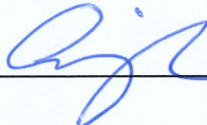




# Normanby School

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## Normanby School Board of Trustees Meeting 20 June 2024 6.31pm

Signed: 

Dated: 1/8/2024

**Present:** Maz Prince (Chair), Jude Sklenars (Principal), Craig Clarke, Carly Corrigan, Jen Kemp, Tash Campbell nee Gibson (Staff Rep), Kay LePine (Minute Secretary), Donna Katene (visitor) left at 7.07pm, Cameron Jones (visitor) left at 7.07pm

**Apologies:** Nil

**Declaration of Conflict of Interest/Pecuniary interest:** Nil

Item	Agenda Description	Minutes
1.	Whakatauki	
2.	Special Reports	<p><b>Mid-Year SENCO Report</b> (Presented by Donna Katene)</p> <p>Once students are identified as needing additional support they are closely monitored for a minimum of 18 months. Every time an action is taken, such as a new intervention or we identify different needs, the 18 monthly period resets.</p> <p>Students requiring additional support are categorised:</p> <ul style="list-style-type: none"><li>● <b>Tier 1:</b> Students identified as needing extra support by classroom teachers and curriculum leads.</li><li>● <b>Tier 2:</b> Students have received previous in-school interventions and have been identified as requiring further intervention support from outside agencies or requiring an Individual Education Plan, Behaviour Plan or Safety Plan and/or have high health needs</li><li>● <b>Tier 3:</b> Students have support in place from MOE or Ongoing Resourcing Scheme (ORS)</li></ul> <p>We currently have 30 students (22%) on the Learning Support Register.</p>

### **Intervention Programmes**

We have less students on intervention programmes this year due to lower LA numbers and more in class support required. However, the needs are still there.

- 12 students on *FivePlus*
- 3 students on *SevenPlus*
- In Year 2 we have 11 students who would benefit from *FivePlus* when we have LA's available
- In Year 1, 11 students are tagged at risk on the BSLA scale

### **Specialist Support**

*In some cases students will be represented more than once as their needs change, or when more than one agency is involved.*

- RTLB (Resource Teacher of Learning and Behaviour) - 3 students
- Speech Therapist - 2 students
- Ongoing Resourcing Scheme (ORS) - 1 student
- In-Class Support Funding - 2 students
- ACC - 1 student
- RTLB Lit - 1 student

### **Individualised Education/Behaviour/Safety Plans**

We currently have five students on individualised plans, Four have been reviewed this term and one next term. Two students have IBP's (behaviour plans).

### **Learning Assistants**

- We have four fulltime Learning Assistants to support learners and one part time fixed-term LA.
- LA support is split across six classrooms. Next term it will be across seven classrooms.
- Two students are funded for full-time one-on-one support (ORS and ACC)
- LA's currently support 4 of our 6 classrooms during maths, leaving two classes without extra adult support.

### **Health/Wellbeing/PE/Sport Report** *(Presented by Cameron Jones)*

#### Pivot Wellbeing

Pivot is a tool for the senior school (Years 4 - 6) - it's a survey to check on the students wellbeing.

We intend to collect more accurate data by ensuring the students answer the questions fully. Jude reports on the findings in her report each month.

#### Healthy Active Learning

Cameron attended a Healthy Active Learning workshop last week which he found very inspiring. He gained some great ideas to implement in our school and has been developing a school-wide plan with the outcome of 'Teachers to be confident and capable in delivering the Health and PE curriculum'. The planning involves integrating movement/physical exercise, our STAR Values/PB4L, and Wellbeing lessons. The wellbeing topics will be driven from data from the Year 4 - 6 surveys and planned at a level that can also be



		<p>taught to Year 0 - 3 students.</p> <p>One idea is to have the 'Te Whare Tapa Wha' Model archway across the entrance to our school. This will promote the holistic focus on the wellbeing of our students, staff, and whanau as they enter our school. This could potentially be linked with the build of our new playground and applying for funding from Tū Manawa Active Aotearoa.</p> <p>Cameron also outlined all the sports activities that have been held at school so far this year. The skill sessions run by Golf Taranaki have been very popular. We're still finding it a struggle to get coaches for all the team sports.</p> <p>A possible future focus could be to turn the school pool into a garden. We would need to gain permission from MOE first.</p> <p>Following Cameron's report, a discussion was held on nutrition. We are a water and milk only school but other drinks are slipping in, as well as some children consuming energy drinks at sports events. Could we have a focus on nutrition? It was suggested that "No energy drinks at sports events" be added to our Sports Code of Conduct.</p> <p><b>ICT/Science Report</b> <i>(Presented by Cameron Jones)</i></p> <p><u>Jamf App Management</u> This management system for Apple devices will enable us to keep our devices maintained and updated with the latest apps. It will also allow for individual logins on all devices and this will facilitate students being able to login to Hero. Apps will be able to be sent to a class group for installation. During the holidays the IT technician from MB3 will set up all the devices and show Cameron how to set up any new devices.</p> <p><u>House of Science</u> PKW has sponsored our school to receive science kits from 'The House of Science' again this year. Each class will have the opportunity to use a kit for two weeks, at least twice a year. The kits contain everything required to carry out the experiments.</p> <p><u>Considerations for the Future</u> Looking to the future, is the best option to buy or lease our digital devices? Keeping our devices up-to-date is important, as some of our older devices no longer support the apps we use. School website - we are currently looking into upgrading and refreshing our website to make it more user-friendly and appealing to those inquiring about our school.</p>
3.	<b>Public Excluded Business</b>	Maz moved that the meeting move into Public Excluded Business at 7.07pm to protect the personal privacy of natural persons, to discuss employment matters. The Public part of the meeting resumed at 7.17pm.
4.	<b>Reviews</b>	<b>Governance</b> Nil

5.	<b>Special Topics</b>	<p><b>Board Elections/Vacancies</b>  With Maz's resignation we now have two vacancies on the board. As we are required to have more elected than selected members we will need to hold another by-election ASAP. Jude will confirm this with NZSTA tomorrow. A letter could be sent to each family to promote joining the School Board and to clarify that it doesn't need to be a parent.</p> <p><b>Kāhui Āko</b>  Voice collection is happening in the school next week. Every 3 years the Kahui Ako send out trained voice collectors to talk to groups of people within a school - students, parents, teachers, leadership team and LA's and ask, "What enables learning at Normanby School?" and "What are the barriers to learning at Normanby School?". We will receive a report and can then make decisions based on this for our Strategic Plan. The focus is on students who are not fully engaged, and their parents.</p> <p><b>Playground Fundraising Group</b>  On hold.</p> <p><b>Mid-year Budget Review</b>  Covered in Principal's Report.</p>
6.	<b>Presiding Member</b>	<p>As it was Maz's final meeting, she thanked the Board for all their support over the years. She said she's still happy to help when needed. Due to Maz's resignation we need to appoint a Presiding Member or an Acting Presiding Member. An alternative would be for NZSTA to place a Presiding Member on our Board. Jude will talk to NZSTA about our options with this.</p>
7.	<b>Financial Report</b>	<p>Moved that Accounts for Payment of \$15,957.72 be passed for payment.  C. Corrigan/Unanimous</p> <p>Two additional invoices were added after the schedule was emailed to the Board:  Musical Limited (instrument making show) - \$575  Carly Corrigan (reimbursement) - \$146.00</p> <p><b>VISA 25 April to 24 May 2024 balance: \$1,783.61</b></p> <p><b>Balance of accounts as of 31 May 2024:</b>  BOT account: \$ 417,271.57  Investment account: \$ 86,000.00</p> <p><b>31 May 2024</b>  As at 31 May 2024 we have spent 39% of what we had budgeted for the year compared to 42% of the calendar year gone. We have used 44% of the salaries budget. We have received 55% 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 31 May 2024 are \$399,016 Budgeted available funds at 31 May 2024 are \$329,212</p> <p>Board members will receive payment for the December 2023 to July 2024 meetings as well as for the two additional meetings held for the Principal's Appointment on 15 August.</p> <p><b>Moved the Financial Report be accepted.</b> C. Corrigan/M. Prince</p>
8.	<b>PTA Report</b>	<p>Jude reported that the PTA have no other events planned for this term. At the meeting, a discussion was held on how the disco went and how future discos could be improved.</p> <p>An Incident Report has been filed. The BBQ caught fire during the last PTA Sausage Sizzle. A notice has been placed on the BBQ with instructions on what to do in case of a fire, as well as having a fire extinguisher available nearby.</p>
9.	<b>Principal Report</b>	<p>The roll is 137 compared to 146 this time last year. The next Roll Return is due on 1 July. We will be opting into the School Donations Scheme for 2025.</p> <p><u>Staffing</u> Covered in Public Excluded Business.</p> <p><u>Banked Staffing</u> Banked staffing as at SUE Report 0525 is under used by 3.77 (\$14,975) due to having one less teacher in Term 2. Jude will manage this use over time.</p> <p>In Term 3 all teachers CRT increases from 3 days to 4 days. This is an extra 7 days to find cover for. One of our part-time teachers has agreed to increase their contracted hours. They will do an extra day every fortnight and will be 0.5 FTTE or 5 days per fortnight.</p> <p><u>Attendance</u> <b>Term 1, 2024 Report</b> Key findings:</p> <ul style="list-style-type: none"> <li>● 58% of students attended regularly i.e. 5 or less days absent in the term (80/137 students)</li> <li>● 4% of students have chronic absence (6 students are absent for 15 or more days across the term)</li> <li>● The main reasons given for absence were; <ul style="list-style-type: none"> <li>'Medical' (58% of all absences)</li> <li>'Explained' absence but Unjustified (30% of all absences)</li> <li>'Justified' absence (8% of all absences)</li> <li>'Unexplained' (4% of all absences)</li> </ul> </li> </ul> <p>Our regular attendance statistic has been shared in the community newsletter along with a blurb about the government's attendance target. Two points of display have been put up in our school entrance/foyer.</p> <p><u>Healthcare</u> Accident Register from 18 May to 11 June 2024</p> <ul style="list-style-type: none"> <li>● 6 incidents involving students</li> </ul>

- 0 incidents involving a staff member
- 5 incidents resulting in parents/caregivers being phoned
- No hazards identified from incidents

All teaching staff, Jude and Kay have been enrolled in a First Aid course in the school holidays at a cost of \$1,460.00 (Staff professional development budget).

#### Breaking News

#### **Annual Report and Financial Statements 2023**

Both of these documents are now available to view on our school website.

#### **Voice Collection Round 3**

Date set for Tuesday 25 June.

- **4 - 6 students** who the school considers least engaged at an age and stage where they can articulate ideas.
- **4 - 6 Teachers** that may range in experience and time at the school
- **4 - 6 School Leaders** who have positions of responsibility leading others
- **4 - 6 Whanau** who are either whanau of the student group, or any willing participants.
- **OPTIONAL: 4 - 6 Teacher Aides** or other adults that support learning such as Librarians, SENCO, parent helpers.

#### **Budget Review Considerations**

- Our old Library Management system was originally linked to our old student management system, Edge. Since moving to Hero, the management of our library resources has been neglected. Jude proposed shifting to the Accessit Library Management system at a cost of \$2,880 + GST for the first year and \$1,130 + GST for the second and subsequent years. Agreed to by the Board.
- Increase LA support in the New Entrant/Year 1 space (Rooms 5 & 6) as our numbers increase in Term 3 and 4, as discussed in Public Excluded Business.
- Kapa Haka tutor - Jude has someone she can approach.
- Ride-on mower - These can require a lot of maintenance - budget for \$1,000 for the upkeep. We are due to receive money from the South Taranaki Group Mowing Partnership (see below) and some of this could be used to purchase a mower. Jude will investigate options. Moved that when we receive the money from the STGMP, Jude can go ahead and purchase a ride-on mower.

M. Prince/Unanimous

Budget reviews are to be undertaken by Jude and Carly. Education Services issue a budget template about September and then Karyn from Ed Services can visit and help to draft the budget.

#### **EFTPOS Machine Query**

Quote for a portable terminal:

Verifone V210M \$49 + GST/month on a 12 month contract. This includes a SIM card so it can be used off site.

The terminal with no SIM would be \$39 + GST/month. The terminal is Wi-Fi capable so it could be hot spotted to a phone when used off site.

We could make more money with fundraising with a portable one. We would need a procedure for its use. Would it be covered by insurance by the Eftpos company or the school's insurance? Jude will find out and email the Board.



### South Taranaki Group Mowing Partnership

Phil Nixon visited the school to inform us that the STGMP that we previously used for our mowing has now dissolved and in accordance with their constitution, schools who were still part of their scheme when they ceased to operate will benefit from any money held by the partnership. Our share is approximately \$13,000.00.

#### Property

### 10 Year Property Plan

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

- Amendment to 5YA plan: The changes to the existing 5YA is to cancel the Junior OLE project and redirect a majority of those funds to a combined project named: A: Junior Outdoor Learning Environment, (make watertight, install heavy duty plastic walls to make the area more usable, Room 7 walkway - fully enclose and make weather-proof, improve roofing, enclose deck space around hall - if money allows), Targeted Carpet Replacement, Staffroom refurbishment and E: Toilet refurbishments. A new project is to be created for the replacement of the existing playground.
- Design meetings for amended 5YA projects - Cambie Architects at 11am on 21 June (Jude and Craig to attend). There will also be a meeting with another architect.
- New 'Item of Significance' in the latest financial report: Grounds/Maintenance - this is due to not receiving the STDC contribution of \$1,765.00 towards the softfall top-up, which has since been paid. A copy of the invoice from Johnny Neil Builders has been sent to the STDC to calculate their potential contribution to the playground repairs carried out in the last school holidays.
- The broken window in R7 has been fixed. The quote for this was less than the insurance excess so will come out of the repairs and maintenance budget.
- Room 7 acoustic improvements - Jude emailed Rachel Vickers who put her in touch with the *Ngā Iti Kahurangi* team (Small and Rural Schools branch). Our estimated site audit date is 26/08/2024 with tentative installation dates from 03/10/2025 to 17/10/2025. Amy Nicholas from Torque IP will be our point of contact in the future.
- Ngā Iti Kahurangi programme upgrades (Ministry funded) include:
  - Replacing fluorescent lights with LEDs across the whole school
  - Installing ceiling acoustic panels in classrooms which fail acoustic testing at the first site visit
  - Insulation in the ceiling void where there is no existing insulation
  - Residual current devices (RCDs) at the power outlet where there is no existing protection at the switchboard.
  - Carpet tiles and underlay in teaching spaces when it fails the condition rating test

The school will also receive an asbestos management plan and have new site/floor plans along with 3D model/drone footage for future condition assessment by the Ministry.

- Jude asked if the Board had any further thoughts on pursuing enquiries about the transfer of the school hall to the Ministry. The hall was gifted to the school. If we gift it to the MOE, then we can cover repair and maintenance work as part of our 10YPP. Currently we have to pay for insurance, maintenance and the alarm out of our Operations Grant. Jude will make enquiries to find out our options
- Currently we spray once a year for onehunga/broadleaf and this is done by the company "Spray-It".

## **National Education and Learning Priorities (NELPs)**

### **Objective 1: Learners at the Centre**

#### **Health & PE/Wellbeing Report**

This was presented by Cameron Jones earlier in the meeting.

#### **STKA - Voice Collection Round 3**

Collecting our school narrative will allow us to explore the dominant discourses and understand the enablers and barriers for student progress, achievement and wellbeing, according to the chosen participants.

Participant selection - refer to Voice Collection under Breaking News.

The voice collection will be held on 25 June.

### **Objective 2: Barrier Free Access**

#### **SENCO Mid-Year Report**

This was presented by Donna Katene earlier in the meeting.

#### **Science of Learning**

At our TOD we spent time expanding our knowledge of the Science of Learning and linking this to the teaching of Structured Literacy. Professional learning materials provided on the Tāhūrangi curriculum site for teachers were very useful.

#### **Alex Laurie - Maths No Problem!**

Our NZ expert joined us last Friday to model maths lessons across all levels of the school. The main goal was so that our new classroom teacher could watch Alex work through the structure and sequence of a lesson and to answer any questions about the MNP programme.

### **Objective 3: Quality Teaching and Leadership**

#### **Te Ahu o Te Reo Māori**

Last week our four Hapai Oho/Level 1 teachers graduated, and our Hapai Tu/Level 2 LA graduated.

Three staff have registered to continue on to Hapai Tu/Level 2 and two staff have registered to begin their journey with Hapai Oho/Level 1 next term.

#### **Professional Growth Cycle / Relationship-based Learning**

Snapshot observations (checking in with teachers to see how they are going with their RbL goals) are due to get underway.

#### **Provisionally Registered Teacher (PCT)**

OUR PCT teacher moves to PCT2 status from July - a new mentor will indeed to be allocated for Term 3, 2024 to Term 2, 2025.

### **Objective 4: Future of Learning and Work**

Nil.

### **Review and Assurances**

#### **Term 2 Reviews:**

- Employer Responsibility (Board)  
Nothing noted by Jude
- Appointment Procedure (Board)  
Nothing noted by Jude
- Equal Employment Opportunities  
Nothing noted by Jude



- Teacher Relief Cover  
*Currently stated that the Principal will enter the details into Novopay and maintain a file of spreadsheets*  
*Suggest we update this to state that the Office Manager or the Principal will do this task.*
- Safety Checking (Board)  
*Nothing noted by Jude*
- Police Vetting  
*Nothing noted by Jude*
- Classroom Release Time/Timetable  
*Nothing noted by Jude*

Internal Review Updates

The SchoolDocs team has reviewed several topics to keep content up to date, and sought external legal advice to ensure these reflect good practice for schools.

These changes are significant and we will need to share the changes with our school community once they have been published to school sites. Updates will be published by the start of Term 3.

**Inclusive School Culture (currently Inclusive Education)**

This policy is being updated to emphasise legislative and regulatory responsibilities to create a safe and inclusive environment under the Education and training Act, National Education and Learning Priorities, and Employment Relations Act. There is a new section about how concerns can be raised and how the school will respond.

**Bullying and Harassment**

These concepts have been combined to show that bullying and harassment can involve students, staff, and other members of the school community. This section includes processes for responding to student bullying and harassment.

**Concerns and Complaints**

Based on legal advice, this policy and its associated procedures are being updated to emphasise school assessment and response processes to concerns and complaints.

**Student Attendance**

Attendance-related policies are being updated to align with current attendance resources.

**Board Assurances for Term 2**

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 continually being re-evaluated to check their adequacy. A Hazard register is maintained, and is discussed with the Caretaker. If he deems it beyond his capability or knowledge we will seek external providers to carry out the repair/maintenance.

- Hazardous incidences are documented using an incident form and steps to mitigate these hazards in future are put in place.
- Term 2 swimming lessons - Safety Action Plans in place

#### Planning and Preparing for Emergencies, Disasters, and Crises

- 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.

#### 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.

#### Performance Management

- The school regularly assesses the performance of teachers.
- Jude will be joining a professional learning network through the New Zealand Rural and Small Schools Association (NZRASLA) to support her Professional Growth Cycle (PGC) and will keep the Board updated with her professional goals. This will enable her to assure the board that protocols are in place so 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.
- Supporting policies for induction, staff conduct, and professional development are being implemented.

#### 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 statement in 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.
- Jude will be taking steps to assure the board that staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.



		<p><u>Curriculum and Student Achievement Policy</u></p> <ul style="list-style-type: none"> <li>Teaching and learning programmes give effect to foundation curriculum policy statements and national curriculum statements.</li> <li>The school complies with government requirements to teach an average of one hour per day of the following subjects: reading, writing, and maths.</li> </ul> <p><u>Cellphones and Other Personal Digital Devices</u></p> <ul style="list-style-type: none"> <li>The school does not allow students to use cellphones during school hours, including break times, unless students have been granted an exemption.</li> </ul> <p><b>Board Work Plan 2024</b> A link to the 2024 Board Work Plan was included in the Principal's Report.</p> <p><b>Board Training and Induction</b> Term 2:</p> <ul style="list-style-type: none"> <li>Jude attended the NZSTA training on 'The Board's Role as a Good Employer' on 15 May.</li> <li>Maz met with Jen Kemp (new Board member) for an induction session on 10 May.</li> </ul> <p>Term 1:</p> <ul style="list-style-type: none"> <li>Maz, Jude and Tash attended the NZSTA 'Board Monitoring and Reporting' workshop, on 4 March 2024.</li> </ul> <p>Moved that her Principal's Report be accepted. J. Sklenars/C. Clarke</p>
10.	<b>Previous minutes</b>	<b>Moved that the previous minutes be accepted.</b> M. Prince/T. Campbell
11.	<b>Matters Arising</b>	Nil
12.	<b>Job Sheet:</b>	Covered above.
13.	<b>Correspondence</b>	<p><b>Inwards</b></p> <p><b>To Presiding Member</b></p> <ul style="list-style-type: none"> <li>Education Gazette - 20 May, 10 June</li> <li>MOE - Attendance Information Sheet</li> </ul> <p><b>To Full Board</b></p> <ul style="list-style-type: none"> <li>Agenda</li> <li>Principal's Report</li> <li>Financial Management Summary - May 2024</li> <li>Visa Statement - 25 April to 24 May 2024</li> <li>Previous Minutes - 23/05/24</li> <li>Job Sheet - May</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>TSB bank statement - May</li> <li>Financial Management Report - May 2024</li> </ul> <p><b>BOT Emails</b></p> <ul style="list-style-type: none"> <li>TPOM Contracts - Survey - School Boards Responsibility</li> <li>Jude - Teacher resignation</li> <li>Carly - Board meeting</li> </ul>

		<b>Board Correspondence Received</b> Nil  <b>Outwards</b> Nil
14.	<b>General Business</b>	Nil
15.	<b>Agenda Items for next meeting</b>	<ul style="list-style-type: none"> <li>● Board Vacancy</li> <li>● Kāhui Āko (Jude)</li> <li>● Playground Fundraising Group</li> </ul>
16.	<b>Next PTA Meeting:</b>	<ul style="list-style-type: none"> <li>● 7pm Monday 1 July 2024</li> </ul>
17.	<b>Next BOT meeting:</b>	<ul style="list-style-type: none"> <li>● 6.30pm Thursday 25 July 2024</li> </ul>
18.	<b>Farewell</b>	A gift presented to Maz. Jude thanked Maz for her 9 years and 7 months service and her amazing commitment to the school during that time. It was acknowledged that she had supported the school through some massive changes during her time on the Board.
19.	<b>Whakatauki</b>	
20.	<b>Meeting closed</b>	<ul style="list-style-type: none"> <li>● 8.46pm</li> </ul>