p>	<p>Financial Report</p>	<p>Moved that Accounts for Payment of \$11,928.48 be passed for payment. C. Corrigan/Unanimous</p> <p>An Account for Payment of \$3,362.75 was passed by Jude and Tash on 1 May for:</p> <table border="0"> <tr> <td>Advanced Learning - Writers Toolbox</td> <td style="text-align: right;">\$ 1,679.00</td> </tr> <tr> <td>ElecTech Design Ltd - Heating Upgrade 2023</td> <td style="text-align: right;">\$ 517.50</td> </tr> <tr> <td>Maths No Problem - Foundations B Jornal</td> <td style="text-align: right;">\$ 376.12</td> </tr> <tr> <td>New Zealand Literacy Association - Webinar</td> <td style="text-align: right;">\$ 10.00</td> </tr> <tr> <td>Netball Taranaki - Winter Fees 2024</td> <td style="text-align: right;">\$ 322.00</td> </tr> <tr> <td>Playground Centre Ltd - Security Cover</td> <td style="text-align: right;">\$ 189.75</td> </tr> </table>	Advanced Learning - Writers Toolbox	\$ 1,679.00	ElecTech Design Ltd - Heating Upgrade 2023	\$ 517.50	Maths No Problem - Foundations B Jornal	\$ 376.12	New Zealand Literacy Association - Webinar	\$ 10.00	Netball Taranaki - Winter Fees 2024	\$ 322.00	Playground Centre Ltd - Security Cover	\$ 189.75
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		<p>South Taranaki District Council - Rates \$ 201.10 Spike Trading Trust - Web Hosting \$ 67.28</p> <p>Also included on this payment was a charge of \$63.25 for VisTab which Ed Services indicated had been paid so was taken off the schedule.</p> <p>VISA 26 March to 24 April 2024 balance: Opening balance: \$ 3,161.27 Closing balance \$ 9.00</p> <p>Balance of accounts as of 30 April 2024: BOT account: \$ 437,339.75 Investment account: \$ 86,000.00</p> <p>30 April 2024 As at 30 April 2024 we have spent 32% of what we had budgeted for the year compared to 33% of the calendar year gone. We have used 36% of the salaries budget. We have received 42% of what we had budgeted for the year. We have received 2 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 30 April 2024 are \$366,683 Budgeted available funds at 30 April 2024 are \$329,562</p> <p>Carly read the letter from TSB regarding the term investment. Jude passed out a summary of what the investment account is made up of.</p> <p>Moved the Financial Report be accepted. C. Corrigan/M. Prince</p>
7.	PTA Report	<p>The PTA held a disco on Friday 10th May. Dinner beforehand was well received and everyone had fun. The Council street lights weren't working that night (power grid upgrade?) so caregivers were sent into the Hall to collect their children.</p> <p>The Firewood raffle was won by the Harper family's grandad and it has now been delivered</p> <p>A Sausage Sizzle was held on Pink Shirt Day (May 17th)</p> <p>The next meeting is on Monday 27th May. Carly to represent the Board with Jude</p>
8.	Principal Report	<p>The roll is 137 compared to 146 this time last year.</p> <p><u>Attendance</u> Kāhui Āko - 1 student is attending on Wednesday afternoons and is really enjoying it. Her attendance has improved. Mum goes with her and has joined in.</p> <p><u>Healthcare</u> Teaching staff and Kay have been enrolled in a First Aid course.</p>

Breaking News

Education Review Office (ERO) Review

A link to the School Profile report was included in the Principal's Report.

Support Staff Day

Support Staff Day was celebrated on Thursday 16 May with a shared morning tea and a duty-free day for our team of Learning Assistants and other ancillary staff.

Principal Professional Learning and Development

- Jude attended a **STPA Breakfast** with other principals from our area. This is something the association organises a couple of times each year as a wellbeing check-in with each other.
- **Beginning Principals' Hui** - Jude travelled to Wanganui to join with other beginning principals from around the Wanganui/Manawatu/Taranaki area.
- **New Zealand Principals' Federation annual conference** - Jude has registered for the NZPF conference this year, 18-20 September in Christchurch, travelling down on the 17th and returning on the 21st.
- Jude will be discussing PGC options with Mike Dowd (her Beginning Principal Advisor)

Property

10 Year Property Plan

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

Craig and Jude met with Louise Edgcombe, from WSP, to discuss the current two projects - the Junior learning environment and the Toilet refurbishment.

Heating Upgrade

The information regarding the heating upgrade update (from Jordan Moller, Design Estimator at Downer through Kim Prince WSP project administrator)

National Education and Learning Priorities (NELPs)

Objective 1: Learners at the Centre

Restorative Practice Staff Training

Teacher Only Day set for Tuesday 4th June (the Tuesday after Kings' Birthday holiday). Jo Chamberlin running in-service PD.

Pink Shirt Day Friday 17 May

Related resources were shared with all classroom teachers to enable explicit teaching about anti-bullying.

MAC - Maori Achievement Collaborative

Tash and Jude attended the Taranaki ki te Tonga Wānanga (South Taranaki Regional Wānanga) on Wednesday 24th April. Jude covered some of the key points from the Wānanga.

Objective 2: Barrier Free Access

Intervention Programmes

Intake 2 programmes are underway:
5+ - three new students

SENCO

The newly appointed SENCO has taken on the role of specialist teacher for our ORS student.

Structured Literacy

Jude outlined the Ministry's Budget 2024 initiatives, training levels for BSLA in the school currently and how future training could look once the Ministry of Education allocations are rolled out. Watch this space.

Objective 3: Quality Teaching and Leadership

Te Ahu o Te Reo Māori

In Week 7 of this term our 4 Hapai Oho/Level 1 teachers will be 'graduating' at the Wānanga Rūmaki.

3 staff will be registering to continue on to Hapai Tu/Level 2

2 staff have indicated they would like to begin their journey with Hapai Oho/Level 1 next term.

Professional Growth Cycle / Relationship-based Learning

Full profile observations have been carried out and impact coaching has begun, leading to goal setting by teachers to improve educational outcomes by changing teaching practice.

Group coaching sessions with all teaching staff have had an immediate impact.

Objective 4: Future of Learning and Work

Visiting Speakers - 'Energy Taranaki' inquiry

Jessie Webb from the Taranaki Offshore Wind Project has shared a presentation with our students to support their learning about local energy. David Riley, Community and Partnerships Manager from Shell Todd will also be coming in to present information about his industry.

Review and Assurances

Term 1 reviews update:

- SchoolDocs team have uploaded the new strategic plan
- SchoolDocs team have updated Communicating with Parents and Reporting to Parents on Student Progress and Achievement as requested
- The use of the term "charter" in the other topics will be handled by scheduled updates they are doing to those topics

Term 2 Reviews opened on 29 April:

- Employer Responsibility (Board)
- Appointment Procedure (Board)
- Equal Employment Opportunities
- Teacher Relief Cover
- Safety Checking (Board)
- Police Vetting
- Classroom Release Time/Timetetable

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.
- Hazards are identified and are monitored and / or controlled, and measures are being re-evaluated to check their adequacy. A Hazard register is maintained.
- Term 2 swimming lessons - Safety Action Plans in place

Planning and Preparing for Emergencies, Disasters, and Crises (every term)

- Emergency and evacuation procedures have been updated in our Staff Administration Book and all staff have been made aware of personnel changes; Health and Safety Warden, Chief Warden and Assembly Warden.
- Term 2 evacuation drill scheduled for Week 8 - Earthquake

Safety Checking and Police Vetting

- All children's workers employed or engaged by the school have been safety checked before their appointment.
- Children's workers have been safety checked as required within 3 years of the previous check.
- Any non-teaching staff (who are not registered teachers or holders of a limited authority to teach) are police vetted, and any contractors and their employees have been police vetted if they may have unsupervised access to students during normal school hours.
- Police vets have been completed every 3 years.
- Our recent ERO evaluation highlighted a requirement to ensure that the signing of any offers of employment does not occur until police vetting clearance has been obtained.

Teacher Registration and Certification

- All teachers employed at the school are registered with the Teaching Council and hold a current practising certificate, or have a limited authority to teach. No staff at our school currently hold a limited authority to teach.

Performance Management

- The school regularly assesses the performance of teachers.
- Jude is currently in the process of investigating professional learning groups for principals so she is able to assure the board that:
The board annually assesses the principal against professional standards.

Appointment Procedure, Staff Conduct and Professional Development

- Procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and board delegation for appointment committees.

Equal Employment Opportunities

- The school complies with the Equal Employment Opportunities (EEO) policy and that a statement on EEO is included in the annual report (including any issues from the previous year).
- A link to the 2023 Annual Report (Page 26) was included in the Principal's Report

Child Protection and Abuse Recognition and Reporting

- The Child Protection policy is in use, being implemented correctly, and is publicly available.

		<p><u>Curriculum and Student Achievement Policy</u></p> <ul style="list-style-type: none"> 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. <p><u>Cellphones and Other Personal Digital Devices</u></p> <ul style="list-style-type: none"> The school does not allow students to use cellphones during school hours, including break times, unless students have been granted an exemption. <p>Board Work Plan 2024 A link to the 2024 Board Work Plan was included in the Principal's Report. Jude passed around a copy of the work plan</p> <p>Board Training and Induction</p> <ul style="list-style-type: none"> Jude attended the NZSTA training on The Board's Role as a Good Employer on 15 May. Maz met with Jen Kemp (new Board member) for an induction session on 10 May. Maz, Jude and Tash attended the NZSTA Board Monitoring and Reporting workshop, 4 March 2024. <p>Moved that her Principal's Report be accepted. J. Sklenars/C. Corrigan</p>
9.	Previous minutes	Moved that the previous minutes be accepted. M. Prince/T. Campbell
10.	Matters Arising	Nil
11.	Job Sheet:	<ul style="list-style-type: none"> Making the new TSB account "view only" - The online banking facility <u>is</u> view only. If any transactions need to be made, it would require two authorised signatories to be notified. We do not use the online banking system for transactions as Ed Services handle all transactions for us. It is used for viewing or checking only.
12.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> Education Gazette - April and May <p>To Full Board</p> <ul style="list-style-type: none"> Agenda Principal's Report Financial Management Summary - April 2024 Previous Minutes - 11/04/24 Job Sheet - April <p>To Treasurer</p> <ul style="list-style-type: none"> TSB bank statement - 31 March - 30 April 2024 Financial Management Report - April 2024 Term Investment letter - TSB <p>BOT Emails</p>

		<ul style="list-style-type: none"> • Tash - Mihi Whakatau welcome <p>Board Correspondence Received</p> <ul style="list-style-type: none"> • Resignation letter • Finance Now EFTPOS machine - Jude read the letter from Finance Now. Tash suggested investigating a mobile EFTPOS and any costs involved to allow for use at different fundraising events. <p>Insurance - there is a big crack in the window in Room 7 that needs fixing and it was asked if glass was covered in the insurance cover. Jude to ask Kay when she returns.</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)
15.	Next PTA Meeting:	<ul style="list-style-type: none"> • 7pm Monday 27 May 2024
16.	Next BOT meeting:	<ul style="list-style-type: none"> • 6.30pm Thursday 20 June 2024
17.	Whakatauki	
18.	Meeting closed	<ul style="list-style-type: none"> • 8.10pm