

**Normanby School Board of Trustees Meeting
27 February 2020**

Signed ML
Dated 19/3/2020

Meeting commenced: 6:37pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Sheree Ogle, Angelika Fowlie, Sharlene Gray, Tash Campbell, Kay LePine (Minute Secretary), Shona Mack (visitor)

Apologies: Vicki Roberts

Declaration of Conflict of Interest/Pecuniary interest:
Nil

Nominations and appointment of Positions:

Chairperson: Maz nominated by Sheree
Treasurer: Angelika nominated by Sheree

Seconded J. Jones
Seconded M. Prince

PTA Representative Shona Mack:

Shona presented a report on the PTA.

Shona outlined the fundraising activities they have planned for the year and explained they are raising funds for Duffy Books and swimming lessons over the first two terms.

The PTA requested approval to install scooter racks at the school which they intend to purchase and this was agreed to by the Board.

Janelle will update the PTA on the swimming pool in her next PTA Principal's Report. She will also outline what the PTA have achieved over the past year in the next newsletter.

Shona left the meeting at 6:50pm.

In-committee

In-committee: 6:51pm

Out of committee: 6:53pm

Resolution: There has been an increase of hours for the two fixed term positions. Gareth Jones has been employed on a casual, fixed term basis to assist with caretaking duties and jobshare with Cameron Jones, as required.

In-committee: 6:53pm

Out of committee: 7:00pm

Resolution: Janelle updated the Board about a student.

In-committee: 7:00pm

Out of committee: 7:02pm

Resolution: Janelle is investigating how we can have a Social Worker attached to our school.

In-committee: 7:02pm

Out of committee: 7:04pm

Resolution: The Board were informed of an increase to the pay rate for support staff.

In-committee: 7:04pm

Out of committee: 7:09pm

Resolution: The AST teacher will provide a brief report for the Board each month.

Reviews

Governance Review:

BOT Self Review

Nil

Trustees Code of Conduct

Each Trustee signed the Code of Conduct for 2020.

Moved that the monthly Board meeting will last a maximum of two hours. If more time is required after two hours, the chairperson will ask if everyone agrees to continue for up to 30 minutes. If business is still not completed after that time a special meeting will be arranged to cover anything that can't wait until the following month's meeting. J. Jones/unanimous

Special Topics:

Swimming Pool

Sheree rang Johnny Neil. He is still keen to quote and will do it in the next few weeks.

Sheree will write an update on the pool for the newsletter and will also include information about the Board. She will email it to the Board first for feedback.

Principal's Report

The roll is 143 compared to 149 this time last year.

NAG 1

Professional Development in Writing

Cath Runga, a facilitator from Evaluation Associates, will be working with staff over the next 18 months on the improvement of student writing.

MST (Maths Specialist Teacher) and ALiM (Accelerated Learning in Maths)

The Ministry are providing funding for both of these programmes. Funding for ALiM is paid through the operations grant in April or July. MOE will fund 60% of the MST programme and the Board will fund the other 40%.

ALiM and MST provide targeted support for students who have been identified as needing further support in literacy and numeracy.

Te Ao Professional Development

On 7 February, Professional Development was held with Tamsin Hanley on New Zealand history with the full staff and two BOT members who were able to attend for the first part of the day (Maz and Angelika). The units will be covered over the next two years and then added to the school curriculum for future years.

Amy Boyd (TIC of Te Ao) has also taken two one-hour sessions with staff on developing the ability to teach Te Reo in the classroom.

PB4L – Positive Behaviour for Learning

As reported last year, the school's application for funding was successful for professional development in PB4L. Tier One will be developed this year (out of three Tiers). It will work well together with Relationship Based Learning (through the Kahui Ako), Restorative Practice and Incredible Years Training.

Head Start Hui Learning Conferences

Janelle reported that there was a great response to the Learning Conferences held on Monday 3 February with 136 bookings out of 143 students – 95% attendance. Four children had their learning conference at an alternative time which lifted the attendance rate to 98%.

The school held a Garage Sale in the School Hall on the same day and \$1214 was raised from the sale of furniture, ipads and resources that were no longer used.

Hero (Linc ED) – New Student Management System for 2020

We are now receiving weekly professional development sessions for the management team via webinars. The intention is for the site to go live to parents at the beginning of Term Two where the aim is to provide real time reporting to parents. The implementation of this new system will be a two year journey.

Camps

Following a meeting with management, the following proposal was made:

That all Year 4/5/6 composite classes in Puanga Hub can participate in a voluntary camp activity each year. This will be done on a triennial basis:

Year 1 – 2020

City Camp for a maximum of 5 days and 4 nights (Wellington this year)

Year 2 – 2021

Outdoor Pursuits camp for a maximum of 4 days and 3 nights (to be held in Term 1 – Vertical Horizon or Raukawa)

Year 3 – 2022

Marae Stay for a maximum of 3 days and 2 nights

The City Camp is being held this year so that the Y6's don't miss out. Fundraising will take place in Term 2 and a committee will be formed to organize this.

The overnight extra-curricular camps will always be optional and parents will be required to pay if they opt for their child to attend. It was proposed that parent helpers pay a nominal fee of \$100 each to offset some of the entry fees.

Moved that we adopt the triennial camp proposal for Puanga Hub.

J. Jones/unanimous

Moved that overnight camps be optional.

J. Jones/unanimous

Moved that the BOT support the camp proposal for 2020 with a fee of \$550 per child and \$100 per parent helper.

J. Jones/unanimous

Quick 60 Update – From Jude Sklenars

The Quick 60 programme is a literacy intervention that is currently running for five Year 2 students who are not meeting expected curriculum levels who would have been recommended for Reading Recovery in the past. The advantage of Quick 60 is that support can be provided for approximately 20 students in comparison to 6 – 8 students per year on Reading Recovery. Lessons will be taken by a Learning Assistant once training has been completed, and these will take place on a daily basis.

TSB Community Trust Grant

We have been successful in receiving a \$9,720 grant from the TSB Community Trust – this money is to be used towards our strategic goals for literacy and numeracy.

NAG 2 & 2A

Strategic Plan/Charter for 2020/2021

Janelle presented the draft charter.

The double sided page will be outsourced to a graphic designer – the three goals in the shape of a triangle. It will be a fluid document – Janelle will update progress each month.

Moved that the Normanby School Charter/Strategic Plan be ratified.

J. Jones/Unanimous

PTA

Janelle reported on the new office holders appointed at the AGM and the dates of the meetings for 2020. Janelle suggested a Board member attend each meeting on a roster basis.

Future Schooling in Hawera

The Ministry has organized meetings to consult with the community about the future of schooling in Hawera. A separate meeting will be held for the staff of local schools and there will also be focus groups held with students to gather their input. The feedback from this consultation will be used to create an online survey which will open later in Term 1. Janelle encouraged any Board members who were available, to attend the BOT consultation meeting at Hawera High School on Thursday 5 March and 5pm.

Term 4 2019 Community Consultation

The results of this survey are still to be analysed. The findings will be presented to the Board.

NAG 3

Principal Appraisal

Nadia Ballantine will continue to be the principal appraiser in 2020.

Delegation of Duties

Moved that should the Principal be incapacitated, Jude Sklenars will be in the Acting Principal role in 2020.

J. Jones/Unanimous

NAG 4

School Budget

Moved that the budget for 2020 is ratified.

J. Jones/Unanimous

Janelle to email the approved budget to Education Services.

Extra Funding from MOE

We have been promised an extra \$112,000 from the MOE this year for further maintenance of the school and we've got until the end of 2021 to use it. It is for things not covered by the 5YA property plan.

Wish List

- A purpose built garage/shed to be built outside Room 8 to store PE/Sport/Play Based Learning Equipment
- Sun shades for Puanga Eating area
- Air conditioning/heat pumps for all classrooms
- Tree removal and replacement – the Silver Birch trees continue to cause a problem

The Board added security cameras and vans to the Wish List and suggested trying Pub Charity for funding of the sun shades.

Janelle will also consult with the PTA, Staff, parents and students before decisions are made.

School Cyclical Maintenance – Painting of the Interior and Exterior of the School

This was due last year but in consultation with our MOE Property Advisor it was agreed to defer it to this year due to the Room 5/6 refurbishment. Janelle will get some quotes. The Board agreed to the status quo for the colour scheme.

School Vans

As agreed at the December meeting, parents of children wanting to use the school vans for transport were all sent an agreement outlining the terms of use which they signed and returned to school.

School Uniform

We currently need new sports uniforms as we don't have enough.

Janelle proposed having a sports shirt option for parents to purchase. This suggestion came from a parent at our school. It would mean parents don't need to pay a bond to use the sports tops supplied by the school.

Zodiac Signs have quoted a price of approximately \$30 which includes printing. Knockout Sports said they would match that price and the tops would be a better quality. If you order 100 or more from them you get the best price. We would still need to buy some for those children who don't purchase one and we would still need to upgrade the netball dresses.

Janelle suggested selling them direct through the office to keep costs down.

BOT Fees

Moved that the BOT agree to leave fees as they are for the coming year - \$55 per member and \$75 for the Chairperson.

J. Jones/Unanimous

The Board agreed they would like the fees paid twice yearly.

SUE Reports (Staff Usage and Expenditure Report)

Assurance was given that all SUE Reports have been printed, checked and signed by both the Principal and BOT chairperson as required for compliance.

NAG 5

Emergency Drills

Fire, Earthquake and Lockdown Drills are planned to be carried out during Term One.

NAG 6

BOT Meeting Dates for 2020

The Board agreed to the meeting dates for the year with a start time of 6:30pm.

Policies Under Review in Term One

Policies currently under review are:

- Recognition of Cultural Diversity
- Staff Leave (including criteria for Discretionary Leave)
- Separated Parents, Day to Day Care, and Guardianship

A reminder of how to review these and make any suggested changes was included in the Principal's Report.

NAG 7

School Charter

Covered above

Kahui Ako

Kahui Ako Update February 2020

Currently neither the Hawera or Patea Kahui Ako's have a Lead Principal. They are working with the MOE at present on alternate leadership models.

There are currently five appointed Across School Teachers. The focus for the AST's is planning the upcoming Staff Only Day on 3 April which will include all 18 schools in the Kahui Ako. All these schools will be closed for the day.

Three of five Learning Support Coordinators have been appointed and are visiting schools across the Kahui Ako.

Lead Principal Advertisement

An advertisement for this position was sent out to all South Taranaki Principals, Deputy and Assistant Principals on 24 February.

Project AWA

Project Awa was born through a conversation in the Kahui Ako's Professional Learning Group in Term 4 2019. Students will discover and explore their local context through cross-curricular 21st century project based learning which will culminate in a formal awards evening.

BOT Triennial Work Plan

The Work Plan for February, March and April was included in the Principal's Report

Moved her Principal's Report be accepted.

J. Jones/S. Ogle

Financial Report:

Passed final December accounts for payment by email: \$5,456.16

Passed January/February accounts for payment by email: \$13,084.26

December VISA balance: \$3339.65

January VISA balance: \$188.46

Balance of accounts as at 31 December 2019

BOT account: \$237,756.26

Investment account: \$86,000.00

Balance of accounts as at 31 January 2020

BOT account: \$344,762.04

Investment account: \$86,000.00

As at 31 January 2020 we have spent 5% of what we had budgeted for the year compared to 8% of the calendar year gone.

Actual available funds as at 31 December 2019 were \$290,450

Budgeted available funds as at 31 December 2020 are \$277,359

Actual available funds as at 31 January 2020 are \$323,522

Budgeted available funds 31 January 2020 are \$303,593

Moved the Financial Report be accepted.

A. Fowlie/S. Ogle

PTA

As above

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/T. Campbell

Matters Arising:

Nil

Job Sheet:

- Janelle to inform parents in the newsletter how they can view policies on School Docs
- The company in Stratford didn't do sunshades. It was agreed to apply for grants to cover the cost of the sunshades – try Pub Charity
- We have paid for the Transport Operators Licence at a cost of \$459.50. Janelle will check with Vicki to see if this is paid annually. The AA informed Vicki that all paid drivers need to provide a medical certificate and pay for a P endorsement. However this is conflicting information to what we have received in the past so Janelle will contact the Ministry to clarify whether drivers are required to have a P endorsement for a 10 seater van.
- Maz will contact Colton's about free transport to sports events
- Sharlene and Sheree will pass on contact details of people who can remove trees to Janelle
- Janelle will profile a board member in each newsletter

Correspondence:

Inwards

- Education Gazettes: 3 February, 17 February
- VISA statements – December 2019, January 2020
- TSB December 2019 and January 2020 bank statements
- January Financial Management Summary

BOT Emails (circulated to Full Board)

- Accounts for payment (December No. 2 and January/February) passed by email
- NZSTA Finance 1 workshop in Hawera on Thursday 12 March, 7 – 9pm
- NZSTA Employer Role workshop in Hawera on Thursday 2 April, 7 – 9pm
- Future schooling provision in Hawera meeting for BOT members on Thursday 5 March at Hawera High School at 5pm

Board Correspondence Received (filed)

Nil

Outwards

Nil

Late correspondence

Nil

Ministry BOT tracking sheet completed for January.

Agenda Items for next meeting:

- Swimming Pool
- Strategic Plan

PTA Meeting:

Wednesday 11 March at 7pm – Sheree to attend (Sheree to thank Shona for attending the BOT meeting and thank the PTA for what they achieved in 2019).

Next meeting: 6:30pm Thursday 19 March (apologies from Sharlene)

Meeting closed: 8:56pm

