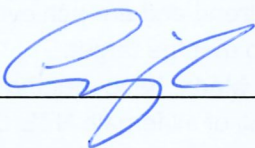




Normanby School

3 Hunter St, Normanby 4614 ph/fax 06 272 8023 email admin@normanby.school.nz www.normanby.school.nz

Normanby School Board of Trustees Meeting 1 August 2024 6.27pm

Signed: 

Dated: 22/8/24

Present: Jude Sklenars (Principal), Craig Clarke (Acting Presiding Member), Carly Corrigan, Jen Kemp, Stephanie Vaitupu, 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.	Appointment of Presiding Member	Moved that Craig Clarke be appointed to the position of Acting Presiding Member. J. Sklenars/Unanimous
3.	Co-opt new Board Member	Moved that we co-opt Stephanie Vaitupu onto the Board. J. Sklenars/Unanimous
4.	Public Excluded Business	Craig moved that the meeting move into Public Excluded Business at 6.27pm to protect the personal privacy of natural persons, to discuss employment matters. The Public part of the meeting resumed at 6.37 pm.
5.	Special Reports	Literacy Mid-year Data (Presented by Jude Sklenars) Our achievement target in Literacy (Reading and Writing) is 75% of all our students to be at or above the expected curriculum level. Teachers use a range of information and assessments to track progress and achievement. Hero has two data time-points, mid-year (1 July) and end of year (1 December). Our Y0 -Y1 cohort data is excluded from this data set because they are all at or above expected achievement levels.

Year 2 - 6 Analysis Group.

A total of 106 students are in the Year 2 - 6 analysis group (2 students are excluded as their learning goals sit outside the NZ curriculum). 28 of the 106 Y2-6 students (26%) are currently identified as requiring additional learning support.

Reading

78 of the 106 students (74%) in Y2-6 are achieving AT or ABOVE the expected NZ curriculum achievement levels. This is 1% off our end of year target so we are tracking very well.

69% of all males and 60% of all females are achieving at or above the NZ curriculum achievement levels.

75% of all Māori students and 73% of our NZE/Other students are achieving at or above the expected NZ curriculum achievement levels. This means our Māori students are bucking the national trend and are achieving the target. Students of Other Ethnicity have also met the target.

78% of all male Māori and 71% of all female Māori have met the target.

62% of all male NZE/Other students and 79% of all female NZE/Other have met the target.

Of all the students who are achieving at or above, 44% are male and 56% are female.

There are a greater number of students above compared with mid-year 2023.

Cohorts that have met our school-wide target:

- Year 3 - 82% AT/ABOVE
- Year 4 - 91% AT/ABOVE
- Students of other ethnicity - 80% AT/ABOVE
- Female students - 77% AT/ABOVE
- Māori - 75% AT/ABOVE

A greater percentage of males (69%) are At/Above than females (60%).

Year 2 cohort have a high number (50%) of students still working towards - they will need to be tracked carefully towards the end of the year.

This time last year we had 40 students working towards expected levels of achievement. This year this has decreased to 28 students. Several have been involved in individual or small group intervention programmes and teachers will consider new students for nomination for intervention programmes e.g. 5+, 7+, Reading Rev.

Writing

84% are achieving at or above the expected NZ curriculum levels. This has far exceeded our current end of year target of 75%.

83% of all males and 83% of all females are achieving at or above.

83% of all Māori students and 85% of our NZE/Other students are achieving at or above.

87% of all male NZE/Other and 86% of all female NZE/Other are achieving at or above.

85% of all male Māori and 79% of all female Māori are achieving at or above.

Of all students who are achieving at or above, 47% are male and 53% are female.

In order to meet the target, our Year 6 cohort will need to be tracked carefully towards the end of the year. Interventions will need to be considered.

Comments

- Target students will be those who are currently working towards as well as those who are considered to be at risk of falling into the working towards category
- Planning will cater for all students by differentiating learning tasks and utilising any LA support effectively
- Structured literacy approach in Matariki. New teachers have been approved by the Ministry for structured literacy PLD in Terms 3 and 4
- Celebrate the progress that's been made
- The introduction of Writer's Toolbox has greatly contributed to the improvement
- Co-construction meetings focussing on writing
- RbL approach - continuing to strive to create family-like contexts within our classrooms
- Teachers regularly collaborate to moderate achievement data using set guidelines
- Pleasing to see that the amount of students needing additional learning support has decreased significantly
- Our LAs are a valuable resource providing daily 1:1, small group and roaming support of learners in all classes as well as delivering learning support programmes

We need to promote our great results to the community as well as having small class numbers.

Maths Mid-year Data (Presented by Tash Campbell)

Our target was raised last year to 80% of students being at or above.

77% of students are achieving at or above. We haven't experienced the mid-year data dip observed in previous years.

Māori students are performing better than our NZE students. 79% of Māori achieved at or above compared to 74% of NZE students at or above. 80% of students of Other Ethnicity are achieving at or above. Māori students are well-represented among high achievers across all year levels.

Boys are achieving slightly higher than girls, 78% compared to 75% at or above.


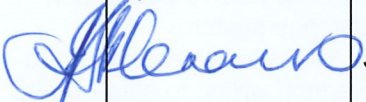
Y3 and Y4 students are performing exceptionally well with 86% and 91% respectively achieving at or above.

Those students who have had Maths No Problem from the start of their schooling are performing very well.

Tash thanked the board for continuing to fund the Maths No Problem programme and their commitment to providing learning assistance in the classrooms.

The focus on Relationship-Based Learning and creating a whānau like context within classrooms is key to helping our students reach their full potential.

		<p>It is pleasing to report a reduction in gender and ethnicity disparity in our achievement data.</p> <p>BSLA Data (Presented by Jude Sklenars) This is the third year of BSLA (Better Start Literacy Approach) in our school. Three teachers have completed the training and one of these has also completed the facilitators training. When students start school a baseline assessment is carried out. After ten weeks of instruction students are re-assessed to monitor which students are responding well to the programme and making the expected progress, and which students need more support going forward. Students identified as needing additional learning support become a Tier 2 cohort and are targeted for increased time with the teacher daily on a BSLA intervention programme. They are then tested again after 10 weeks of explicit teaching. 55% of students are working at or above the expected level. 44% are working towards 23% of the students working towards are receiving Tier 2 intervention. Most students are making very good progress on BSLA.</p>
6.	Reviews	<p>Governance Do the Board still need to complete the self assessment checklist? Jude will check with Mike to see if it's still required.</p>
7.	Special Topics	<p>Board By-election Moved that we ratify the appointment of Adrienne Cooper as Returning Officer for the by-election. J. Sklenars/Unanimous The Election Day has been set for 25 September. The Returning Officer fee has been set at \$702.00 including GST, calculated according to the MOE formula.</p> <p>Kāhui Āko A Hui is to be held where all the principals in the cluster will meet to discuss achievement challenges across the Kāhui Āko.</p> <p>Playground Fundraising Group This will be put on hold as we have funding from the Ministry we can use for this project. Jude will follow up with STDC about their share of the playground repairs.</p> <p>Hall - Licence to Occupy We have found a Licence to Occupy which stated that the Normanby Scout Hall was gifted to the school in 1994. If we want to terminate the licence we would need to broach it with the Scout Association.</p>
8.	Presiding Member	<p>Craig acknowledged and thanked Jill for organising a celebration for Jude for Principal's Day. The video of students thanking Jude was shown to the Board. Morning tea for the celebration was funded by the Board.</p>
9.	Financial Report	<p>Accounts for Payment of \$11,248.50 were passed for payment unanimously by email on 26 July.</p> <p>VISA 25 May to 24 June 2024 balance: \$358.45</p>

	 	<p>Balance of accounts as of 30 June 2024: BOT account: \$ 379,451.39 Investment account: \$ 86,000.00</p> <p>30 June 2024 As at 30 June 2024 we have spent 48% of what we had budgeted for the year compared to 50% of the calendar year gone. We have used 52% of the salaries budget. We have received 64% 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 June 2024 are \$401,293 Budgeted available funds at 30 June 2024 are \$328,862</p> <p>With Maz's resignation from the board we need to update the bank account signatories: Moved that Marion Prince be removed as a signatory from the Normanby School BOT account. C. Corrigan/J. Sklenars Moved that Craig Clarke be added as a signatory for the Normanby School BOT account. C. Corrigan/J. Sklenars The signatories for the Normanby School BOT account will now be:</p> <ul style="list-style-type: none"> ● Natasha Gibson ● Jude Sklenars ● Craig Clarke <p>Jude will contact TSB to find out the process to change account signatories.</p> <p>Moved the Financial Report be accepted. C. Corrigan/T. Campbell</p>
<p>10.</p>	<p>PTA Report</p>	<p>The PTA are planning to hold a Quiz Night at the end of term. Their next meeting is Monday 5 August.</p>
<p>11.</p>	<p>Principal Report</p>	<p>The roll is 135 compared to 150 this time last year. It has been decreasing slowly over the last few years.</p> <p>Jude welcomed Steph to the Board and thanked Craig for stepping up to the role of Acting Presiding Member.</p> <p><u>Staffing</u> July Roll Return This has been submitted to the Ministry as 135 full time students.</p> <p>Classroom Release Teacher Due to a recent adjustment in our staffing entitlement, Jude made the decision to withdraw the advertised position and will draw on our current supply of part-time teachers and day-to-day relievers to cover any CRT/PCT/R7 days. She has updated all applicants on the situation.</p> <p>Banked Staffing Update Banked staffing as at SUE Report number 082525 is under used by \$20,463. This will be used to pay for the extra days our part-time teachers</p>

work, and the day-to-day relievers used to provide classroom release. Jude will manage this use over time so that we have as close to zero balance as possible before the end of the year.

Attendance

Term 2 showed an improvement on Term 1 data. The reduction in Chronic and Moderate Absence is especially pleasing. These students appear to have moved into the Irregular Absence group. 62% of students regularly attended in Term 2 (i.e. attended above 90% of the time). It's still very low. We've had a lot of students absent with sickness since the beginning of term.

Healthcare

Accident Register from 12 June to 21 July 2024

- 4 incidents involving students
- No incidents involving a staff member
- 1 incident resulting in parents/caregivers being phoned
- No hazards identified from incidents

All teaching staff, Jude and Kay completed First Aid training in the school holiday break in order to renew certificates. The certificates are valid for two years.

Breaking News

- Whaea Daphne started in Room 7 on Monday 22 July.
- The Accessit Library software will be installed on 9 December. Jude, Cameron and Adrienne will undertake training on 16 December. We have also purchased the SCIS catalogue system.
- We are currently seeking a Kapa Haka leader and have someone local in mind. In the meantime we have staff willing to step-up and we are looking to allocate our Cultural Leadership allowance to a staff member - one of their responsibilities will be to co-ordinate/lead Kapa Haka
- Jude submitted Craig and Jen's concerns/observations about the change to traffic speeds around schools via the online survey.

Property

- **10 Year Property Plan** - A link to this document was included in the Principal's Report.
- **School Hall Update** - We have found 'Licence to Occupy' documents regarding the *gifting* of the Normanby Scout Hall to the school in 1994. The term of the licence was for 21 years with the right to renewal. No renewal was requested in 2015, but by consent it is perpetually renewable. Any intention to terminate the licence to occupy must be broached first and foremost with The Scout Association of New Zealand.
- **Playground Update** - The caretaker has been working through the playground safety inspection report, repairing and replacing broken or damaged parts. This term our students will be using this very local, relevant and authentic context as an inquiry focus with the NZC Technology strand as the main area. The learning will cover planning, development and evaluation. The playground needs to be replaced within the next five years.
- **Project Work Update** - Jude and Craig met with representatives from Cambie Design. Craig will have a look over their proposal prior to a decision being made. Louise Edgecombe, our WSP project manager is leading this project.

- **School Pool** - a compliance check was carried out by the Taranaki Regional Council at the end of last term. They recommended emptying the pools due to the water being very green looking. This would ensure the water wouldn't need to be treated before discharging into the stormwater system. The site was deemed compliant and has now been removed from the list of pool sites requiring monitoring. In the past, Okaiawa Fire Brigade have pumped the water from the pools onto the field as an exercise and the TRC said this would be acceptable.

Education Review Office

- ERO is looking at the attendance space and how schools and attendance services are helping to support students with chronic and moderate absence to get back to school. They want to hear what is going well and what needs improving at our school, to help them make recommendations to the government about what needs to change to get students attending. Jude has completed the online survey to submit our experiences of managing students with chronic and moderate absenteeism.

Kāhui Ako

- Upcoming Hui - Jude will attend the STKA Achievement Challenge 2-day wānanga on 15 and 16 August.

National Education and Learning Priorities (NELPs)

Objective 1: Learners at the Centre

H.A.L Resource

This term we are introducing a H.A.L (Healthy Active Learning) School-Wide planning resource to support all kaiako to implement a Health/Wellbeing/PE programme using our school STAR values and Te Whare Tapa Whā as a framework. Cameron Jones and Mattie Thomas (Sport Taranaki HAL Team) are leading this mahi.

STKA Voice Collection

STKA Voice Collection took place on 25 June by Kerri McColl and Shane Burgess. This voice is now with the team trained to 'clean' and group the ideas presented into themes and then categorise those as either enablers or barriers.

Whānau Learning Conferences

These are scheduled for Week 7 of this term. Parents will be able to book through Hero.

Māori Achievement Collaborative

Jude met recently with Damon Ritai from MAC:

- Booked 1:1 and staff meeting 5 August and Board meeting 22 August
- Whānau hui
- Implementation plan
- MAC Strategy: Building knowledge based on prioritised bodies of knowledge and need identified through inquiry.
 - Local narratives and stories through authentic relationships built with mana whenua
 - Ngaraina Brooks
 - John Hooker
 - Darryl Katene?
 - Identifying within our kura mana whenua families

- MAC Strategy: Facilitating the understanding of Key concepts, strategies and documents and developing tools and plans to confidently and competently implement them in school.
- School pepeha
- Matariki - local stories/local history
- Maori language unit here at Normanby School in the past - past pupils could come in and talk about it?

Objective 2: Barrier Free Access

Mid-Year 2024 Literacy Report

This was presented by Jude earlier in the meeting.

Mid-Year 2024 Maths Report

This was presented by Tash earlier in the meeting.

Mid-year literacy and maths data are proof that our Māori ākonga are not being marginalised and are in fact achieving as well as, if not better, than our non-Māori learners.

Y0-1 BSLA Data

This was presented by Jude earlier in the meeting.

Objective 3: Quality Teaching and Leadership

Cultural Leadership Allowance

Applications from staff interested in taking on this work closed on 21 July. Once all applications have been considered, the SLT will make a decision on who our Cultural Leader will be.

Te Ahu o Te Reo Māori

Intake 2 began their classes last week - 6 staff are participating.

Professional Development

Opportunities in Term 3:

- Access to Writer's Toolbox online video workshops
- Incredible Years training - one teacher
- 50 hours of regionally allocated PLD from the MOE for ongoing PD using the Writer's Toolbox approach
- Structured Literacy PLD (3 days) for both our new teachers funded by the MOE
- PCT Bus Tour - our PCT teacher
- NZPF Conference - Principal

Objective 4: Future of Learning and Work

STAR values explicit teaching as part of our school-wide Health and PE programme.

Review and Assurances

Term 3 Reviews: Employer Responsibility Policy

- Concerns and Complaints (board)
- Media
- Performance Management (board)
- Professional Development
- Protected Disclosure (board)
- Staff Conduct

- Staff Leave

Jude asked board members to go onto the School Docs site to read and review each of these policies.

The board is responsible for board-level overarching policies.

Board Assurances

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 3 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.
- On 27 June an earthquake emergency evacuation drill was held. The evacuation was completed in 3.41 minutes. Problems encountered - two classes didn't have class lists placed near their classroom exits. Phones were used instead to call the rolls.

Student Attendance

- The board can be assured that student absences are correctly recorded, monitored, and followed up.

Reporting to Parents on Student Progress and Achievement

- The board can be assured that teachers have used good quality assessment information to report to each student and their parents/caregivers at least twice a year on student progress and achievement. There is ongoing real time reporting through Hero.

Searches, Surrender, and Retention of Property

- *Assure the board that all procedures relating to search, surrender, and retention have been followed. Confirm that a written record has been kept of all surrenders and searches, and retention of any property held for more than 2 nights. Jude will confirm these by the end of the term.*
- The board can be assured that authorisation of non-teaching staff is specified in writing, and that staff members receive a copy and acknowledge the receipt in writing.

Minimising Physical Restraint

- The board can be assured that all procedures relating to physical restraint have been followed, and that all requirements to notify,

		<p>monitor, and report have been met. Jude can confirm that any non-teaching staff who have been authorised have this in writing. (currently none at our school).</p> <ul style="list-style-type: none"> • The board can be assured that staff authorised to apply restraint will receive appropriate training and support. <p><u>Stand-down, Suspension, and Exclusion</u></p> <ul style="list-style-type: none"> • The board can be assured that the school complies with the correct procedures and reporting requirements relating to stand-down, suspension and exclusion/expulsion. <p><u>School Records Retention and Disposal</u></p> <ul style="list-style-type: none"> • The board can be assured that the school has complied with the Public Records Act 2005 in relation to the retention and disposal of school records. <p>Board Work Plan 2024 Links to the 2024 Board Work Plan and 2024 Board Task Checklist were included in the Principal's Report. These have been updated. The draft budget for 2025 will be set towards the end of Term 2, beginning of Term 3 with Karyn from Education Services. Carly will attend.</p> <p>Board Training and Induction Options for training were discussed. Jude will email the board what training options are available. Term 2:</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. <p>Term 1:</p> <ul style="list-style-type: none"> • Maz, Jude and Tash attended the NZSTA 'Board Monitoring and Reporting' workshop, on 4 March. <p>150th Jubilee in 2026 Jude has put an ad in the newspaper calling for interested people to form a committee to organise the Jubilee. A meeting will be held on 28 August at 7pm.</p> <p>Moved that her Principal's Report be accepted. J. Sklenars/C. Clarke</p>
12.	Previous minutes	Moved that the previous minutes be accepted. C. Clarke/J. Kemp
13.	Matters Arising	Nil
14.	Job Sheet:	<ul style="list-style-type: none"> • The caretaker has painted over the van spaces and marked it 'No Parking' • A LA has been employed on a fixed term contract until the end of the year • Our Eftpos machine contract has been renewed for 12 months. The portable option was too expensive. • The Board by-election has been promoted in the last two newsletters • The purchasing of a ride-on mower has been put on hold until we receive the funds from the STGMP

15.	Correspondence	<p>Inwards</p> <p>To Presiding Member</p> <ul style="list-style-type: none"> ● Education Gazette - 1 July, 22 July <p>To Full Board</p> <ul style="list-style-type: none"> ● Agenda ● Principal's Report ● Financial Management Summary - June ● Visa Statement - 25 May to 24 June ● Previous Minutes - 20/06/24 ● Job Sheet - June <p>To Treasurer</p> <ul style="list-style-type: none"> ● TSB bank statement - June ● Financial Management Report - June <p>BOT Emails</p> <ul style="list-style-type: none"> ● Jude - Update from the NZSTA Advisory Centre ● Jude - New staff member ● STDC - Land Transport Rule: Setting of Speed Limits 2024 consultation ● Jude - signatory ● Jude - Board election ● Jude - Welcome to the Board ● Jude - Board meeting ● Kay - Principals Day ● Kay to Craig - signing ● Jude - Meeting tonight <p>Board Correspondence Received</p> <ul style="list-style-type: none"> ● Letter of resignation <p>Outwards</p> <p>Nil</p>
16.	General Business	Nil
17.	Agenda Items for next meeting	<ul style="list-style-type: none"> ● Board By-election ● Kāhui Āko (Jude)
18.	Next PTA Meeting:	<ul style="list-style-type: none"> ● 6.30pm Monday 5 August 2024
19.	Next BOT meeting:	<ul style="list-style-type: none"> ● 6.30pm Thursday 22 August 2024
20.	Whakatauki	
21.	Meeting closed	<ul style="list-style-type: none"> ● 8.08pm