

**Normanby School Board of Trustees Meeting
21 November 2019**

Signed ML

Dated 19/12/19

Meeting commenced: 7:05pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Sheree Ogle, Vicki Roberts, Angelika Fowlie, Sharlene Gray, Tash Campbell (Staff Rep), Kay LePine (Minute Secretary)

Apologies: Nil

Maz welcomed Sharlene to her first Board meeting. She has had an induction with Maz and Janelle.

Declaration of Conflict of Interest/Pecuniary interest:

Nil

Incommittee: 7:06pm

Out of committee: 7:14pm

Resolution: The Board were informed of a stand down. They were made aware of the cost to accommodate the child's return to school and the future external financial support required.

Incommittee: 7:15pm

Out of committee: 7:19pm

Resolution: Extra Learning Assistant position confirmed for 2020.

Incommittee: 7:19pm

Out of committee: 7:23pm

Resolution: Confirmation of the caretaker's position for 2020.

Reviews

Governance Review:

BOT Self Review

Some of the Trustees attended the Governance 2 Essentials Workshops.

Special Topics:

Swimming Pool

Sheree replied to Jack and said we will get back to him.

Sheree met Johnny Neil at the pool. They went through everything that needs to be done – urinals, shade, seating, solar heating, hooks in changing sheds, concrete, soak holes, fencing, security lights etc. He will sub-contract the electrical work etc and provide a quote in the new year. This could then be taken to a community meeting.

If we go ahead we would need to get a couple of more quotes.

Principal's Report

The roll is 172 compared to 173 this time last year.

NAG 1

EOTC

The Year 6 camp to Wellington was very successful.

A review of camps and the future of camps will be held as part of the strategic planning meeting to be held on 28 November.

Professional Learning Development Funding

Janelle has spent many hours applying to the MOE for funding for 2020 to help improve achievement in writing. This would also include developing understanding of the Learning Progression Framework and the Progress Tool. We will be notified in early December whether we have been successful.

Reporting and End of Year Assessments

End of year assessments have been completed and draft reports are being written. Janelle will present the end of year data analysis at the December meeting.

Important Dates

Friday 13 December – Janelle asked if anyone was available to help with cooking for the PTA treat lunch.

Monday 16 December – Year 6 Leavers Dinner. Sheree will do a speech on behalf of the Board. Janelle asked if the Board could help with the meal preparation and serving.

Thursday 19 December – Prize giving 10:30am – 12 noon. Maz offered to do the speech, but the full Board will stand up with her. The 2020 leaders will be announced.

Friday 20 December – school finishes at 12pm.

Parent/Teacher/Student Conferences

Parent/Teacher/Student Conferences will be held on the first day of school, Monday 3 February from 8am to 8pm.

A letter will be sent home on 9 December outlining what class and teacher each child has for 2020. A stationery list will be included, as well as an explanation about the Learning Conferences.

Teacher Only Day

A Professional Development day is being held on Friday 7 February. It will be run by Tamsin Hanley who also provides booklets to use. The package is "A critical guide to Maori and Pakeha Histories". It will focus on "Who are we as Normanby School?" and the history of our area.

Janelle may invite Kakarama School to attend and share the cost.

MOE Education System Vision and Long Term Objectives

Janelle summarised the proposals in her report.

New Student Management System for 2020

After much research Janelle has chosen Linc ED's Hero as our new SMS starting in 2020. We will pay someone to transfer the data. Schools with fewer than 200 students pay a flat fee of \$2,000 per year regardless of the package they select. The staff will have some PD around the use of the system during Teacher Only Week.

Recommendations:

- The BOT to review the draft NELP

NAG 2 & 2A

Strategic Plan/Charter for 2020

Maz and Janelle met on Sunday and made a plan for the Strategic Planning meeting next Thursday. Each goal will be discussed. They will put some suggestions forward and then ask for input from the staff and Board. School camps will also be reviewed.

The Charter is included in the Induction Folder.

NAG 3

Staffing

Moved that we ratify the appointment of Taylah Gilbert to a permanent Scale A teaching position starting on Monday 27 January 2020. J. Jones/passed unanimously

An extra learning assistant has been employed on a fixed term contract for the final five weeks of this term.

MOE Provisional Staffing Entitlement for 2020

The provisional staffing entitlement for 2020 is $9.28 + 0.4$ (AST Role) = 9.68

Janelle presented the Teaching Staff Schedule for 2020 to the BOT. We have very strong teams for next year.

We will be receiving some funding for PB4L next year and Janelle will use some of it to employ Janene van der Hulst as a reliever for 0.2 (one day a week).

Janelle has applied for an MST position (Maths Support Teacher) for 2020 which would be Tash if the application is successful.

Janelle has also applied for another ALiM position which would be Clarissa, if the application is successful.

NAG 4

Vandalism

It has been quiet and peaceful out of hours apart from several bottles being broken on a Sunday. Janelle found the culprit and they have been banned from our school during out of hours.

School Budget 2020

Janelle presented the Draft 2020 Budget to the Board.

- As we are opting into the Donations Scheme \$24,000 has been added to the budget.
- Money has been allocated for EOTC – Y6 \$4,000, Y5 \$2,000.
- Money has been allocated to Kapa Haka – this gives us the option of paying someone. \$60 x 40 weeks = \$2,400.
- Pay rises have been taken into account for wages for ancillary staff.

Janelle encouraged the BOT to review it over the next month and to email her with any questions.

Beginning Teacher Grant

Janelle has been successful in applying for a Beginning Teacher Grant. We will receive \$10,000 + GST which will go towards classroom release time and professional development in 2020.

Recommendations:

- Review the draft budget before the December meeting

NAG 5

Sunshades

We are still waiting on another quote for a sunshade.

Sheree suggested we go ahead with the quote from Dobson's as shade from the sun is imperative for students and staff.

However the \$8,000 is not budgeted for so this would increase our deficit. Janelle will investigate trusts we could apply to for a grant to purchase the sunshade e.g. Pelorus, Selwyn Metcalfe etc.

Term Four Policies to be Reviewed

Our Sun Protection Policy is fine – Janelle received feedback from some Trustees. Any feedback on the EOTC Policy needs to be received by the end of the year.

Recommendation:

- Review the EOTC policy

NAG 6

Donation Scheme

As agreed by the BOT, the school has opted into the donation scheme for 2020.

SUE Reports (Staff Usage and Expenditure Report)

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

Silk Auditors

Silk Auditors visited recently for the annual office audit. No report has been received to date.

Length of School Year

The school has been open for the required number of statutory half-days and hours per day in the current year.

NAG 7

School Charter

Janelle has added a November Update to the charter.

Kahui Ako Update

Friday 3 April 2020 is a Teacher Only Day for all schools in the Kahui Ako and will be based around Relationship Based Learning. Workshops will be held and there will be a key note speaker.

The Kahui Ako Achievement Plan is being revised at the Principals meeting which will include Jude as a WIST teacher (Within School Teacher) and Sharon Honeyfield as an AST teacher (Across School Teacher).

BOT Triennial Work Plan

We are on track for November.

Parent Survey

Janelle presented a draft of the Parent Survey and asked for feedback:

- Add "Would you prefer digital or paper surveys?" We could also ask at enrolment if they prefer paper or digital newsletters.
- Section C, No. 11, "Overall I'm very satisfied with Normanby School" is very broad. It was agreed to move this to the end of the survey and add "If no, please explain".

Dates for 2020 Board Meetings

These were discussed and Janelle will present the dates at the December meeting. Vicki won't be available for all meetings but she will put in an email anything she wants to contribute to the meeting. Maz will investigate the rulings around absences from Board meetings.

Moved her Principal's Report be accepted.

J. Jones/V. Roberts

Financial Report:

October accounts (2) passed for payment by email: \$112,746.37

This included \$13,158.30 to Mike's Woodshop for furniture, \$396.00 to Metrotest Com for an electrical testing training course and \$99,192.07 to Pepper Construction for work on the R5 & 6 upgrade through to the end of September.

Accounts for payment: \$13,663.53

Moved that the accounts be passed for payment

A. Fowlie/T. Campbell

September VISA balance: \$1,460.80

October VISA balance: \$659.93

Balance of accounts as at 31.10.19

BOT account: \$328,822.09

Investment account: \$86,000.00

As at 31 October 2019 we have spent 77% of what we had budgeted for the year compared to 83% of the calendar year gone.

Actual available funds as at 31 December 2018 were \$286,188

Budgeted available funds as at 31 December 2019 are \$168,423

Actual available funds as at 31 October 2019 are \$292,218

Budgeted available funds 31 October 2019 are \$191,157

Banked staffing will hopefully be at zero by the end of the year.

Moved that the Financial Report be accepted:

A. Fowlie/T. Campbell

PTA

- An EFTPOS card has been ordered
- Family Fun Day – they will look at what went well and what could be improved
- A PTA Treat Day is being planned
- Arrangements were made for the Christmas raffle

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/ T. Campbell

Matters Arising:

Nil

Job Sheet:

- Deadbolts are being installed in classrooms so the principal doesn't need to go outside during a lockdown to lock classrooms. The most important thing is educating caregivers. Janelle will highlight lockdown procedures in the newsletter and refer parents to the policy on School Docs.
- Vicki to take the completed Transport Operators Licence application to AA or VTNZ

Correspondence:

Inwards

- Education Gazette: 28 October, 11 November
- VISA statements for September and October
- TSB October 2019 bank statement
- October Financial Management Summary
- STA News - October

BOT Emails (circulated to Full Board)

- Janelle re new appointment
- Janelle re Application for Beginning Teacher Grant being successful (\$10,000 + GST)
- WISE Better Homes – completion certifications for insulation installed at 9A and 9B Atkinson Street
- Janelle - reminder re Governance Essentials 2 workshop in Hawera 12 November
- Sheree – met with Johnny Neil 13 November to discuss the scope of work required at the swimming pool so he can submit a quote.

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

Nil

Ministry BOT tracking sheet completed for November.

Agenda Items for next meeting:

- Swimming Pool

PTA Meeting:

Wednesday 4 December 7pm. Sheree to attend.

Next meeting: Thursday 19 December 6:30pm.

Meeting closed: 9:27pm