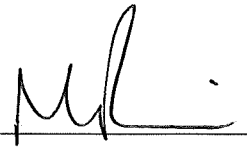


Normanby School Board of Trustees Meeting Minutes
16 September 2020

Signed 
Dated 22/10/2020

Meeting commenced: 6.38pm

Whakatauki

Present: Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Vicki Roberts, Tash Campbell (Staff Rep), Kay LePine (Minute Secretary), Jude Sklenars (Teacher), Tina Ryan (Teacher), Shelley O'Sullivan (PB4L Facilitator)

Apologies: Sheree Ogle, Sharlene Gray

Declaration of Conflict of Interest/Pecuniary interest:

Nil

PB4L – Presented by Shelley O'Sullivan

The programme started in 2009 when a high number of NZ school suspensions were recorded and an investigation was carried out looking into what initiatives could be put in place.

Systems are put in place to celebrate what students do well. Positive behaviour leads to improving the engagement and achievement of students. Following the programme means there is consistency across the whole school.

PB4L also encompasses other programmes such as Incredible Years and Restorative Practice. Data shows that 3 to 5 values are all students can remember so we are proposing that our values will be updated at the beginning of 2021 using the acronym STAR:

S – Strength

T – Team

A – Achieve

R - Respect

PB4L includes:

- Asking what each value looks like
- Teaching appropriate behaviour, remembering that behaviour change takes times
- Changing the environment to support positive behaviour
- Using evidence-based programmes

Three Tiers of Support

- Whole-school change approaches
- Targeted programmes for students at risk (15% of students)
- Services supporting individual students who are at high risk (1 – 5% of students)

School-Wide approach

- Logical consequences for undesirable behaviour
- Acknowledge appropriate behaviour
- Promote positive relationships
- Develop a predictable, consistent, respectful and safe school environment

Training is carried out over 4 to 5 years. The PB4L team attends professional development and then takes back what they've learned to the rest of the staff. Tina is the Teacher in Charge of PB4L. Jude is the coach who also works alongside Tina.

Shelley left the meeting at 7.15pm.

Jude and Tina presented the following reports:

- Matariki Hub Report
- Puanga Hub report
- PB4L Report
- Sports Round Up
- Te Ao, Cultural and Arts Report
- Relationships-based Learning Report

Tina left the meeting at 7.17pm.

A discussion was held about an Action Plan in response to the data presented at last month's meeting. Janelle reminded the Board that the Action Plan is part of our Strategic Plan in the School Charter which is included in the Board Packs each month. Janelle also mentioned that ERO are going through changes in their approach/philosophy. In future, their reviews will be based on well-being and internal reviews. ERO are doing a presentation at Normanby School next week and she will find out more then.

Action Plan:

- We received funding for a facilitator for writing as this is an area of concern. Jude and Cath (writing facilitator) observe writing lessons and then discuss the observation with the teacher. Teachers make changes to their programme as a result of these observations - the approach of how we are teaching writing has changed. Each teacher has their own writing goals.
- Intervention programmes for maths such as MST and ALiM
- Very targeted teaching in groups. All data is now in Hero which is a very powerful tool to identify students who require targeted teaching.
- Intervention programmes run by LA's such as Five Plus and Quick60. It would be beneficial to have more students on these programmes, however we would require additional LA's to run them.
- Big focus on teachers own teaching, developing specific teaching strategies, relationships, PB4L
- Additional learning assistants have been employed. This frees up the teacher to work with smaller groups of targeted students, while the LA's support the rest of the class.
- Planning is more comprehensive e.g. highlight target children, reflect on the lesson. It is now set down clearly what planning needs to include.

Other discussion points:

- Targets are set by the Principal and the Lead Team. It is usually based on a 10 – 15% increase on the baseline data.
- Important to communicate with parents at Parent Teacher conferences about the action plans that are in place to assist their child's progress.
- Important that parents are informed of the help their child is receiving. i.e. any programmes or external agencies they are involved with. Parents also need to be informed if an application for assistance from an external agency is declined.

Jude left the meeting at 7.56pm.

In-committee: 8.01pm

Out of committee: 8.13pm

Resolution: Janelle will present some staffing proposals for 2021 at the October meeting.

Reviews

Governance Review:

BOT Self Review

Carried over to the next meeting.

Special Topics:

Swimming Pool

It was queried whether we need to obtain a quote for a hot water supply at the pool as a lot of other pools don't have it.

Dairy Solutions have a salt option at a cost of approximately \$15,000 which includes installation of the system, a robot cleaner, solar cover and heat pump.

Janelle has been in touch with Gabrielle. She will be in Hawera on 14 October and could meet with the Board on Thursday 15 October however the cost of this was unknown. It was suggested that Sheree could cover the background in an email, phone call or Zoom meeting with Gabrielle. Janelle will find out the cost. Then Gabrielle could email her proposal to the Board.

The women's business group PBW was suggested as another option to find someone who could run the public meeting. We need to ensure we have someone experienced and neutral.

Principal's Report

The roll is 166 compared to 165 this time last year.

NAG 1

Roll

Our new entrant rooms will be at capacity by the end of the year, with 24 children in each classroom. We now have two full time teachers and two full time learning assistants in Ngahere. In Term 4 there will be extra hours given to a third teacher or Learning Assistant to teach in this space.

Urgent Response Funding

We were successful in our application for \$18,000 to employ two fixed term learning assistants between 1 September and 16 December 2020. This will help to support those children who have experienced trauma, are transient, or are struggling due to the Covid-19 pandemic.

Puanga Hub Big Day Out

As the week long camp to Wellington was cancelled, the teachers in Puanga Hub have proposed a Big Day Out optional fun activity instead:

On Friday 4 December 75 students, 4 teachers, 3 LA's and 12 parent helpers would travel to New Plymouth on two buses and participate in ten pin bowling, mini golf and a swim at the Todd Aquatic Centre. Lunch would be held at a park. 8am – 4.30pm. The cost would be \$50/student and participation in the event would be optional. The trip could still take place if we were at Alert Level 2, however the Board requested Janelle check with the venues to ensure they would be closed to the public so that numbers would be kept under 100.

Moved that the Puanga Hub Big Day out proposal be approved.

J. Jones/Unanimous

In Class Support Application Committee

Janelle was part of a panel that looked through 360 "In Class Support" applications in order to choose 120 places and 20 places for a waiting list for all of Taranaki. We put in 9 applications for children from Normanby School and we had one application accepted and one on the wait list. The funding is generally for one hour support per day. Janelle was able to see what the panel look for in an application and this will help us with future applications.

South Taranaki Principals Association Meeting with MOE

The South Taranaki Principals Association met with MOE personnel on 10 September. The meeting was requested by the principals and related to their concerns about teacher recruitment and the lack of relievers in South Taranaki which is having a huge impact on all schools.

NAG 2

PTA

At their September meeting the PTA discussed participating in the inaugural "Schools Village" at this year's A & P Show. It was agreed that a lot of work would be involved and that it was perhaps not wise to commit to it this year in the current climate of Covid-19. It was decided to wait and see how it goes this year and maybe consider participating next year.

The suggestion was made by Maz, to enter a float in the A & P Show Parade, however it may not go ahead if we were at Alert Level 2.

NZSTA Workshop - The Employer Role

Janelle and Angelika attended this workshop on 3 September. The Board are accountable as employers and Janelle is the manager.

The next NZSTA workshop is being held on Tuesday 13 October at 7pm in the Normanby School Hall. This is a workshop on becoming a School Trustee and is being held to promote and inform parents who may be interested in becoming a trustee at the upcoming BOT elections.

Charter/Strategic Plan

Janelle is working through the update of the Annual Plan for 2021 based on the current charter. She hopes to present it at the October meeting which would allow time for further discussion if trustees wished to make any changes to the current Charter which was adopted in December 2019 for 2020 – 2022.

NAG 3

Staffing

Covered in-committee.

NAG 4

Sports Uniforms

An order for 105 sports shirts was made with Game Changer. The PTA kindly donated 20 shirts and the school purchased 20 shirts for school sports teams to use (parents are charged \$20 bond to borrow these). An extra 40 were also ordered to have in stock for parents to purchase directly from the school. The remainder of the order was made up of pre-paid shirts from parents. These are due to arrive by the end of Term 3.

Property Maintenance

Washrite are currently doing more cleaning and spraying of roofs as well as the front entrance concrete area.

Janelle and Maz met with Obertech and upgraded the original quote to include four more cameras, taking the total number to 14. The updated quote is \$19,769 + GST and will be covered by the SIP funding.

Willies Property Maintenance are fixing downpipes, replacing the guttering on the roof above Room 3, replacing 9 sheets of clearlite roofing outside Room 5/6 and Room 7. Most of the work will take place during the October holidays. Their quote was \$2,790 + GST.

Painting of the School

The quote from DR (Jack) Gray Ltd for \$57,902.50 + GST was accepted. It includes the complete exterior painting of the school including outbuildings, fences, Waihi Road arch and gates as well as some interior painting.

NAG 5

Fire Security

Janelle met with Andrew Cotter from the Fire Service. Janelle took notes during the meeting and passed these onto the Trustees. We meet all standards and have a current Fire Safety WOF to the MOE standards required. Sprinklers are not required by MOE. Andrew offered to observe one of our fire drills and give feedback on what we could do better. Janelle has a list of things to complete from suggestions made by Andrew.

Our smoke alarm system is not set up to notify the fire service directly when they are activated. The system we have in place means a smoke alarm activation has to go through Obertech and then they contact the Fire Service. Janelle will follow up with Obertech and Wormald to get this in place, as currently only the smoke alarms in Room 8 and the breakout room in Room 6 trigger a notification to Obertech when activated out of school hours. The cost of this upgrade will be covered by our SIP funding.

Schools are no longer charged for false alarms.

Healthy Lunch Scheme

Our school has been invited to participate in this scheme. The advice given to Janelle was to accept the offer because we can always opt out. Confirmation of our participation was required by 11 September. Lunch will be provided for every child in the school by a local provider. Delivery will commence from Term 1, 2021.

The Kai Kitchen won't provide lunches to schools who participate in this programme. They may be able to provide morning tea for those children who require it.

The Fonterra Milk in Schools programme finishes at the end of this year.

NAG 6

Term Dates 2021

Janelle presented the proposed term dates for 2021 to the Board. Our first day of Term 1 will be Thursday 4 February which is a Kahui Ako combined Teacher Only Day. This will be followed by Learning Conferences on Friday 5 February. The last day of Term 4 will be Friday 17 December. Moved that we ratify the term dates for 2021.

J. Jones/M. Prince

School Docs- Policy Review

The policies under review for Term 3 are:

- Learning Support
- Appointment Procedure
- Child Protection

Janelle has found where to find the reviews that people make regarding the policies under review.

BOT Bi-election

We are due to have our bi-election in November 2020 which involves the positions of two trustees, Sharlene and Maz. Adrienne Cooper is our Returning Officer for the election.

NAG 7

School Charter/Strategic Plan

An update on the annual aims and strategic plan was included in the Board Pack.

Kahui Ako Updates

Kahui Ako Principal Retreat

The majority of South Taranaki principals met on 27 and 28 August to agree on a new achievement plan for the Kahui Ako. It is still in draft form but once it is finalised Janelle will share it with the Board.

Normanby School's strategic direction and annual plan fits in really well with the three goals:

- Achievement Challenge One: Relationship based learning. To improve relationships and teacher capability across the Kahui Ako. To accelerate student achievement and improve educational outcomes to maximise progress and achievement particularly for indigenous and marginalised students.
- Achievement Challenge Two: Well Being. Enhance well-being by developing social and emotional skills so akonga can successfully participate in learning and contribute to the community.
- Achievement Challenge Three: Coherent Pathways. Enrich learning opportunities by ensuring coherence and continuity of learning for akonga.

BOT Triennial Work Plan

All tasks completed for July and August.

September Tasks:

- BOT community consultation on Health curriculum
- BOT/Staff review and preparation of 2021 Charter Aims and Goals

Bobby Calf Tags Fundraiser

Josie Werder provided a report on this fundraiser which Janelle presented to the Board. 60 calf tags were distributed to farmers and as of Friday 11 September, 52 of the tags had been used. So far \$1,312.22 has been raised. The other 8 tags may still come in and provide more profit. Next year the programme could be improved by getting the tags out earlier i.e. in June. The positives of this fundraiser are we get 100% of the profits with no costs involved. It's very easy to run, both for the PTA and the farmers themselves. One drawback is the paperwork from Silver Fern Farms doesn't identify the farmers who have used the tags, so only a general thank you can be given to all the farmers who received tags.

Meeting with Green Party

The Green Party were at our school today meeting with local principals. Janelle voiced her thoughts that the money committed to the private school could have been spent locally and that the government is spending money on things that principals are not asking for. Janelle didn't engage with the media.

A journalist from Radio New Zealand came onto the premises uninvited and was taking photos of the Green Party inside the school. Janelle to ask Radio New Zealand not to use the photos.

Family Fun Day

Because of the uncertainty of Covid19 the Family Fun Day will not be held this year. The Art Exhibition will still go ahead and will be held over two days.

If we are at Alert Level 2 in December, it may impact on how our end of year functions are held.

Board Packs

Janelle asked for feedback on what Trustees want in the Board Pack. Janelle has asked for other Principal's reports as a comparison.

Moved her Principal's Report be accepted.

J. Jones/A. Fowlie

Financial Report:

Moved that we pass the September accounts for payment: \$11,528.70

A. Fowlie/T. Campbell

August VISA balance: \$1,423.94

Balance of accounts as at 31 August 2020

BOT account: \$385,444.32

Investment account: \$86,000.00

As at 31 August 2020 we have spent 61% of what we had budgeted for the year compared to 67% 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 August 2020 are \$328,267

Budgeted available funds 31 August 2020 are \$223,766

Moved the Financial Report be accepted.

A. Fowlie/V. Roberts

PTA

Tash attended. The PTA Treat Day was discussed.

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/A. Fowlie

Matters Arising:

Nil

Job Sheet:

- Janelle has obtained a receipt from Upside Down Eatery for the VISA transaction
- Extractor fans have been installed at the school flats
- Results of the survey on school hours was included in the newsletter
- The security cameras are motion-sensored so don't run continually

Correspondence:

Inwards

Education Gazettes – 17 August, 7 September

VISA statement - August

August Financial Management Summary

TSB August 2020 bank statement

STA News – July/August

BOT Emails (circulated to Full Board)

Maz - NZSTA Workshop Reminder – Employer Role, 7 – 9pm, 3/9/20 at HHS

Janelle – Urgent Response Funding of \$18,000 has been approved to employ two more LA's to the end of 2020 (to Maz)

Janelle – Quote from Willies Property Maintenance - \$2,790 + GST for four maintenance jobs

Janelle – re The School Village Green at the Egmont A & P Show 2020 (being considered by the PTA)

Board Correspondence Received (filed)

Nil

Outwards

Nil

Ministry BOT tracking sheet completed for September.

Agenda Items for next meeting:

- Swimming pool

PTA Meeting:

7pm Wednesday 14 October – Vicki will attend

Next meeting: 6:30pm Thursday 22 October

Karakia

Meeting closed: 9.52pm