



**Board of Trustees Monthly Meeting  
MINUTES**

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

**Date:** Tuesday 24 February 2015

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

**Item 1: Nomination of the Chair (Principal)**

- See the Board Portfolio → Appointment of the Chair

Motion is that Karl be nominated and reappointed as chairperson.

Moved: Andrew. Seconded: Wayne.

Karl accepts.

**Item 2: Welcome/Previous Minutes (Chair)**

Members present: Jason, Elizabeth, Rebecca, Paula, Wayne, Andrew, Karl and Dwayne (Late).

Public present: Annelise Hunt, Tanya Hitchcock.

Apologies: Dwayne (Late).

Matters arising from the previous minutes:

- School Uniform Questionnaire. Feedback sought until the end of the term.
  - *Process - Draft questionnaire (see attached).*
  - *Add in the 'compulsory' wording as an option. Note that the uniform may not necessarily be the old fashioned grey-type uniform. The questionnaire needs to be very direct and black and white. Reduce ambiguity. One way is to define a cut-off point for number of votes.*
  - *"What will a uniform add to our school culture?"*
  - *We need to ask the students about their opinions regarding a uniform (Y5-8 perhaps).*

***Moved: The Board to revisit the process before sending out to parents.***

***Moved: Karl/Wayne***

***December Minutes Moved: (Wayne was present, contrary to minutes):***

***Moved: Karl/Wayne***

**Item 3: Correspondence (Chair)**

IN:

1. Industrial Chemistry: Water report for January
2. NZSTA: Annual General Meeting 4<sup>th</sup> July, Sky City
3. MoE: Building project approval (***Moved: Karl, Wayne***)

OUT:

Minutes from correspondence:



## Item 4: Governance

1. Revisiting the code of ethics (see attached)
2. National Standard Results for 2014 (Results, Analysis of Variance)
3. Building Project
4. Training with Nadia: See the end of this agenda
5. TAG Oil Committee: Update

## Minutes from Governance:

1. *Code of Ethics: "Consensus" does this mean 'Unanimous decision?' This wording may need to be changed or deleted. State "Viewpoints gathered from the community will be treated with integrity, professionalism and respect" Moved: Andrew, Karl.*
2. *National Standards: Inconsistencies between schools. Our schools strength is still Reading. Our Maori students perform comparatively very highly compared to other NZ schools. Added extra – teacher aide support/out of school support noted? What needs to happen in Y1-3 to improve Place Value in Y6+? We are always improving and re-evaluating our systems and needs of our students.*
3. *Building Project – Has been scaled back due to budget. Check on what is being painted.*
4. *Training with Nadia – Boards role around special education. Scenarios around experiences other B.O.Ts have had. Karl will follow this up with Nadia.*
5. *TAG Oil Committee – No further meetings have been held. All information is on the school website.*

## Item 5: Principal Report

1. Annual Plan: (General Discussion)
  - Priority students
  - Inquiry: Enrichment/acceleration, Place value/basic facts, Writing
  - Future Focused Pedagogy → what are the Norfolk Competencies (compared to the Key Competencies)
  - Website update
  - Induction of new staff: Deborah Boon
  - Financial Literacy: Term 2
2. ERO: Self Review (Jason to share what he was involved in at ERO's National Office)

## Minutes

### Annual Plan

*Priority Students – Accelerated learning (over a years improvement, e.g. from a 2 'below' to a 3 'at'). Students with Cognitive Learning Needs. Student achievement in Place Value. Enrichment and Acceleration. We are looking at trialling moving capable students through to the next class for certain subject areas.*

*Inquiry – Enrichment/acceleration: Extend my learning board, groupings, read the length of NZ programme; Place Value/Basic Facts: Homework, groupings, PV hotspot, other hotspots, basic facts*



2min every 2<sup>nd</sup> day; Writing: groupings, individual goals, self-reflecting.

Future Focused Pedagogy – Teachers as coaches. Students as teachers/leaders/reflectors leading learning. Future focused learning environment as an open plan setting, where students move to ability-based groups (taking out the social impact of moving classes to ability groups). Teaching and coaching Norfolk Competencies to improve relationships and learning. Risk taking. Integrated, flexible routines.

Website Update – Deliberately streaming website as a source of information linked with Facebook, twitter, email, school focus, mediators, school-wide notes. Designated computer available for parents/others in community to access the videos/links/websites from class and school.

Induction of new staff - Deborah Boon in the Sunshine Room. She continues to be inducted into the school culture.

Financial Literacy - Term 2: Jason shared what has been planned e.g. ASB Getwise programme and Financial Literacy Resources (he will share 2-3 examples next time).

## 2. ERO: Self Review

Jason gave excellent feedback re learning from other school leaders from the Self Review Case Study. Norfolk School is one of only 12 schools that have been selected to participate in this case study. A key theme with all the schools are the enabling conditions and moral purpose of the school leaders.

## ITEM 5: REPORTS for NAG 3-8

### Personnel Report:

A. Training/Course/CRT/DP-Leadership/School Event/Other	Personnel: (2 February to 13 February)
Leadership	<u>ERO</u> : Jason was flown down to Wellington for the night and attended a full days seminar with other school leaders from the Self Review Case Study.
Appraisal	1h per coach with Jason
Staff Meeting	<u>Monday 2 Feb</u> : Each coach presented a topic on a topic related to learning; training with Sport Taranaki. <u>Monday 9 Feb</u> : Annual Plan and Learning Targets for 2015

Accumulated Leave for 2015 (3 Feb to 13 Feb)			
b. Personnel	Sickness	Leave without Pay	Accumulated Total
Lorraine Hitchcock		1 day	1 day
Total Relief Days			1 day
<b>Other Staff</b>			



Heather Goble	1 day		
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**Personnel Recommendations:**

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

*Moved: Karl, Dwayne*

**Finance Report**

The Finance Committee report for November (October and November 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

**November Accounts:** (92%) Total YTD: Income: 105%, Expenses: 94%

Administration= 90%, Property Maintenance= 95%, Depreciation= 92%; Learning Resources= 98%, Balances as at 30 November 2014: Refer to page 8 of the report from Education Services

**Bank Staffing Pay Period 21:**

-4.42 FTTE overused based on Novopay reports as per expectations.

**Finance Recommendations:**

1. The October and November Finance Reports and minutes (Attached with this agenda) are accepted
2. The Bank Staffing report as at Pay Period 21 is accepted.

*Moved: Elizabeth/Andrew*

**Health and Safety Report**

See the Appendix A

<b><u>Compliance: Attendance and School Enrolment</u></b>		
1. The current school roll (as at 13 February 2015):		<b>139</b>
2. Classroom numbers:		
Room	Year level	No. of students
Sunshine	Yr 1	7
Rocket	Yr 1-2	20
Lion Pride	Yr 2-3	23
Totara	Yr 3-4	26
Moa Hutt	Yr 5-7	30 (No spaces)



NORFOLK  
SCHOOL

**NORFOLK SCHOOL**

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Summit	Yr 7-8	33 (No spaces)
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***Recommendation: The Attendance and School Enrolment Report is accepted by the Board  
Moved: Karl/Rebecca***

**Next Board Meeting:**

Tuesday 24 March 2015

Time: 7pm

School Library

**Next Board Training with Nadia:**

Monday 30 March 2015

Time: 7pm

School Library

**Suggested Agenda:**

1. Nadia will provide some current dilemmas other boards have recently experienced.  
The Board will work through how they would respond e.g. process.
2. Follow up from ERO recommendation in 2014:
  - A next step for trustees and senior leaders is to use Ka Hikitia: Accelerating Success 2013-2017 to ensure that clear goals to further promote success for Māori, as Māori, are part of strategic planning.
3. Special Education: What is the Board's roll

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