



**Board of Trustees Monthly Meeting
MINUTES**

Time: 7.00pm in the School Library

Date: Tuesday 4 November 2014

Message to Board Members from Karl: Please read the reports and email Karl any questions by Monday 3 November at 5pm (E.g. NAG 3-8 section of the agenda)

Item 1: Welcome/Previous Minutes (Chair)

Members present: K. Hitchcock, A. Stuart, P. Marshall, E. Carter, R. McKerchar, J. Elder, D. Schimanski

Public present: T. Hitchcock, P. Halliday

Apologies: W. Gower

Matters arising from the previous minutes:

Moved: K. Hitchcock

August Minutes Moved: A. Stuart, E. Carter

Item 2: Correspondence (Chair)

IN:

1. Moa Mail re: Enrolment Process
2. Teach NZ (Lorraine)
3. Teach NZ (Penny)
4. Industrial Chemistry Services
5. Copyright Licensing NZ
6. NZSTA News
7. Prendos: Latest update re: the building work
8. Education Services: Completion of the junior toilets and Sunshine Room
9. TSB Grant: Numeracy and Literacy
10. Julie Swanepoel re: Leave in 2015

OUT:

1. Letter (p.e.b.)
Board went into Committee at 7.15pm
Board came out of Committee at 7.33pm

Minutes from correspondence:

- Our school roll is full for 2015 however we must still advertise for a month (legislative measure).
- Building work: Leaking building work = we do not have to pay for this as a school. We may



have to pay for the stacker doors, etc. No starting date as yet.

- TSB Community Trust money will be used in funding Junior Teacher Aides. Jason will put in an application for another grant. He is in the process of checking the criteria. The Board is supportive of these grants going forward. The last grant was spent on things like bark, ActivBoards and ipads.

The Norfolk Board of Trustees approve the application for a TSB Community Annual Grant

Moved by K. Hitchcock. **Seconded** by A. Stuart.

- Letter re: Julianne Swanepoel is granted leave without pay from 23-27 February 2015. Approved by the Board.

Moved by K. Hitchcock. **Seconded** by A. Stuart.

Item 3: Governance

Staffing for 2015:

1. *Julianne Swanepoel is appointed to teach in Room 2 for 2015 on a fixed term contract (covering Renee's Maternity Leave).*
2. *Avon Lewis is appointed to teach in Room 4 for 2015 on a fixed term contract (additional staffing due to increased numbers).*
3. *Penny Andrews is granted study leave for 20 school weeks as per the Primary Teachers Collective Agreement.*
4. *Deborah Boon is appointed to teach in the Sunshine Room on a fixed term contract (covering Penny's Study Leave) from 23 February until 7 August 2015.*
5. *Lorraine Hitchcock is granted a 10 school week sabbatical as per the Primary Teachers Collective Agreement.*
6. *Tracy Telfer is appointed to teach in Room 3 on a fixed term contact (Covering Lorraine's Sabbatical) from 12 October until 18 December, 2015 (Term 4).*

Policy:

The following policies have been sent out for parent and staff feedback

- *Protected Disclosures Policy: Staff have viewed this policy with no further suggestions. No parent feedback.*
- *Communication (Complaints) Policy: Staff have viewed this policy with no further suggestions. No parent feedback.*
- *Curriculum Policy: Staff have viewed this policy with no further suggestions. No parent feedback.*

Recommendation: The Protected Disclosures, Communication and Curriculum Policies are accepted into the Boards Policy Framework.

Scholarship Applications: Two applications have been received for the Scholarship Grant.

Recommendations will be made at the December BoT Meeting.

Heath and Safety Policy: Discussion last time about holding a separate meeting to draft this policy?



Minutes from Governance:

- Transition process will be put in place for new Sunshine Room teacher for Penny's release.
- Above appointments as noted:
Moved: K. Hitchcock, R. McKerchar
- Policies: Consultation with Staff and Community has occurred:
The Protected Disclosures, Communication and Curriculum Policies are accepted into the Boards Policy Framework.
Moved: A. Stuart, K. Hitchcock
- Health and Safety Policy will be looked through later. Karl to confirm when and how this will be done.

Item 4: Principal Report

1. Financial Literacy (10 min)
 - Follow up thoughts from BoT Members (Discussion)
 - ASB: Term 2 2015
2. Goal 3 follow up from the Annual Plan (Report from the Principal) (5min)
 - Parent education: Writing/grandparents day
 - Parent education: Fab Four

Goal 4: follow up from the Annual Plan (Report from the Principal)

 - Garden area outside Room 1-2, Quiet area by the Sunshine Room, next steps
 - Discussion points: What has been planned for 2015, the importance of having a plan for any environmental changes, funding, issues with making things happen (e.g. Jason to share the issues associated with the current quiet area).
3. Looking ahead to 2015: (Discussion)
 - Draft Annual Plan
 - Draft Budget (see the Finance minutes that were handed out on Monday 3 November)
4. Learners Achievement: National Standard Progress (Discussion)
 - a. Priority Learners (e.g. below National Standards)
 - b. Learners with cognitive learning needs (IEP progress against goals)
 - c. Word Knowledge (Yr 1-3)
 - d. Place Value/Basic Facts (Yr 6-8)
 - e. Enrichment Examples (Yr 7-8): Speech competition, Chess, Taranaki Cross Country, Town v Country Athletics, Problem Challenge... so what next (enrichment across the school in each classroom, trialling acceleration in mathematics).



Minutes

- 1. Financial Literacy:** A. Stuart looked at PISA research around financial literacy. Ideas for testing ability in relation to financial literacy. From this, gaps in understanding are highlighted. A. Stuart feels there is a bit in there that can be used. K. Hitchcock feels that following the conversations that have had regarding Financial Literacy, teachers may need support to be able to teach this. High level of teaching and routines are required to teach this. Part of the PD for staff will be unpacking this issue. For this to happen, staff will need to feel supported in taking more risks.
- 2. Goal 3: Writing:** Opening the school to the community has been initiated through Grandparents Day. We have also invited other family members. Fab Four helps the transition for both student and parent into the school. Helps with communication. Helps receive feedback from parents about how we can improve this process too (e.g. A map of the school with class names on them). It is an inclusive thing for the parents.
- 3. Goal 4:** Planning of the garden area is important. A point for thought is whether a decked area will be accessible for ALL students (with limited mobility, etc). This is a consideration to be made. We have support from parents but we do not have bottomless pockets. The building work is the next step. There are plenty of project ideas however they must be conceptual at this point. The shade cloths over the Lion Pride and Rocket Room will be priced up to move over the pool. Another shade cloth may go over the lunch eating area.
- 4. Looking ahead to 2015 – Draft Annual Plan:** Lorraine spoke to Maori parents making them aware of the appropriate areas and considerations. There are some changes in language that reflect changes in thinking around learning and coaching. PD onsite through Jason taking a role as Future Focus initiator and Lorraine taking on the role of leading math and literacy development with staff in their classes. A next step is for teachers to be supported in improving opportunities for Gifted and Talented students. Enrichment in T1 and T2 2015 for ICT and Arts. Student voice is being sought for ideas. This is a living document. It is flexible and open to amending. Any ideas/questions please email Jason. Principal edLead opportunity to be discussed in more detail. **Recommendation to move the 2015 Annual Plan...**

Moved: K. Hitchcock, A. Stuart

Draft Budget: We are budgeting for a small surplus of \$180. If we reach 151 students we can transfer \$12,000 from the relief teacher budget to spend on teacher aides. Capital spending: We put away \$25,000 for replacing painting, furniture and devices (future focused, modern learning environment). This will also pay for an upgrade of the website: linking it in to any media device. **Recommendation that the 2015 draft budget is approved on the condition the final budget is moved in March 2015**

Moved: A. Stuart, K. Hitchcock



5. **Learners Achievement:** *Writing is still the learning area that students are not achieving as well at. Consideration needs to be made for new students to the school affecting the results, also of students who have specific learning issues. K. Hitchcock considered whether looking at a graph of learning achievement over time could show a positive change in learning culture. Looking at a cohort could be more telling? Maori students are achieving really well in relation to our total roll. Place value and fractional thinking are still current hurdles for many senior students. Priority students are being targeted well by teachers. Support staff are allocated to those students who present with the greatest need.*

ITEM 5: REPORTS for NAG 3-8

Personnel Report:

| Personnel | Training/Course/CRT/DP-Leadership/School Event/Other (15 September to 24 October) |
|------------------------|--|
| J. Elder (Principal) | Principal Training: Srink 23/9 (x2 sessions); NPPA Middle Leaders Meeting (Holidays): 1/10; Onsite second week of the holidays; Middle Leaders: 16/10 (x1 session) |
| P. Andrews (Sunshine) | CRT: 19/9 (Day); Middle Leaders: 16/10 (x1 session) |
| E. Carter (Rm 1) | CRT: 18/9 (Day); 6YOS: 16/10 (x2 sessions) |
| J. Swanepoel (Rm 2) | CRT: 19/9 (Day) |
| L. Hitchcock (Rm 3) | CRT: 18/9 (Day); NPPA Middle Leaders Meeting (Holidays): 1/10; Incredible Years Course: 14/10 (Day); DP Release: 16/10 (Including NPPA Middle Leaders session) |
| A. Lewis (Rm 4) | CRT: 15/9 (Day), Rugby: 26/9 (Day) |
| H. Guthrie (Rm 5) | CRT: 15/9 (Day) |
| Professional Learning | Staff Meetings: 15/9 & 13/10 First Aid Course in the holidays: 10/10 Kelly Sports have been working with the Moa Hutt and Summit Room Teachers e.g. Games for Understanding |
| Team Meetings | Curriculum Team Meetings: 22/9 & 20/10 (including how to leverage writing and identifying students with learning needs) |
| Support Staff Training | N/A |



| Accumulated Leave for 2014 (updated from 9/9 to 24/10) | | | |
|---|-----------------------|--------------------------|--------------------------|
| b. Personnel | Leave with Pay | Leave without Pay | Accumulated Total |
| Lorraine Hitchcock | 23/10: Sick | | 6 days |
| Renee Nightingale | | | 10 days |
| Sheena Hitchcock | 17/9: Sick | | 11 ½ days |
| Penny Andrews | 9-10/9: Sick | | 7 days |
| Avon Lewis | 12/9 & 26/9: Rugby | | 12 days |
| Elizabeth Carter | | | 5 days |
| Helene Guthrie | 16/10: Sick | | 14 days |
| Judy Williamson | 19/9 Sick | | 5 days |
| Heather Goble | | | 2 days |
| Jason Elder | | | 3 days |
| Shelley Dravitzki | | | 4 days |
| Julianne Swanepoel | | 24/9: Family | 2 days |
| | | Total teacher days (6) | 54 days |

Personnel Recommendations:

1. Professional Development/Teacher Release Report accepted.
2. Accumulated Staff Leave Report accepted.

Moved: K. Hitchcock, R. McKerchar



Finance Report:

1. Minutes from the Finance Committee for November (August and September Accounts). Note: These minutes will be distributed on Monday 3 November.
2. August Accounts
3. September Accounts

August Accounts: (67%) Total YTD: Income: 76%, Expenses: 68%

Administration= 64%, Property Maintenance= 67%, Depreciation= 67%; Learning Resources= 73%, Balances as at 31 August 2014: Refer to page 8 of the report from Education Services

September Accounts: (75%) Total YTD: Income: 76%, Expenses: 77%

Administration= 73%, Property Maintenance= 75%, Depreciation= 75%; Learning Resources= 83%, Balances as at 30 September 2014: Refer to page 8 of the report from Education Services

Bank Staffing Pay Period 16:

-4.01 FTTE overused based on Novopay reports as per expectations.

Based on Bank Staffing predictions from current use, this figure will be cleared at the start of 2015.

Finance Recommendations:

1. The August and September Finance Reports are accepted
2. The Bank Staffing report as at Pay Period 16 is accepted.

Moved: J. Elder, R. McKerchar

Property Report:

1. Refer to the letter from Prendos



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 |
|-------|------------------------|----------------------|------------------|--|--------------------|
| Sept | 0 | - | - | - | - |
| Oct | 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 |
|----------|--------------|---|
| August | Clear | |
| Sept-Oct | Clear | Currently updating the plan in consultation with the Public Health Unit. Issues with UV bulb have been corrected. We are now using George Philips Plumbing (Michael Carter ex-student). |

Health and Safety Systems that are currently under review

| | |
|--|---|
| Evacuation Plan | Last term we practiced an earthquake drill with the students. The Fire – Eruption – Earthquake plan has been updated. |
| Norfolk School Safety Management Plan has been updated | <p>Emergency Management Plan:</p> <ul style="list-style-type: none"> Next step: Emergency Contact Plan, Lockdown Process, Gas Leak <p>HSE Implementation:</p> <ul style="list-style-type: none"> Next step: Updated... Water Safety Plan, Hazard Register, 501 Behaviour Management, 506 Internet Safety <p>HSE Measurement and Evaluation:</p> <ul style="list-style-type: none"> As per this report Property Committee will need to complete a scheduled review this month. |
| Swimming Pool Training | <p>The Caretaker (and local plumber) has trained the Pool Operator; there are no courses available near New Plymouth in the next 3 months; see the attached note; The Pool Operator will be provided a copy of the relevant unit standard (5826:2010 Pool Water Quality Standard) that complies with this legislation.</p> <p>There is no requirement to have a Hazardous Goods ticket to operate the school pool e.g. recreational use.</p> |



Recommendation the Health and Safety Report is accepted:
Moved: D. Schimanski, K. Hitchcock

| 6. Compliance: Attendance and School Enrolment | | | | | |
|---|------------|-----------------|------------------------------|--------------|------------------------|
| 1. The current school roll (as at Tuesday 28 October 2014): | | | | | 152 |
| 2. Classroom numbers (as at Tuesday 28 October 2014) | | | | | |
| Room | Year level | No. of students | Out of zone spaces available | Pre-enrolled | Transferring next term |
| Sunshine | Yr 1 | 16 | 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

Meeting Concluded: 9.13pm

Next Board Meeting:

December BoT Meeting:

- Tuesday 2 December at 7pm
- Principal Report
 - Show Day review
 - Values Education Review
 - Maori Families Consultation
 - School Uniform
 - PAT Assessment for Mathematics and STAR Reading
 - Hazards Check

(Reminder: Email minutes to the Home and School)