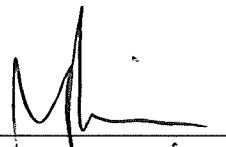


Normanby School Board of Trustees Meeting
3 December 2020

Signed



Dated

25/12/2020

Meeting commenced: 7.13pm

Present: Maz Prince (Chair), Janelle Jones (Principal), Angelika Fowlie, Sheree Ogle, Tash Campbell (Staff Rep), Kay LePine (Minute Secretary), Jude Sklenars (Deputy Principal), Shona Mack (PTA Chair)

Apologies: Vicki Roberts, Adam Werder

Declaration of Conflict of Interest/Pecuniary interest:
Nil

Whakatauki

PTA Report

Shona presented the PTA report on behalf of the PTA.

They have had 11 members this year including Janelle and Jude. She went on to list their achievements for the year: fundraising, provided meals and supper for school events, Treat day for the students, Y6 leavers gift, scooter racks purchased, sports uniform t-shirts purchased and the Bobby calf tags fundraiser (\$1712 raised).

They have already discussed fundraising ideas for next year - pizza lunches and a social evening. Financially they are in a good position – they have approximately \$8,000 in funds (they have some financial commitments at the beginning of next year).

The 2020 Financials will be audited and the AGM is to be held on 17 February 2021.

Janelle acknowledged and thanked Shona as PTA Chairperson. Shona left the meeting.

Reading & Writing

Jude presented her report.

The two times data was collected this year were very close – there was only 3 months and one week of formal instruction time between each data collection. They are normally 5 – 6 months apart.

Jude explained that the movement of one sub level = 6 months academic progress and the movement of 2 sub levels = 12 months of academic progress. Anything above this is accelerated progress.

We still have many children not achieving at expected levels. We also have many children starting school who are not at a school ready level.

The staff were very happy with results – 71% of all Year 2 – 6 students achieved accelerated progress in reading and writing.

Children are more engaged and motivated. We are also seeing the success of the intervention programmes such as Quick60.

We have been tracking the Year 3/4 group and 63% have been targeted for extra support. 50% of these students have made accelerated progress over the last four months and if we can support

them to maintain this pace, then we can hope to see a reduction in the number of students in this category.

We have been working with Cath Runga (MOE funded PLD facilitator) this year and she did her own analysis. She was impressed with how far we've been able to accelerate our students. Cath is coaching Jude so when Cath's contract finishes, Jude can carry on.

Student voice was collected. Students are clear on what they're learning but not sure of their next steps.

Support is needed for teachers on teaching specific elements and teachers now feel safe to acknowledge they need extra support in some areas.

Teacher voice on PD and support was also collected. 100% said it had been beneficial.

We will look to hold workshops for parents.

Janelle will look at putting some resources on the website for parents.

The LA's do an amazing job with the struggling learners as teachers are not always available to give one on one help.

The Ministry's focus is now on what schools are doing to help students achieve accelerated progress. We can now celebrate progress with students and this helps to lift children's self-esteem.

A question was asked about what is being done for students who require extension. In Puanga Hub they are being challenged within the classroom situation. Often they need to develop independence, resilience and how to deal with failure. They are also taught skills on how to learn for themselves and there is a focus on interest based learning.

Jude acknowledged the value of extra learning support programmes administered by the LA's and the input of Cath Runga (Evaluation Associates) into the development of effective teaching strategies for writing with staff.

Maths

Tash presented her report.

The MST data shows that although many students have remained at the same level, they have made huge progress within that level.

There has been a huge shift in attitudes towards maths.

In the MST programme the Y5's made the most progress. Of the six Y5's on the programme, five made accelerated progress, however they are still not 'at' their expected curriculum level.

Of the 13 Y4's on the programme, three have reached their expected level.

ALiM, run by Clarissa, had five students on the programme all year. They have made incredible progress – most more than a year's progress. The ALiM style intervention can be delivered within classrooms and we have the expertise in school to assist all staff to implement it if there is a need in their classrooms.

Accelerated progress has been made across all levels of the school. In particular the Y5/6 cohorts have had 76% of the students achieve accelerated progress.

Tash has done university study as part of MST. She can now put what she has learnt into her class and support other teachers. Tash will have a Year 3/4 class next year which will allow her to put the support into maths at an earlier level.

Maths Week was very successful. It is something we could do every term. It could also be done in other curriculum areas. e.g. Author Week, Book Week, Poetry Week. It makes the learning fun.

Tash said the best advice for parents is to tell your child that you like maths (even if you don't) – this will make the biggest impact.

Tash reiterated the need for LA's next year to keep the progress in maths going.

Jude left the meeting at 8.21pm.

In-committee: 8.21pm

Out of committee: 8.40pm

Resolutions: The hours of work for the LA's were ratified for 2021.
The budget for 2021 was ratified.

Reviews

Governance Review:

BOT Self Review

This will be carried over to the next meeting as two Trustees were absent.

Special Topics:

Swimming Pool

Sheree emailed Carley the lawyer with background information and Gabrielle's question, but hasn't received a reply as yet.

Principal's Report

The roll is 174 compared to 172 this time last year.

NAG 1

Maths Intervention Programmes 2020

The MST (Tash) and ALiM (Clarissa) end of year reports that were presented to MOE were included in the Principal's Report.

NAG 2

PTA

Janelle and Maz will compose a Memorandum of Understanding between the BOT and the PTA.

NAG 3

Staffing Structure for 2021

Janelle included the classrooms and staffing for 2021 in her report.

Caretaker Position/Van Drivers

Fred and Karen are happy to continue with driving the vans and realise that this is on a term by term fixed term position basis (due to possible roll fluctuations). Fred understands that a new caretaker may take over the van driving.

Janelle will advertise the caretaker position in January.

NAG 4

SIP Funding

Our SIP funding has been approved for the following projects:

- Sun shade cover in three areas (Puanga lunch eating area, over Matariki sandpit and over the deck outside the staffroom)
- Security system upgrade and security cameras
- Air conditioning unit in Room 7

We are hoping to have most of this work completed either before Christmas or by the end of the school holidays.

We still have SIP funds left over – approximately \$22,000. The next item on our prioritised list was a purpose built PE shed at the end of Room 8. Janelle is currently getting quotes for this project.

Janelle said that colours are required for:

- Two large canopies over Puanga eating area.
- Pod umbrella over the Matariki sandpit and over the deck outside the staffroom

The Board said they were happy for Janelle and Jude to choose the colours.

School Flats

Currently teachers receive 25% off current market rent.

Moved that we set the rent as \$300 market value, which with the 25% teacher discount would be \$225/week.

J. Jones/Unanimous

Janelle will give Michelle 60 days written notice of a rent increase from \$200 to \$225/week. She will also prepare the paperwork for Samantha's tenancy which is due to start on 21 December. Two weeks rent in advance and two weeks rent as bond is to be paid, a total of \$900.

School Vans

It was agreed earlier in the year to review the school van fees in Term 4 for the 2021 school year. Many families who use this service are some of our more vulnerable. Janelle has weighed up the difference of increasing the van fees and the potential of losing some students due to parents not being able to afford to pay, and in her opinion it would be better to keep the fees as they are for now. She suggested assessing it again in Term 3 2021 ready for the new year in 2022 or when we get new vans.

Move that van fees remain the same for 2021 unless we purchase new vans, at which time we would reassess.

J. Jones/Unanimous

Furniture for Room 1

Janelle is currently purchasing furniture for Room 1. We do have some around the school, however there are some items that need to be purchased.

Staff Christmas Function

Janelle proposed increasing the BOT contribution to the Staff Christmas function from \$20/staff member to \$30. It's been \$20 for the last 8 years. This would be an increase of approximately \$180 in total.

Moved that the Board contribute \$30/person to the Staff Christmas function or a \$30 voucher for staff who are unable to attend.

J. Jones/M. Prince

BOT Triennial Work Plan

All tasks for October and November have been completed.

Moved her Principal's Report be accepted.

J. Jones/M. Prince

Financial Report:

November VISA balance: \$2082.81

Balance of accounts as at 30 November 2020:

BOT account: \$426,122.74

Investment account: \$86,000.00

Moved the Financial Report be accepted.

A. Fowlie/T. Campbell

PTA

Included in the Principal's Report.

Chairperson's Report

Maz presented her report.

Moved that her report be accepted

Maz will email a copy of her report to Kay for filing and audit purposes.

M. Prince/ S. Ogle

Previous minutes:

Moved that the previous minutes be accepted.

M. Prince/A. Fowlie

Matters Arising:

Nil

Job Sheet:

- Maz has emailed her profile to Clarissa
- Sheree and Adam checked the flat that was vacated and the bond can be refunded. They suggested having a working bee to put up curtains, install smoke alarms, wipe down surfaces and make repairs to the front and back doors. Sheree will email a date. Janelle will arrange for the tenant to sign the Bond Refund Form.
- Janelle checked the Privacy Policy and it said to share no more than a student's first name.
- Janelle sent flowers to the neighbour as a thank you
- Sharlene has been invited to the Christmas Function

Sheree and Adam also did a maintenance check of both flats:

- Michelle's flat has a leaking hot water cylinder. The chipboard floor has expanded and due to this, the hallway door is difficult to open. It needs to be fixed ASAP. Sheree will contact Flo-Line and Tim White Electrical. Janelle will get the contact details of the builder she used to do repairs around the school. The BOT agreed not to get quotes due to safety issues and the time factor with Christmas approaching. Sheree and Janelle will co-ordinate to get the job done ASAP.
- Replace oven in 9B
- Seals in windows need replacing.
- Replace the washing lines. Fold out ones could be installed at the back of the flats.

The new caretaker could possibly do some of the minor work. Sheree will email her report on the flats to Janelle and Kay.

Correspondence:

Inwards

Education Gazette – 23 November

VISA statement - November

TSB November 2020 bank statement

STA News - October/November

Letter from parent about traffic (refer to discussion below)

BOT Emails (circulated to Full Board)

Janelle – new staff appointments

Janelle – OfficeMax e-Grant application unsuccessful

Janelle - meeting re 10 year property plan (*to Maz*)

Janelle – SIP air conditioning/heat pump unit approved with a budget of \$7,400 (*to Maz*)

Sheree – re maintenance at school flats. Requesting approval to spend \$1010.99 on replacement curtains for both flats. Agreed by email.

Sheree – to lawyer re pool

Janelle – new fundraising scheme (The BOT felt the prices were too expensive)

Janelle – recent changes to tenancy law

Board Correspondence Received (filed)

Nil

Outwards

Nil

Letter about traffic

An anonymous letter was received complaining about the traffic situation at the front gate. Janelle has put our expectations of traffic at the end of the day in the newsletter. Janelle will ask the police to come and monitor it at 3pm. Maz and Vicki to follow up with the council.

Ministry BOT tracking sheet completed for December.

General Business

Future Provision of Schooling in Hawera

Copies of this report were given to each BOT member.

Prizegiving

An extra cup has been purchased for Most Improved - donated by the Board of Trustees. We also have a new cup for Leadership – donated by Tina Ryan

Janelle will add some Whakatauki and Karakia to her Principal's Report (following the agenda).

Agenda Items for next meeting:

- Swimming pool

PTA Meeting: 6.30pm Wednesday 17 February – Maz will attend

Next meeting: 6:30pm Thursday 25 February

Karakia

Meeting closed: 10.02pm

Dates for 2021 Meetings

Thursday 25 March at 6.30pm

Thursday 15 April at 6.30pm

Thursday 27 May at 6.30pm

Thursday 24 June at 6.30pm

Thursday 29 July at 6.30pm

Thursday 26 August at 6.30pm

Thursday 23 September at 6.30pm

Thursday 21 October at 6.30pm

Thursday 11 November at 6.30pm

Thursday 2 December at 6.30pm