



**Board of Trustees Monthly Meeting
MINUTES**

Time: 7.00pm in the School Library

Date: Tuesday 11 August 2015

Message to Board Members from Karl: Please read the reports (NAG 2-6) and email Karl any questions by Friday (before the meeting) at 5pm (E.g. NAG 3-8 section of the agenda). Late questions will be put forward to the next BoT Meeting.

Item 1: Welcome/Previous Minutes (Chair)

Members present: K Hitchcock, A Stuart, W Gower, J Elder, P Marshall, D Schimanski, R McKerchar

Public present: T Hitchcock, A Hunt

Apologies: E Carter

Matters arising from the previous minutes:

June Minutes Moved: K Hitchcock/R McKerchar

Item 2: Correspondence (Chair)

IN:

1. Request for leave from Avon Lewis:
*Avon Lewis has been granted leave without pay until the end of the ITM competition.
Moved: K Hitchcock/A Stuart*
2. Industrial Chemistry:
3. Prendos: Building work meeting minutes (Discuss in Governance)
4. MoE Audit: Confirmation it has been received
5. MoE 1st July Return: Karl to table this document
6. Family First: Guidance around gender issues
7. NZSTA: Read the cover story, page 5 and page 6
8. Minister of Education
9. Auditor General

OUT:

Minutes from correspondence:

There was an issue with the water testing - the testing was at fault. The re-test was clear (24 hours later).

Letter from Auditor General re school audit. Retain current auditor.

Item 3: Governance

1. Health and Safety: Key messages from the MoE
 - If your school/ECE service already has effective health and safety practices in place, it is likely little will need to change in practical terms



- Schools and ECE services must continue to meet the requirements of the current Health and Safety in Employment Act 1992. ECE services also need to continue to meet current ECE licensing or certification criteria, in addition to relevant health and safety legislation.
- Now is a good time to check your current health and safety policies and processes are up to date, rather than wait until the new law comes into force.
- We encourage you to visit the Worksafe New Zealand and the Ministry of Business, Innovation and Employment websites for additional information.

*Discussion: Continued discussion around the policy (Attached information has been provided on this topic). **Please read and make notes on the readings that were sent home earlier this week. This will speed up the discussion time.***

2. Building Project:

- Prendos: Building work meeting minutes

3. Strategic Planning for 2016+

- Vision
- Values
- Strategic Outcomes

Discussion: Where does the Board want to head over the next 3 years (2016-2018). Jason will provide the Board evidence about what is happening now. Key areas to consider...

- *Learners (students): what do we hope for them in the future?*
- *Coaches (teachers + support staff): How can we support them to achieve future aims for learners, what accountability will there be to achieve the learner aims, how will this be monitored?*
- *Community: How can we connect everyone with the same vision for our learners?*
- *Resourcing: What strategic resourcing will the Board make?*

Minutes from Governance:

Health and Safety

Good processes – policy needs to be reviewed every year. Common sense approach to all health issues. Jason recommends the Principal is the officer (which is what we currently do) who carries out procedures. The Board sets high expectations; Principal does the ‘doing’ based around due diligence. The Board felt the PCBU, Officer and Workers role was clear in the draft policy.

Note: Staff need to be responsible for health and safety especially doing playground duty. Jason will update further wording of the policy for the Board to review at the next meeting. Policy needs to be simple, clear wording.

Discussion around the monitoring of the policy and what is currently presented to the Board at each meeting. The new wording of the policy illustrates that the Officer will report any significant ‘near miss’ health issues in this report. The Board are currently well informed by the Principal on these matters. If a new Principal was appointed this policy needs reviewing to continue the Board’s high expectations.

Jason asked for feedback on legislative changes to police vetting. Good processes are currently in place. Recommendation that legislation procedures are closer followed. A policy needs to be created for this as set out in legislation. Suggestion that a template is used from the MoE.



Next step: Jason will add further guidelines to the health policy and draft a police vetting police for the Board to review at the next meeting.

Strategic Planning:

- Learners attend workshops
- Learners coach other learners
- Learners have more choice
- Deprivitisation of space
- Learners are being supported
- Learners are inquiring into big ideas
- Some learners are attending workshops
- Coaches are working more collaboratively

The vision statement is a picture of the mission accomplished

What would our school look like in six year's time. Learners – who; Educators – with whom; Content – what; Resources – with what.

Vision ideas from the Board:

- High expectations (personal and group)
- Less traditional classrooms
- Teaching towards academic ability rather than age
- Preparing them for high school and beyond
- Connecting better with the high school
- Developing the whole child holistically
- Teachers as facilitators of the learning process
- Celebrating diversity
- Risk taking
- Senior children more responsible for owning their learning
- Learners have real consequences (cause/effect)
- Online learning: languages, national/international schools
- Flexible curriculum and organisation
- More parent involvement → school as a community resource
- Culturally aware and active citizens
- Independent learners
- Professional learning utilising teacher strengths.

Item 4: Principal Report (Reports presented on the night)

1. Financial Literacy: Jason

Jason and Elizabeth will share what process the Senior Team used for Term 2's Financial Literacy Inquiry.

2. National Standards: Term 2 Progress (Jason to present NS report on the night).

- Overall progress
- Progress of Board targets.



3. Health Education:

- Parent consultation is due. Suggestions from Jason around what and how this will be achieved.

4. Maori Consultation: What process would the Board like me to use to consult with Maori Families?

Minutes

Financial Literacy

Jason talked through the financial literacy report. Next step: Continue to move towards more depth in learning e.g economics. Perhaps the senior room could be discussing financial theories.

National Standards

The board read through and discussed the report. Happy with the continued progress of learners.

Health Education

Parents need to be consulted every 18 months. Suggestion the focus is on Healthy Eating + Pubertal change unit every two years. Board supported this idea. Next step: Jason to consult with the community.

Maori Consultation

To be completed after calving and keep it relaxed. Ask learners what they think about the school. Could we concentrate more on language? Jason and Dwayne will organise this process.

ITEM 5: REPORTS for NAG 3-8

Personnel Report:

A. Training/Course/CRT/DP- Leadership/School Event/Other	Personnel: (6 June to 2 August 2015)
Leadership	Mentoring by Jeremy Kedian via Appear.in for 1 hour: 10/6, 24/6. NZSTA Training: Jason (Auckland 31/7). NZEALS National Council (Phone Conference x1h): 29/7. Swrink: Jason (11/6) x1 session), Lorraine (11/6) x1 session). Incredible Years Training: Jason (18/6). DP Release: Lorraine (18/6); (30/7 includes ½ day leading NPPA Middle Leaders group.
Appraisal/Coaching/CRT/Testing/Other	CRT: Elizabeth (12/6), Julianne (12/6), Deb (12/6), Lorraine (17/6), Avon (19/6), Helene (19/6). Testing: Julianne (15/6) and 24/7 (x2 sessions). Appraisal 1-1 with Jason: Lorraine, Deb, Avon, Julianne



	and Helene (x1h on 23/7 and 24/7). In class observations by Jason: Julianne (28/7 x 1 session), Helene (29/7 x 1 session). Peer coaching/Peer Appraisal: Helene with Avon x1 session (9/6); Teaching staff after school from 3.30-5pm (29/6). Reading Recovery Meeting: 23/6 at Lunchtime (Lorraine, Julianne, Deb and Elizabeth).
Staff Meeting	Monday from 3.30-5pm: 8/6 and 27/7; Teachers Only Day during the holidays (17/7).
Team Meetings	Monday 3.15pm-4.30pm: 15/6, 22/6, 20/7.
NZEALS Workshop from 6.30-8.30pm	N/A

Accumulated Leave for 2015 (6 June to 2 August)			
b. Personnel	Leave with pay	Leave without Pay	Accumulated Total
Julie Swanepoel	1		15 days
Avon Lewis			4 days
Helene Guthrie	2		7 days
Penny Andrews			1 day
Lorraine Hitchcock	5		7 days
Elizabeth Carter	5		6 day
Deborah Boon	1		3 days
Total Relief Days			43 days
Avon Lewis has been granted leave so he can represent Taranaki in the ITM Cup. He will return to work at the start of Term 4. Tracy Telfer has been employed to cover the Moa Hut until the end of Term 3.			
Other Staff			
Heather Goble	2		2 days
Judy Williamson	2		3 days
Paula Terrill	5		6 days
Sheena Hitchcock	2		2 days
Graham Flay			10 days



Personnel Recommendations:

1. Personnel Report accepted.
2. Accumulated Staff Leave Report accepted.
Moved: K Hitchcock/R McKerchar

Finance Report:

The Finance Committee met on Friday 7 August. These minutes will be distributed to board members on Monday 10 August.

The Finance Committee reports have been attached for:

1. May (2015 Accounts)
2. June (2015 Accounts)

May 2015: (42%) Total YTD: Income: 48%, Expenses: 42%

Administration= 40%, Property Maintenance= 45%, Depreciation= 40%; Learning Resources= 43%, Balances as at 31 May 2015: Refer to page 8 of the report from Education Services

June 2015: (50%) Total YTD: Income: 51%, Expenses: 50%

Administration= 52%, Property Maintenance= 52%, Depreciation= 48%; Learning Resources= 49%, Balances as at 30 June 2015: Refer to page 8 of the report from Education Services

Bank Staffing Pay Period 009:

- -7.8 (Owe \$20k) FTTE overused based on Novopay reports as per expectations.
- Note: Board members need to ensure they read the last Finance Meeting minutes so they are well informed about how this debt is currently being managed.

Minutes:

The Finance Committee explained the current bank staffing issue (e.g. we might not reach 151 in 2016). Jason will develop a plan of basic needs for relief teaching and confirm class numbers in September/October. This will guide the Finance Committees budget preparation for 2016.

Finance Recommendations:

1. The May and June Finance Report are accepted.
2. The Bank Staffing report as at Pay Period 009 is accepted.
Moved: Andrew/Wayne

Health and Safety Report: June/July

See the Appendix A

TAG Oil Committee: Report

Nothing to report.



Attendance and School Enrolment Report:

1. The current school roll (2 August 2015):

145

2. Classroom numbers:

Room	Year level	No. of students
Sunshine	Yr 1	10
Rocket	Yr 1-2	21
Lion Pride	Yr 2-3	24
Totara	Yr 3-4	27
Moa Hut	Yr 5-6	32
Summit	Yr 7-8	31

Recommendation: The Attendance and School Enrolment Report is accepted by the Board

Next Board Meeting:

Tuesday 22 September 2015

Time: 7pm

School Library

Reminder:

Bring along your ideas of a future vision for the school.