

**Normanby School Board of Trustees Meeting  
11 April 2019**

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Meeting commenced: 7:00pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Rachel Augustine, Shane Poingdestre, Sheree Ogle, Clarissa Dravitzki (Staff Rep), Kay LePine (Minute Secretary), Angelika Fowlie (Visitor - arrived 7.31pm)

Apologies: Mesina Fabish

In-committee: 7:03pm

Out of committee: 7:07pm

Resolution: A reliever to be employed in Room 2 for the first three weeks of Term 2.

In-committee: 7:07pm

Out of committee: 7:14pm

Resolution: The request for LWOP for the last six school days of Term 2 was granted.

In-committee: 7:14pm

Out of committee: 7:16pm

Resolution: The request for LWOP for the last three weeks of Term 3 was granted.

In-committee: 7:16pm

Out of committee: 7:19pm

Resolution: Nine days Long Service Leave has been granted from 23 July to 2 August.

In-committee: 7:19pm

Out of committee: 7:25pm

Resolution: The Board were given an update on an employee.

In-committee: 7:25pm

Out of committee: 7:27pm

Resolution: A resolution is to be made at the May Board meeting to adjust the 2019 budget to allow for the extra salary expenditure approved in 2018.

Rachel left the meeting at 7.29pm.

Angelika Fowlie joined the meeting at 7.31pm

Declaration of Conflict of Interest/Pecuniary interest:

Nil

Reviews

Governance Review:

**BOT Self Review**

Included in Principal's Report

### Special Topics:

#### **Swimming Pool**

Nothing to report.

#### **Flat Insulation**

Sheree met Wise's and they supplied a quote for \$1,242.50 for ceiling insulation. Sheree will check if the quote is for one or two units.

They said they aren't required to do under floor insulation because it is a health and safety issue for access. Sheree will investigate further.

### Principal's Report

The roll is 151 compared to 153 this time last year.

### NAG 1

#### **Y5 Camp**

The Year 5's had a very successful camp last week. A survey will be given to the parent helpers to get their feedback.

#### **New Parent Information Evening.**

Six people attended from the 30 invitations sent out.

#### **Survey**

A survey was carried out with parents prior to the disco and during the last week of Term 1.

#### **Science Workshops**

Andrew Beale has taken some science workshops on a volunteer basis.

#### **Data on Student Achievement**

The staff were asked "What does the data say?" and "What do we need to do to reach our targets?"

#### PAT Maths Data for Term 1

Very few students (3) are in the above group.

The Y6 data looks the best however a lot are in Stanine 3.

Almost half of the Y4's and Y5's are below.

#### PAT Reading data

A shift of 12 out of the 88 students in Y4-6 would result in the school target being met.

A lot of students are at Stanine three who could be moved up.

Too many students are in the below category.

Y5's need accelerating.

Comprehension needs to be a focus as it's a comprehension test.

#### STAR Reading data

In Y3 86% of the students are in the below category. This is their first formal test.

Y5 have more than half below.

Students at Stanine 3 have the ability to move to At expectation.

### Writing

The data is of concern with over half of all students "Below", however the Y3 data is pleasing.

The writing sample was carried out really early in the term. Teachers have noticed an improvement already, however it is still an area of need. A new resource has been purchased

which we think will help. The big thing is engaging the children in writing. An author is coming to visit next term and he will target our students' needs. A workshop on cartooning is also being held.

### **Security Cameras**

Janelle has had a quote from Obertech for \$14,526 + GST

Trade Me - \$599 for one (would need 4 or 5)

Noel Leeming \$1599 (would need 2)

Vandalism drops off in winter so the goal would be to have them installed by the Christmas holidays.

Janelle, Maz and Shane will meet with Obertech to get more information. We have Obertech stickers to put up in the meantime.

### **Recommendations**

- To install security cameras
- Trustees to complete the parent survey this evening if they haven't already done so.

### NAG 2 & 2A

#### **ERO Update**

Janelle didn't receive much feedback from Trustees for the ERO report. She has given an extension to Friday 12 April as she will write the report during the holidays.

#### **PTA**

Janelle included her Principal's PTA Report.

She reported that they are very focussed and working well as a team.

The corn sales were very successful. They have learnt they need more preparation before events and fundraisers.

They are considering some advertising – A1 boards on the school fence. Advertisers would pay \$300/year. To be put on hold for now.

They are looking at doing a licorice fundraiser either late term 3 or early term 4. The Board were in agreement.

Sheree will email the Board's feedback to the PTA.

The next PTA meeting is 15 May. Maz will email Rachel and Mesina to see if either of them can attend. Sheree will attend if they are unavailable.

### **Board Self Review**

#### Representation

2. The board has a succession plan in place.

3. We do have an induction programme for new trustees. However there is no evaluation (exit interview) when trustees leave - this could be a good idea. Janelle will add BOT Self Review to the Board Workplan.

4. We have had to shoulder tap prospective Board members at every election.

6. Is the school performing to parent's expectations? We don't hear many complaints. A lot of parents bring their children from outside of Normanby to attend our school.

7. The Complaints Process hasn't been in the newsletter yet but is on Janelle's job list. Janelle could promote School Docs as well and say it has all our policies and procedures on there.

9. Do you view students and parents as customers and clients? No – more as fellow parents and members of our community.

### **School Docs**

Janelle has received feedback from one trustee with some suggestions on changes to be made to our school policies that we are currently reviewing.

### **Recommendations:**

- To use our School Docs site more robustly each month to ensure we are making the most of the system that is in place.
- To work through the Board review to ensure trustees are well equipped to carry out their job, by having a more thorough understanding of their role.

### NAG 3

#### **BOT Elections**

Confirming eligibility to become a trustee: nominees have to complete a form declaring they meet these requirements.

Janelle has approached Adrienne to be our Returning Officer and she has accepted. A letter will be given to her stating her fee (which is a set amount).

Moved that Adrienne Cooper be appointed as Returning Office for the 2019 BOT elections with a fee of \$662.57 to be paid. J. Jones/C. Dravitzki

#### **Recommendation:**

- That we ensure all processes are in place for our BOT elections.

### NAG 4

#### **Building Defects**

Leak in Principal's office ceiling – this will be fixed in the first week of the school holidays

#### **10/5 Year Plan**

##### Refurbishment of Rooms 5 and 6

The plans have been finalised and we are about \$25,000 short. Janelle asked for permission for these extra funds from the Board for two stacker doors. Agreed unanimously.

Tenders are being called for. Locals will be used and we will have input into who is chosen.

Building is to take place in June with an expected finish time being in July. Rooms 5 and 6 children will move to the School Hall during the refurbishment.

#### **Clearlite Roofing replacement outside Room 5 & 6**

Janelle recommended doing this once the refurbishment has been completed.

#### **School Flat**

Door handles need replacing. Mesina will arrange a time with David to see if he can fix/replace these.

#### **Blinds**

We have had a quote from Eagers. Janelle recommended going with black-out blinds for the LA Room and sunscreen blinds for Room 7.

Moved that we accept the quote from Eagers for \$1,283.00.

J. Jones/S. Ogle

### **Recommendations:**

- That the trustees approve up to \$25,000 to spend on the completion of Room 5 and 6 refurbishments.
- Clearlite roofing to be replaced outside Room 5 and 6 once the refurbishment has been completed.
- Mesina to arrange a time for the caretaker to go and look at the door handles of the flats.
- To upgrade the insulation of the school flats.
- To put blinds up in the Learning Assistant Room and one blind in Room 7.

## NAG 5

### **SUE Reports**

These have been printed, checked and signed by the Principal and BOT Chairperson.

### **Risk Management**

The principal gives assurance that the risk management policy is kept up to date. Staff know how to identify a hazard and complete the appropriate paperwork. All classroom teachers are to complete the classroom hazard form as required in our school policies.

## NAG 6

### **Police Vetting for Non-teachers**

Assurance is given that all non-teachers have been police vetted according to our school policies.

### **5/10 Year Property Plan Assurance**

The principal gave assurance that she is liaising with the MOE Property Advisor Rachel Vickers and our consultant Gina Thompson regarding our 5/10 Year Property Plan. The funds from this are being used to refurbish Room 5 and 6.

### **Medicine, minor/moderate injury or Illness Register Assurance**

The principal gives assurance that the medicines, minor/moderate injury or illness register is kept up to date.

### **Equal Employment Opportunities**

The principal gives assurance that we follow the EEO policy to ensure that all employees and applicants for employment are treated according to their skills, qualifications, abilities and aptitudes, without bias or discrimination.

### **NZEI Paid Union Meeting**

The staff will be attending a paid union meeting at 2pm on Thursday 9 May. Parents will be asked to collect their children at 1pm although school will remain open for those children who have no alternative care.

### **Code of Ethics for BOT**

Janelle included the Normanby BOT code of ethics from 2018 as well as a copy downloaded from the NZSTA website. The trustees are to look at both and maybe combine the two. Janelle will add in social media and emails. To be signed after the election.

Janelle will add Code of Ethics review to the Work Plan for December so it is ready for signing in the new year.

### **Recommendations:**

- That we keep the school open on Thursday 9 May, but ask parents who can, to collect their children from school at 1pm as we will only have limited supervision available.
- To update our BOT Code of Ethics for 2019 and have these ready for the start of our new BOT term in June 2019.

## NAG 7

### **School Charter**

Janelle has been working on Strategic Goal One.

## NAG 8

### **Analysis of Variance**

Janelle will report on the Analysis of Variance and targets at the next meeting.

## **Kahui Ako Update**

Janelle was not on the interview panel for the Lead Principal because the interview times were changed. Following the interviews the position was unable to be filled. The position will be re-advertised in due course.

Maz on behalf of the Board will email Prue with concerns about the lack of leadership of the Kahui Ako.

## **BOT Triennial Work Plan**

All assurances required have been completed.

### **Recommendation:**

- To read policies and comment on any of the policies if change is required.

Moved that the Principal's Report be accepted.

J. Jones/C. Dravitzki

### Financial Report:

Moved that the April accounts be passed for payment: \$16,695.22

M. Prince/S. Ogle

March VISA balance: \$853.09

### Balance of accounts as at 31.03.19

BOT account: \$296,067.07

Investment account: \$86,000.00

As at 31 March 2019 we have spent 23% of what we had budgeted for the year compared to 25% of the calendar year gone. We are tracking really well.

Actual available funds as at 31 December 2018 were \$277,648

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

Actual available funds as at 31 March 2019 are \$286,364

Budgeted available funds as at 31 March 2019 are \$272,366

Moved that the Financial Report be accepted.

M. Prince/S. Ogle

### Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/J. Jones

### Matters Arising:

Nil

### Job Sheet:

- Shane has looked into recycling options
- An email address has been set up for David

### Correspondence:

#### **Inwards**

- NZSTA – AGM Saturday 14 July 2019 in Dunedin
- NZSTA – 2019 Triennial School Trustee Elections, Returning Officer's Handbook

- Education Gazette: 25 March, 8 April
- Visa statement – March
- TSB March 2019 bank statement
- TSB Community Trust Literacy & Numeracy Grants – Literacy \$4,900.00, Numeracy \$4,890.00
- February Financial Management Report

**BOT Emails (circulated to Full Board)**

- Water Safety New Zealand – data collection about school swimming pools
- NZSTA – Elections update
- Obertech – Quote for CCTV and product data sheets
- Hugh Barnes Consultants Ltd – invoice with specifications of work undertaken

**Board Correspondence Received (filed)**

Nil

**Outwards**

Nil

**Late correspondence**

March Financial Management Report summary

Ministry BOT tracking sheet completed for March.

Agenda Items for next meeting:

- Swimming Pool
- Flat insulation (Sheree)
- BOT Election

PTA Meeting:

Wednesday 15 May 7pm

Next meeting: Thursday 16 May 7 pm (Shane will confirm the time with Janelle)

Meeting closed: 9:14pm