



**Board of Trustees Monthly Meeting  
MINUTES**

**Time:** 7.00pm in the School Library

**Date:** Tuesday 2 December 2014

***Message to Board Members from Karl: Please read the reports and email Karl any questions by Monday 1 December at 5pm (E.g. NAG 3-8 section of the agenda). Late questions will be put forward to the next BoT Meeting in February 2015.***

**Item 1: Welcome/Previous Minutes (Chair)**

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

Public present: T Hitchcock

Apologies: D Schimanski, E Carter

Matters arising from the previous minutes:

Page 3 – Add that the quiet area is accessible for students in a wheel chair

**Moved: K Hitchcock/ A Stuart**

**November Minutes Moved: K Hitchcock/ A Stuart**

**Item 2: Correspondence (Chair)**

IN:

1. NPDC
2. Group Mowing Scheme
3. MoE: Health and Safety Update
4. MoE: Decile Rating
5. NZSTA News

OUT:

**Minutes from correspondence:**

NPDC – survey to fill in – decided this is more for the city dwellers. Tania Hitchcock is to fill in the form. Group Mowing: Andrew gave a summary of the annual meeting. Decile rating - Norfolk has gone to 9Q. This means around \$2600 less in funding over the next three years.

**Item 3: Governance**

*Norfolk School Board of Trustees Code of Ethics (see the attached copy No.1)*

- *What is the difference between a board member and a parent (Stewardship)*
- *How do we operate as a BoT e.g. the values we display through our actions*
- *What is the process when we do not agree on something*



- *Redo the Code of Ethics*

### **Minutes from Governance:**

Code of Ethics - Karl discussed some changes which were made to minutes. If a member is not happy with something which has been discussed the issue should be discussed at the next meeting. Code of Ethics: This is a template from NZSTA. Everything should be considered. Even if there has been disagreement there should be consensus at the finish. It is good to have a good discussion about matters – considering all options. The wheel should keep going around. All board members have a chance to share their opinions. Jason would like the code of ethics to be a ‘living document’, where members follow it through their actions. How can the code be enforced? A discussion on this followed. It is hoped that there is high trust between the members. Any discussion should not become antagonistic. Important every member is given the opportunity to be heard. The board must get the process right. Sometimes the board rather than the chairperson or principal should discuss the decision. If there was a deputy chairperson more work could be delegated and that person would know the ‘ropes’. That should be in future planning. The position would still have to be voted on. There will be matters that arise and are not agreed on. The discussion will be kept going - 2015. Jason to update the Code of Ethics to reflect the discussion had tonight.

### **Policy Committee:**

*The Policy Committee received two applications for the 2015 Scholarship.*

#### **Recommendations:**

- *Lorraine Hitchcock receives \$595 to attend a coaching and mentoring course in the April school holidays*
- *Penny Andrews receives \$1405 towards course related costs for her study next year.*

**It was moved that the policy committee’s recommendations be accepted K Hitchcock/P Marshall**

### **Item 4: Principal Report**

1. School Uniform Survey Report: (See the attached report **No. 2**)
  - What the Board needs to consider
    - *Is this survey of significant value to the Board in relation to the strategic plan?*
    - *Have all the key stakeholders been consulted?*
    - *Is there enough information to make a decision?*
    - *What are the positive/negative ramifications of any decision? How will this be communicated to parents and managed?*
    - *Next step?*
2. PAT Assessment: (See the attached reports **No. 3**)
  - The Principal to explain what the PAT assessment is and how it is used to support National Standards
  - STAR Results
  - Mathematics Results.



3. Show Day Review:
4. Values Education Review:
5. Consultation with Maori Families
6. Other reports:
  - Property Project
  - Internet Safety: Incident explained
  - Feedback from Vertical Horizons

### **Minutes:**

School uniform – not everyone has responded. It has been a long process. Uniform is good for ‘culture’. Aim decision process. Parents could be asked what would the uniform be used for. It needs to be staggered in.

Next survey - Are we going to have a full uniform or a partial uniform? Samples of the uniform in the school foyer. The aim is making life easier for the parents and pride in the school and building on the culture. Specific questions only. Done at the start of next year. Hopefully this will get more people engaged in it. It will be phased in. Decision at the end of Term 1. Survey completed online. There will be information on the web site. Hard copies could be sent out. Jason will present the survey at the first meeting next year and it can be discussed then. Whatever we do should be done in line with the school’s strategic goal e.g. involving student voice.

PAT Assessment - PATs are really good with National Standards. PATs are usually done in March. If done later use the next year’s test. Bell curve. The test can identify every child. Can tell which area in the classes has weaknesses.

- STAR results – Jason explained how he is able to pick out different pupils. Done in years 3 and up. There is a new entrant test, observation done at 6 year level. Progress is being measured all the time.
- Maths results - Tests help to identify trends. There are areas than can be worked on.

Show Day review – Staff are more involved. Crucial: There needs to be good judges. Kaimata Show Day needs to be on a different day. To be looked at next year. Self review comments used to plan next years event.

Values Education review - Staff asked about the programme. Some good volunteers, some not so competent. The school should still have the programme but if more parents opt out there may be organisation issues. People need plenty of warning. No need to review whether it continues. As long as parents are clearly informed about what the programme is. There is some good teaching.

Maori consultation - Nearly 30 Maori children. Parents pleased with students’ results. Do progress results need to be shared with parents twice a year. Less funding next year. Pleased with the teaching from Marcelle. Lorraine to follow up with all Maori families.

Property project – Major plans. Tender process underway at the moment.



Internet Safety – Jason explained how the incident happened. The pupil’s parent reported the incident to Jason. The school uses N4L to protect students and staff. There was a loop hole due to Youtube and https. Policy around internet use needs to be updated. Anything staff do online is the property of the board e.g. Comms Policy. Use web site to educate parents around Internet safety. There is a need to look at pupils bringing their own iphones ipads etc and using their own provider. This links to the behaviour management plan.

- Next Step: Draft Internet Policy and a Draft Comms Policy based on Netsafe templates.

Vertical Horizons - A good time was had by all. Only 23 children. Consideration about any minor accidents e.g. what is the process, who is responsible, roles of the camp and teacher. Auckland camp in 2 years. Jason to ask the parents and children what they would like to do on the camp. Review notes will be used for the next camp.

## **ITEM 5: REPORTS for NAG 3-8**

### **Personnel Report:**

<b>Personnel</b>	<b>Training/Course/CRT/DP-Leadership/School Event/Other (25 October to 24 November)</b>
J. Elder (Principal)	PLG with Nadia: 29/10 (x1 session); Srink: 29/10 (1 session); Camp: 12/11 (Day)
P. Andrews (Sunshine)	PLG with Nadia: 29/10 (x1 session); 1-1 with Nadia: 29/10 (x1 session); Appraisal Observation: 4/11 (x1 session); CRT: 31/10 (Day) & 14/11 (Day); Appraisal Meeting with Jason: 21/11 (1 hour)
E. Carter (Rm 1)	Appraisal Observation: 31/10 (x1 session); CRT: 7/11 (Day); Junior Testing: 12/11 (Day) & 14/11 (Day); Appraisal Meeting with Jason: 21/11 (1 hour)
J. Swanepoel (Rm 2)	CRT: 31/10 (Day) & 17/11 (Day); Appraisal Observation: 4/11 (x1 session); Appraisal Meeting with Jason: 21/11 (1 hour)
L. Hitchcock (Rm 3)	PLG with Nadia: 29/10 (x1 session); 1-1 with Nadia: 29/10 (x1 session); Appraisal Observation: 31/10 (x1 session); DP Release: 3/11 (Day); Incredible Years: 4/11 (Day); CRT: 7/11 (Day) & 13/11 (Day)
A. Lewis (Rm 4)	Appraisal Observation: 30/10 (x1 session); CRT: 6/11 (Day) & 13/11 (Day); Appraisal Meeting with Jason: 21/11 (1 hour)
H. Guthrie (Rm 5)	Appraisal Observation: 30/10 (x1 session); CRT: 6/11 (Day) & 19/11 (Day); Camp: 10-11/11 (2 days); Appraisal Meeting with Jason: 21/11 (1 hour)
Professional Learning	Staff Meeting: 20/10; 3/11; 24/11



Team Meetings	Junior Team (Senior Team on Camp): 10/11
Support Staff Training	N/A

Accumulated Leave for 2014 (updated from 25/10 to 24/11/2014)			
b. Personnel	Leave with Pay	Leave without Pay	Accumulated Total
Lorraine Hitchcock			6 days
Renee Nightingale			10 days
Sheena Hitchcock	11/11: Sick		12 ½ days
Penny Andrews	18-19/11: Family Medical		9 days
Avon Lewis	7/11: Family sickness		13 days
Elizabeth Carter			5 days
Helene Guthrie	11/11: Sick		15 days
Judy Williamson	19/9 Sick		5 days
Heather Goble			2 days
Jason Elder			3 days
Shelley Dravitzki			4 days
Julianne Swanepoel			2 days
Tracy Telfer	17/11		1 day
		Total teacher days	61 days

**Personnel Recommendations:**

1. Professional Development/Teacher Release Report accepted.
2. **Accumulated Staff Leave Report accepted.** **Moved:** K Hitchcock/R McKerchar

**Finance Report:**

The Finance Committee report for November (October accounts)

**October Accounts:** (83%) Total YTD: Income: 105%, Expenses: 85%

Administration= 80%, Property Maintenance= 86%, Depreciation= 84%; Learning Resources= 89%, Balances as at 31 October 2014: Refer to page 8 of the report from Education Services

**Bank Staffing Pay Period 17:**

-3.52 FTTE overused based on Novopay reports as per expectations.



**Finance Recommendations:**

1. **The Bank Staffing report as at Pay Period 17 is accepted.**

*Moved:*

**Minutes:**

*Finance Committee to confirm October and November accounts before xmas.*

**Property Report:**

Verbal report by the Principal in his section

**Health and Safety Report**

Refer to the end of this agenda

***Compliance: Attendance and School Enrolment***

1. <u>The current school roll (as at Monday October 2014):</u>					154
2. <u>Classroom numbers (as at Tuesday 28 October 2014)</u>					
Room	Year level	No. of students	Out of zone spaces available	Pre-enrolled	Transferring next term
Sunshine	Yr 1	18	No spaces		
Rocket	Yr 1-2	23	No spaces		
Lion Pride	Yr 2-3	25	No spaces		
Totara	Yr 3-4	28	No spaces		
Moa Hutt	Yr 5-7	30	No spaces		
Summit	Yr 7-8	30	No spaces		

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

**It was moved that the Attendance and School Enrolment Report be accepted**

**It was moved that the Health and Safety be accepted**

**A Stuart/R McKerchar**

**Next Board Meeting:**

Monday 9 February 2015 (Change due to Jason having ERO commitment later in the week)

Time: 7pm      School Library

Question: What Board members are available for contact in the holidays re: Pool issues (Karl, Andrew; confirm with Dwayne)

**(Reminder: Email minutes to the Home and School)**



## Health and Safety Report

### Serious Harm Report: September - October

Month	Serious harm incidents	Type of serious harm	Parents Informed	Investigation: Actions (Eliminate/Isolate/Minimise/NA)	Work Safe Informed
Nov	0	-	-	-	-

### Staff First Aid Register

No. of staff who have First Aid certificates	No. of untrained staff	No of staff currently training towards their first aid certificate
11	0	0

### Water Report

Month	Test Results	Comment
November	n/a	No reporting this month

### Health and Safety: General

Swimming Pool	<p>Other NP principals are also experiencing difficulty training their pool operators this season. They are all planning to train their operators at the next available course in NP, sometime next year.</p> <p>The pool is ready for swimming.</p>
Internet Safety	<p>The Principal was informed by a parent that a student inadvertently accessed inappropriate content through the school internet system. The student typed in certain words through a third party application that bypassed the Network 4 Learning filtration service. The Principal has followed this up through the N4L service, while the third party application has been deleted. Students have been educated about the importance of informing the teacher when they come across something that is inappropriate.</p>
Health and Safety Maintenance Report (May to November 2014)	<p>The Principal and Caretaker have planned to complete a check in December.</p> <p>The following hazards have been identified (by management, staff or parents) and have been followed up on:</p> <ul style="list-style-type: none"> <li>• 12/5: Pine needles on courts/slippy surface → trees trimmed/<b>courts surface to be sprayed</b></li> <li>• 14/5: Gate not closing (by Sunshine Room) → self closing installed/signage to shut the gate → <b>still can get stuck if parents do not shut the gate</b></li> <li>• 31/7: Birds attacking students from across the main road → birds humanly removed</li> <li>• 4/9: Letter box identified as a hazard → letterbox replaced</li> <li>• 23/9: Is a fire alarm speaker needed in the Sunshine Room (one outside) → <b>still waiting for feedback from alarm company</b></li> <li>• 21/10: Two bolts missing from the playground; 13/11: Moss etc. slippy on the playground → repaired/sprayed by caretaker</li> <li>• 13/11: Area identified behind the tennis building as a hazard → <b>area to be closed off so students cannot access.</b></li> </ul>