# Normanby School Board of Trustees Meeting 20 August 2020

Dated 1 ( /9 ( 1 2 )

Meeting commenced:

6.35pm

<u>Present</u>: Maz Prince (Chair), Janelle Jones (Principal), Sheree Ogle, Angelika Fowlie, Sharlene Gray, Tash Campbell (BOT Rep), Kay LePine (Minute Secretary), Jude Sklenars (Teacher), Vicki Roberts (arrived 8.11pm)

Apologies: Nil

<u>Declaration of Conflict of Interest/Pecuniary interest:</u>
Maz – re quote for security cameras from Obertech
Sharlene – re quote from DR (Jack) Gray Painters for painting of the school

Jude presented the Reading/Writing data.

## Writing

Our writing data is not what we would hope for. A lot of children are not meeting their expected levels of achievement. 49% of Yr 2 to 6 students are meeting or exceeding the expected level of achievement, including Maori students (44%). Many of these children are transient and have arrived at our school over the last 18 months. Some arrive at school one or two years behind where they should be. 71 students are now on the Learning Support Register.

The South Taranaki Kahui Ako cluster has put in a claim for Urgent Response Funding related to the Covid pandemic. The lower levels of achievement are not unique to our school. The Ministry are attending a principal's meeting to address staffing difficulties and learning/behaviour support. Principals are also investigating the possibility of lwi organisations going in to homes to offer support where they can.

Staff are focusing on students who are almost at the expected level – these are their target students.

In her Ed Chats with staff, Janelle noted that teachers when asked what would help them most, say a full time learning assistant in the classroom.

The data doesn't reflect the work and effort put in by teachers - they are working hard to try and lift achievement levels.

Positives are that we have reliable data to work with now and Cath Runga is providing some very good writing PD. The staff have very good relationships with the students – they know that they're cared for.

Jude is observing writing lessons in classrooms. Motivating and engaging students so they want to write, is a big focus.

## Reading

Our Reading data is a lot better than the Writing.

67% of Yr 2 to 6 students are meeting or exceeding the expected level of achievement, including Maori students (64%).

We are using the Sharp Reading Programme across the school and this consistent approach seems to be working.

We need to ensure that we continue to challenge the higher achieving students.

Tash presented the Maths data.

#### Maths

A lot of students are below their expected level of achievement. 46% of Yr 2 – 6 students are achieving or exceeding the expected curriculum level (32% of Maori students). MST is helping, especially in changing attitudes. Engagement with maths has increased considerably and an increase in achievement should follow. Y5 and Y6 students are achieving higher in maths than other year levels. We have some very low achieving Year 2's who need to be closely monitored. Hero has highlighted the gaps in knowledge.

Maths PLD – once a week students are given a task where they decide the strategy they will use to solve a problem which is getting them to think for themselves.

## Summary

Janelle acknowledged that teachers are trying very hard. We are using outside agencies for students who sit outside the usual classroom programme and this frees up teachers to work with the rest of the class.

There is a very good liaison between learning assistants and staff. The learning assistants have a weekly meeting with Jude.

Jude left the meeting at 7.21pm.

In-committee:

7.22pm

Out of committee:

7.27pm

Resolution:

The Board were made of aware of an application for Urgent Response

Funding.

In-committee:

7.27pm 7.30pm

Out of committee: Resolution:

The letter of resignation was accepted.

In-committee:

7.30pm

Out of committee:

7.37pm

Resolution:

Agreed to advertise for a permanent teaching position for 2021.

In-committee:

7.37pm 7.42pm

Out of committee: Resolution:

Agreed to make a decision on a board funded fixed term position for next year

once the 2021 staffing numbers have been received.

#### Reviews

#### Governance Review:

# **BOT Self Review**

#### Leadership

- 1. The line between governance and management can be a grey area at times. However our principal and board work well together and have a mutual respect.
- 2. The board has an agreed, documented governance statement.
- 3. The board has a set of clear policies for itself that outline the rules for the board.
- 4. The duties of the principal are set out in the board manual.
- 5. All board members have a governance manual and access to SchoolDocs for all policies.
- 6. The board has ad hoc committees i.e. as required.
- 7. The Chairperson and Treasurer positions are formally delegated.

- 8. The board leads the Charter review process.
- 9. The board approves the annual goals and strategies.
- 10. Normanby School doesn't have a special character.

## Special Topics:

# **Swimming Pool**

A quote for repairs and maintenance for the pool complex has been received from Johnny Neil Building Ltd for \$64,745.00 (including GST). The quote excludes painting, a hot water supply, repairs to drainage and stainless steel urinals. Painting is something that could be done by the community. Sheree will get a quote from Houghton's for a hot water supply.

Sheree would like to look into changing it to a salt water pool. Solar heating was suggested however the pitch of the roof would have to be changed and solar panels are very expensive.

Janelle reported that the pool is currently full with water from rain and the water table, with no debris.

The next step is a community meeting. We need to find a consultant to run the meeting. The board would hold a special meeting with the consultant prior to the community meeting. Janelle will contact the person who ran the 'Education in Hawera' consultation process to get ideas of a suitable consultant.

Vicki arrived at 8.11pm.

## Principal's Report

The roll is 163 compared to 164 this time last year.

#### NAG 1

# **Community Consultation on School Hours**

There was a return rate of 66% for the survey.

39 (46.43%) of respondents voted for 9am to 3pm every day all year.

45 (53.57%) of respondents voted for 9am to 3pm for Term One and Four (summer) and 9am to 2.30pm for Term Two and Three (winter).

A discussion was held on whether to include the results of the survey in the newsletter. It was decided to include the Board's decision only. If someone wants to know the results, Janelle will direct them to the BOT minutes and/or the Principal's Report which are public documents.

A vote was held with 5:2 voting in favour of 9am to 3pm every day all year. Due to a majority vote, school hours will remain 9am to 3pm every day all year.

The board will email suggestions to Maz about the wording to include in the newsletter regarding the result of the survey by Friday 28 August. Maz will compose a paragraph and email it to the Board for approval before emailing it to Janelle Monday morning 31 August.

#### NAG 2

## NZSTA Workshop – School Charter

Janelle attended the NZSTA workshop for BOT on developing the School Charter, Strategic Planning and Review. She encouraged all members to attend the workshops whenever possible as they are very valuable. Meryn has offered to come to one of our meetings to go through the process of reviewing our charter with us. This is a free service provided by NZSTA.

#### **NZSTA Workshops**

Janelle encouraged the board to attend the next NZSTA workshop on the Employer Role being held Thursday 3 September, 7pm at Hawera High School. Angelika will attend.

#### PB4L Workshop

Part of the Strategic Plan is the PB4L PLD. The PB4L team have been attending the workshops facilitated by Shelley O'Sullivan. The school values are being updated to the following:

The acronym STAR will be used:

S - Strength

Means I am resilient and have courage

T - Team

Means I belong and include others

A – Achieve

Means I always strive to succeed

R – Respect

Means I respect myself, others and the environment

#### NAG 3

#### **Property Maintenance**

Janelle reported on some vandalism that has occurred over the past three weekends. Damage includes broken downpipes, broken clearlite and broken security lights.

Janelle is waiting on a quote to repair broken guttering above Room 2 and 3, replace two downpipes, replace the clearlite outside Room 5 and 6 and repairs to the clearlite roofing outside Room 7.

Maz left the meeting at 8.35pm due to a conflict of interest.

# **Security Cameras**

Janelle and Maz are meeting with Obertech on Friday. They want to ensure we are getting the best system that is fit for our purpose.

Janelle proposed that we override our policy in this instance which requires three quotes. Obertech already service our alarms and we would need to go out of Hawera to get further quotes, which would mean delays in response times to any overnight alarms.

Moved that we approve receiving one quote for security cameras.

J. Jones/S. Ogle

Janelle will email the revised quote to the board.

Janelle recommended using the SIP Funding for the cameras.

The board asked Janelle to clarify the following in her meeting with Obertech: What are the ongoing monitoring costs? How long is a recording kept for? Is the recording erased? How is it downloaded to give to the police? Do they operate on a timer?

Janelle reported that our smoke alarms need to be linked to Obertech monitoring. Currently only Room 8 and the breakout room in Room 6 are connected. The earthquake strengthening in 2017 identified a lot of issues with our alarm system. Janelle suggested using the SIP Funding to get it right. A discussion was held regarding fire sprinkler systems and extinguishers. Janelle will investigate and report back to the BOT.

Maz rejoined the meeting at 8.55pm.

Sharlene left the meeting at 8.55pm due to a conflict of interest.

## Painting of the School

We have received a quote from DR (Jack) Gray Ltd to paint the exterior of the school as well as some interior painting as specified:

Exterior painting:

\$50,876.00 + GST

Interior painting (as specified):

\$7026.50 + GST

Total:

\$57,902.50 + GST

Palmerston North Painters from New Plymouth visited the school however they didn't think they had the capacity to do it during the school holidays and with the size of their workforce would need 3 months complete the job

Sheree said that Fonterra currently has a large painting job that is using a lot of the painting companies in Taranaki.

Moved that we approve receiving one quote for the cyclical painting of the school.

J. Jones/S. Ogle

Moved that we accept the quote from DR (Jack) Gray Ltd to paint the school. J. Jones/S. Ogle Janelle will inform them that their quote has been accepted.

Sharlene rejoined the meeting at 9.05pm.

# **SIP Funding**

The list for the SIP Funding was finalized:

- 1. Security Upgrade including security cameras, connecting all smoke alarms to Obertech monitoring and compliance with all fire requirements as specified by the Fire Service.
- 2. Permanent Shade Structure over lunch eating area, deck, and sandpit area.
- 3. Air conditioning/Heat Pump for Room 7 (and other classrooms if money is available)
- 4. Storage for PE and sports gear

We may be able to use our 5YA funding for doors and a deck off Room 5 & 6 (part of our Strategic Plan) and for new carpet.

## School Roundabout System

Maz and Vicki will meet with the council to discuss a roundabout system for our school.

# Review of the Budget

The school budget has been reviewed.

## **TSB Community Grants**

Janelle and Adrienne attended a workshop with TSB Community Trust staff to learn how to complete an Annual Grant application.

Janelle suggested we apply for two new vans through the Capital Grant application which is not available yet due to Covid restrictions from the Reserve Bank.

Resolution:

The Normanby School BOT will apply to TSB Community Trust for an Annual Grant.

J. Jones/unanimous

## PB4L

Vicki can no longer participate in the PB4L PLD as a Board Rep due to full time work. Kerri, Janelle, Tina, Jude and Tash are the PB4L team.

There are two training days left for this year, 11 September and 23 October.

All trustees are to email Janelle to let her know whether or not they can attend these days.

#### NAG 5

#### Covid-19

We are currently operating under Covid-19 alert Level Two protocols. We have many children absent from school and some staff members due to sickness. More Covid-related costs are to be covered in the next instalment of our Operations Grant.

#### NAG 6

#### **Attendance**

The MOE Every Day Matters attendance reports were included in the Principal's Report.

#### School Docs-Policy Review

The Policies under review for Term 3 are:

- Learning Support
- Appointment Procedure
- Child Protection

Trustees were asked to give any feedback to Janelle through the SchoolDocs website. Janelle will check with SchoolDocs to see why she hasn't received Sheree's feedback which was posted on the site.

#### **BOT Bi-election**

The bi-election is due to be held on 4 December and involves the positions of Sharlene and Maz.

#### NAG 7

## **School Charter**

There is nothing to specifically report on the School Charter this month other than what has been noted in the Principal's Report.

## Kahui Ako Updates

On 27 and 28 August all principals in the Kahui Ako are meeting to update the Kahui Ako Achievement Challenge.

## **BOT Triennial Work Plan**

All tasks have been completed for August apart from the policies under review for Term 3.

Moved her Principal's Report be accepted.

J. Jones/A. Fowlie

# Financial Report:

Moved that we pass the August accounts for payment: \$6,293.46

A. Fowlie/M. Prince

July VISA balance: \$454.65

Balance of accounts as at 30 July 2020

BOT account:

\$396.531.20

Investment account:

\$86,000.00

As at 31 July 2020 we have spent 53% of what we had budgeted for the year compared to 58% of the calendar year gone.

Actual available funds as at 31 December 2019 were \$227,317 Budgeted available funds as at 31 December 2020 are \$214,226

Actual available funds as at 31 July 2020 are \$317,090 Budgeted available funds 31 July 2020 are \$226,151

Moved the Financial Report be accepted.

A. Fowlie/M. Prince

## PTA

The PTA agreed to pay for 20 sports shirts which will cover four touch teams. The Bobby Calf fundraiser has been very successful with no costs involved – the potential earning is \$1,600. There needs to be more communication with the community about this next year so all farmers know about it and can choose to participate if they wish. It also needs to be advertised what the money raised will be used for. The recent disco was a great success with Shaun Campbell offering his services as DJ.

## Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/A. Fowlie

# Matters Arising:

Nil

## Job Sheet:

- Janelle contacted Game Changer and the order for the sports tops will be emailed to them on 28 August
- Corrigan Electrical has ordered the extractor fans for the school flats
- A visit has been booked with Wormald to discuss connecting all smoke alarms to the Obertech monitoring system

## Correspondence:

#### Inwards

VISA statement - July July Financial Management Report TSB July 2020 bank statement

#### **BOT Emails**

MOE Every Day Matters – Attendance Report T1 & T2, 2020
MOE Bulletin – Covid 19 Update 12/08/20
Janelle - Incident of Physical Restraint Form (to Maz)
SchoolDocs Advisory: Mid-term updates
Rachel Vickers (MOE Property Advisor) re Project Forms for SIP Funding (to Maz)

# **Board Correspondence Received (filed)**

Nil

#### **Outwards**

Reply to letter of resignation

Ministry BOT tracking sheet completed for August.

## Agenda Items for next meeting:

Swimming Pool

## PTA Meeting:

7pm Wednesday 9 September - Tash to attend

Next meeting:

6.30pm Wednesday 16 September

Board Dinner: 6pm 28 August at Ohangai

Meeting closed:

9.50pm

