

**Normanby School Board of Trustees Meeting
28 February 2019**

Signed _____

Dated _____

Meeting commenced: 6:00pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Rachel Augustine, Shane Poingdestre, Sheree Ogle, Mesina Fabish, Clarissa Dravitzki (Staff Rep), Kay LePine (Minute Secretary)

Apologies: Nil

Election of Officers:

Chair:	Maz	Nominated by Mesina	Seconded Sheree
Treasurer:	Mesina	Nominated by Sheree	Seconded Rachel

In-committee: 6:02pm
Out of committee: 6:11pm
Resolution: The Board agreed to two days sick leave and seven days bereavement leave.

In-committee: 6:11pm
Out of committee: 6:26pm
Resolution: The board reviewed their appointment process.

In-committee: 6:26pm
Out of committee: 6:34pm
Resolution: The Principal's appraisal will continue to be carried out by Nadia Ballantine from Ed Lead Consultants.

Declaration of Conflict of Interest/Pecuniary interest: Nil

Reviews

Governance Review:

Nil

Special Topics:

Swimming Pool

Sheree received the second report late this afternoon. She will email a copy to everyone tomorrow. It is repairable. In the engineers opinion the cracks in the pool walls are related to the original pool construction and the wrong coating system being used. The report recommends stripping the plaster, sealing the cracks, applying fibreglass over the sealed cracks and then applying an appropriate surface coating system. The estimated cost of repairs is \$40,000.

The Swimming Pool Policy states, "Outside of school hours, the board of trustees is not responsible for any harm to pool users provided that when the pool and surroundings are made available to the public, the board complies with the provisions of this policy." Sheree will look into this.

The engineer will put together some specs and Sheree will get quotes. She will also get quotes for improvements to the pool surrounds, the checking of the pool water management system and a solar heating system. The board agreed it would be best to get everything done at once. This report was \$4600. The specs report is \$13,500. The engineer said one of the reports would be a lot less. Sheree will contact him to clarify the charges for each step.

Gifts

There is a "Gifts for Staff" Policy on School Docs. It states that the Board will contribute towards a gift for a staff member who leaves after at least one year of service and that the value of the gift depends on the length of service at school:

1 – 2 years	\$40
3 – 10 years	\$40 + \$5 for every year of service
More than 10 years	\$80 + \$10 for every year of service, not exceeding \$300

Flowers are also given in the case of bereavement, at Janelle's discretion.

The board decided to adhere to the policy and relook at it when it comes up for review.

At her last school Janelle said staff contributed \$10/term to cover gifts, however this was for a very large staff.

Board Election

The timeline is printed on the back of the agenda. The three positions up for election are Clarissa, Sheree and Rachel.

NZSTA are offering a programme to help encourage potential new trustees to find out what it means to serve on a school board. Our local hui is being held at Hawera High School on 25 March at 6pm. Janelle encouraged the board to invite prospective trustees to attend and even offer to pick them up and take them in.

Principal's Report

The Mission Statement has been updated.

The roll is currently 149.

NAG 1

Y5 Camp

One parent helper has pulled out at the last minute. Police Vets were completed last year. One grandfather is keen to go and we do need another male apart from Cameron. We have Sheree as a backup and she is already police vetted.

Y6 Camp

Tash has proposed going to Wellington again this year in November and to keep the cost to \$500. Moved that the Year 6 camp to Wellington be approved. M. Prince/unanimous

Staffing Allocation

Our confirmed staffing entitlement from the MOE for January 2019 is 9.41. Our current staffing for term one is 10 (7 classroom teachers, Janelle, Cameron and Liz).

Professional Development

Our PD for this year is related to our strategic direction.

Data on Student Achievement

Every teacher started the year with the end of year data from December 2018.

The Analysis of Variance has been included in Janelle's report. Targets will be presented at the March meeting.

Tomorrow's School Task Force Review

There are 8 key issues. Janelle encouraged the Board to read these which are covered in Appendix 2 of her report. Maz will forward the survey on the Task Force Review to each trustee to complete. Janelle explained that they are looking at introducing Hubs which will have expert people dealing with property and finance, share SENCO's etc. There could be over 100 schools in one Hub and Janelle is concerned with the equity between large and small schools and the allocation of resources.

Relationship Based Learning (Kahui Ako) Impact Coaching

Amy and Jude are fully accredited Impact Coaches for Relationship Based Learning and will now begin the process of being impact coaches with staff.

Maths Leadership

Tash and Kat will be trained as ALiM teachers (Accelerated learning in Mathematics). By the end of the year they will begin to teach other teachers the best ways to accelerate children's learning in mathematics.

Tash is the teacher in charge of mathematics for 2019. Both Tash and Kat will attend the free Mathematics Leadership Communities meetings and will share what they learn at staff meetings. Each curriculum area (e.g. EOTC, digital technology, sport etc) will be led by groups of three to share the load.

Behaviour on our School Grounds

Behaviour on the school grounds after hours has been very difficult e.g. swearing, disrespect, breaking bottles, climbing on the school roof and sunshades and intimidation. Janelle has tried to ignore the intimidation directed at her. Janelle has spoken to the parents and mentioned the issues in the school newsletter. The next step will be for her to go to the Police. Janelle will contact the Intermediate and High School to visit and observe what is happening at the bus stop if required. It is a public playground so trespass orders can only be issued for abuse or vandalism. Janelle has two quotes for security cameras, and dummy security cameras are also available to purchase. Maz will get some camera stickers to display around the school. Everyone is to do some research into security cameras before the March meeting. Janelle will buy some dummy ones in the meantime.

NAG 2 and 2A

ERO Update

Janelle and Maz went through the report and composed a letter to the Education Review Office. Janelle highlighted what we wanted changed on the draft report. ERO agreed to about half of the requests for change. Roz (Principal Adviser) read the new report and said it was very good. Janelle will write a letter of complaint to ERO about how the process was undertaken.

Board Self Review

This is to be completed and given to Janelle by Friday 8th March.

Meet the Teacher Evening

This was held on 26 February. Although parent numbers were much lower than last year it was still a worthwhile exercise. The PTA kindly provided supper.

PTA

The AGM was held last week and all office holder positions were filled.

School Docs

Janelle asked everyone to read over the policies that are up for review (School Swimming Pool, Alcohol/Drugs and other Harmful Substances, Legislation and Administration Policy) and forward any feedback to her by 13 March. These will be discussed at the March and April meetings.

NAG 3

Acting Principal

Moved that in the event the Principal is incapacitated that Jude Sklenars will be in the Acting Principal role in 2019. J. Jones/Unanimous

Beginning Teacher Grant

The \$10,000 special grant for offering a permanent position to a Beginning teacher was credited to our account on 14 February.

Principal Health and Well Being Survey

Janelle included the latest report with the results of a survey undertaken in 2018 for the Board's information.

School Vans

Health issues regarding children who use the van has been laminated for the drivers.

Two cell phones have been purchased. They are prepaid at a cost of \$9/month which is charged to the VISA. Each phone stays with the van it has been allocated to.

Rachel reported on the Conveyance Allowance information and a copy of the criteria was given to Janelle.

Janelle will present the van costs for parents to the Board once she has prepared them. These will come into effect from the beginning of term 2.

Pam Terry was employed as a van driver for one day, however she decided to resign and tendered a letter of resignation. Fred Kumeroa is driving the Manaia van for the time being and Cameron is driving the Hawera van to keep costs down. The van drivers are employed by the school as part of the support staffing allocation and are paid for two hours each per day.

NAG 4

Building Defects

The following defects are still being rectified from the 2017 building work but the list is getting smaller:

- The loose taps in the boys' and girls' bathroom were replaced on 25 February
- Leak in Principal's office ceiling – water is coming through the fluorescent light when it rains. This is being fixed the first two days of the April school holidays.
- Roof leaking in boiler room – this has now been fixed.

School Flat

Door handles need replacing. Mesina will make a list of the faults at her flat to give to Janelle. Janelle will check with David to see which of the faults he can rectify himself.

Electrical Certification

David has agreed to attend an electrical testing course in New Plymouth. The cost is just under \$400 plus the cost of the machine which range from \$2,058.50 - \$2,530.00 including GST. Although the initial outlay is expensive, it would cost more for one year of testing by an electrician so would be cost effective in the long run.

Birch Trees

One birch tree wasn't trimmed when the other two by the skip were done. Janelle will arrange to have it trimmed.

We have had quotes to cut down the birch tree closest to the school but they're not comparable so Janelle will get some more quotes. We will replace it with a native or evergreen. The other birch trees will be removed over a period of time. The reason for the removal of these trees is that they continually drop their leaves and pollen which means classrooms close by are not able to open their windows.

Caretaker

David has made a wish list of the tools he requires to carry out his work. e.g. weed eater, hedge trimmer, chain saw. The Board agreed to a weed eater and hedge trimmer as long as it fits within the overall budget. Janelle to purchase.

David is also keen to see recycling in the school. We have 3 red lid council bins and 3 of the yellow lid recycling council bins. Shane will check if we can swap the 3 red ones for 3 more yellow ones. He will also look into other recycling options.

Recommendations:

- Ask the caretaker if he can replace clearlite roofing outside Room 5 and 6.
- Ask caretaker if he can replace door handles in school flats
- Book caretaker on electrical testing course in New Plymouth
- Purchase the electrical testing unit as recommended by the course providers (once the course has been passed)
- Birch trees are pruned
- One birch tree removed and replaced with a more suitable evergreen or native tree.
- Agree to leave meeting fees as they are for the coming year at \$55/meeting for trustees and \$75/meeting for the Chairperson

NAG 5

Waihi Road

The northern most School Zone light hasn't been working and a new solar panel was due to be installed today.

Building Act Compliance

Janelle included the compliance schedule and annual Building WOF requirements for the Board's information (Appendix 16).

NAG 6

BOT meeting dates

21 March 6 – 8pm (Shane put in his apologies)

11 April 7 – 9pm (Mesina put in her apologies)

16 May 7 – 9pm

20 June 6 – 8pm

25 July 6 – 8pm

22 August 7 - 9pm

September – TBC (possibly 19 September 6 – 8pm)

October – TBC (possibly 24 October 6 – 8pm)

21 November 6 – 8pm

19 December 6 – 8pm

School Audit

The results of the annual school visit held at the end of last year were included for the Board's information (Appendix 14).

Recommendation:

- That dates for BOT meetings are put in diaries – if there is an issue with a date during the year then we adjust if necessary.

NAG 7

School Charter

This was attached for the Board to read through, and give feedback to Janelle by Wednesday 13 March. It will need to be ratified at the next BOT meeting.

NAG 8

Analysis of Variance

Moved that the Analysis of Variance for 2018 be ratified.

J. Jones/Unanimous

Kahui Ako Update

The Lead Principal resigned in December 2018. Janelle is on the interview panel for the appointment of the new Lead Principal.

BOT Triennial Work Plan

Community Liaison – A Parent meeting was held this week for Meet the Teacher.

Annual Report – Roz, Janelle’s Principal Adviser, said these are old fashioned now. It is acceptable to use the Strategic Plan instead as long as it is updated regularly. Janelle will remove the Annual Report from the Work Plan.

Moved that the Principal’s Report be accepted.

J. Jones/S. Ogle

Financial Report:

December accounts passed for payment by email: \$14,352.35

January accounts passed for payment by email: \$13,065.66

December VISA balance: \$1535.92

January VISA balance: \$2.50

Balance of accounts as at 31.12.18

BOT account: \$334,654.54

Investment account: \$86,000.00

Balance of accounts as at 31.01.19

BOT account: \$358,113.50

Investment account: \$86,000.00

As at 31 January 2019 we have spent 7% of what we had budgeted for the year compared to 8% of the calendar year gone.

Actual available funds as at 31 December 2018 were \$276,215

Budgeted available funds as at 31 December 2019 are \$215,883

Actual available funds as at 31 January 2019 are \$277,940

Budgeted available funds as at 31 January 2019 are \$284,918

Moved that the financial report be accepted.

M. Fabish/S. Ogle

Other Reports:

PTA AGM

Maz reminded the PTA to outline what each fundraiser is raising funds for.

Kay to add PTA Report to the agenda. Janelle will include her PTA Principal’s Report with the Board report.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/C. Dravitzki

Matters Arising:

Nil

Job Sheet:

- Sheree will arrange for WISE's to check the insulation at the school flats and quote what needs to be done to meet the new standards
- Clarissa completed a flat inspection of 9a Atkinson. Some wallpaper was loose or rubbed off. Clarissa to complete the Property Inspection Report and Insulation Statement sections of the Tenancy Agreement.
- Mesina to forward personal blurb and photo to Janelle for the newsletter by Monday 4 March
- Maz to forward Board blurb to Janelle for the newsletter by Monday 18 March

Correspondence:

Inwards

- Education Gazette: 28 January, 11 February
- Visa statements – December, January
- TSB December 2018 and January 2019 bank statements
- January Financial Management Report
- STA News – January/February 2019

BOT Emails (filed)

Nil

Board Correspondence Received (filed)

Nil

Outwards

Nil

Ministry BOT tracking sheet completed for January.

Agenda Items for next meeting:

- Swimming Pool
- Flat insulation
- Election
- Van Policies
- Security cameras
- In-committee re staffing

PTA Meeting:

Wednesday 13 March 7pm – Rachel to attend

Next meeting: Thursday 21 March 6pm

Meeting closed: 8:24pm