



**Board of Trustees Monthly Meeting
MINUTES**

Time: 7.00pm in the School Library

Date: Tuesday 24 March 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.

Reminder from Jason: Please read all the documentation before the meeting so we can spend more time talking about learning.

Item 1: Welcome/Previous Minutes (Chair)

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

Public present: T Hitchcock

Apologies: D Schimanski

Matters arising from the previous minutes:

- Updated Code of Ethics, which is ready for BoT members to sign
- Correction: Class numbers should have been the same as this report.
- Jason discussed junior financial literacy. Y7 and Y8 financial literacy to be discussed next month

Moved: K Hitchcock/ A Stuart

February Minutes Moved: A Stuart/ K Hitchcock

Item 2: Correspondence (Chair)

IN:

1. March Return (Tabled)
2. MoE: Enrolment Zone (Keep the same)
3. Group Mowing Scheme (Verbal report from Andrew)
4. NZSTA News

OUT:

Minutes from correspondence:

It was moved that the March 1 returns be accepted

J Elder/K Hitchcock

A new driver has been appointed for the mowing scheme. The driver will expect an induction when he starts. Pupils are not to be anywhere near the mower.

Some items of interest in NZSTA News concerning =questions to ask their children– perhaps they could be added to the school website – Jason will add this to the website.



Item 3: Governance

1. School Policy
 - Smoking: Report from Jason about the incident, actions and next steps
 - Digital Citizenship (Template)
 - User Agreement (Template)
 - Creative Commons Policy (Explanation and example).
2. Building Project: Nothing further to report
3. Training with Nadia: See the end of this agenda
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4. TAG Oil Committee: Update
 - Only one person in the community has requested a copy of the Air Quality Report
5. School Uniform Questionnaire: (See the attached information)
What the Board needs to clarify:
 - What is the purpose of the questionnaire (e.g. determine whether we proceed with a school uniform/ Uniform will reduce parent costs/ Uniform will add pride in being a Norfolk Student/ Uniform promotes an inclusive culture (people are equal)
 - How will a decision be made about whether to proceed with a school uniform (e.g. 2/3 majority in favour)
 - Who will be asked: Year 4-8 students and parents/caregivers.
 - Timeframe: Start of Term 2 for 5 weeks; decision made at the end of Term 2.

Minutes from Governance:

Smoking: Jason covered the details of the smoking incident. The offenders are being educated about the perils of smoking and Jason has been supported by their parents. It is felt that the biggest issue with the smoking is bringing matches and lighters to school – this could be dangerous. Education is the main thing.

Digital citizenship: The board read through Netsafe Digital Citizenship. Jason feels that this is a good document. He is to guide the children through the use of Google. A user agreement is to be signed by parents for each pupil. There will be workshops for parents in the future. Jason is to set it up for parents to look at. The draft policy will be presented at the next meeting.

School uniform questionnaire (points to clarify): The board looked over the questionnaire and are happy with the first point, the second point - no target, third point -pupils to be asked first, fourth point - two week's time frame.

Questionnaire – the board decided on changes to the questionnaire. It was decided that a shorter version is needed.

It was moved that only the last page of the questionnaire be used K Hitchcock/W Gower

Item 4: Principal Report

1. Main Inquiry for 2015: Future Focused Pedagogy



- a. What are our teaching strengths?
 - Direct Acts of Teaching → Student Practice
 - Learning environment in each classroom → Student engagement
- b. What are we currently inquiring into as a staff...
 - Enrichment v Acceleration
- c. School Visits: Whakarongo v St James (Palmerston North)
- d. What have we planned to do as a team and individually.

2. Google Education: What is it, how does it work?

Minutes

Jason discussed future focused pedagogy. The staff had visited two schools in Palmerston North and found some interesting ideas to discuss and work on. Jason showed the board a video about Google Apps. He is to work with the staff to get this set up. Karl complimented the principal on his presentation.

ITEM 5: REPORTS for NAG 3-8

Personnel Report:

| A. Training/Course/CRT/DP- Leadership/School Event/Other | Personnel: (14 February to 16 March) |
|---|---|
| Leadership | 19/2: Jason with Inglewood Principals (1/2 day); Lorraine 1-1 with Nadia (2h) + Inglewood Middle Leaders (2h) 25/2: Jason and Lorraine (2h): planning coaching |
| Appraisal/Coaching | 3-4 March: Lorraine coaching in class with all the teachers (1h each). |
| Staff Meeting | 4 March: Pre-organisation for school visits; 6 March: School visits in Palmerston North (Whakarongo and St James); 11 March: Staff debrief about the trip; 16 March: Staff planning ahead based on school visits. |
| Team Meetings | 16 Feb: Planning; 23 Feb: Planning |

| Accumulated Leave for 2015 (14 Feb to 16 March) | | | |
|---|----------------|-------------------|-------------------|
| b. Personnel | Leave with pay | Leave without Pay | Accumulated Total |
| Julie Swanepoel | | 6 days | 6 days |
| Avon Lewis | 1 day | | 1 day |



| | | | |
|--------------------|-------|-------|-------|
| Helene Guthrie | 1 day | | 1 day |
| Penny Andrews | 1 day | | 1 day |
| Lorraine Hitchcock | | 1 day | 1 day |
| Total Relief Days | | | 1 day |
| Other Staff | | | |
| Heather Goble | 1 day | | |

Personnel Recommendations:

1. Personnel Report accepted.
2. Accumulated Staff Leave Report accepted.

Moved: K Hitchcock/A Stuart

Finance Report

The Finance Committee report for March (December 2014 and January 2015 accounts)

December 2014: (100%) Total YTD: Income: 97%, Expenses: 105%

Administration= 100%, Property Maintenance= 103%, Depreciation= 100%; Learning Resources= 114%,

Balances as at 31 December 2014: Refer to page 8 of the report from Education Services

Income Less mainly due to:

- \$7576 from TET (as identified)
- \$9784 from the Home and School

Expenses mainly due to:

- \$1670 from the Home and School
- \$ 4131 Relief Teacher (as identified)
- \$5243 Admin Secretary (as identified)

So what does this actually mean?

If we had of received the TET Grant our total income would have been \$247, 970

Without increased expenses in relief teacher and admin secretary our total expenses would have been \$242, 494. This would of resulted in an operating surplus of \$5476.

The Finance Committee have adjusted the budget for 2015 so there is a slight operating surplus.

January 2015: (8%) Total YTD: Income: 24%, Expenses: 6%

Administration= 6%, Property Maintenance= 6%, Depreciation= 8%; Learning Resources= 5%,

Balances as at 31 January 2015: Refer to page 8 of the report from Education Services

Bank Staffing Pay Period 24:

-1.14 (Owe \$2938) FTTE overused based on Novopay reports as per expectations.



Finance Recommendations:

1. Recommendation that the 2015 Budget is approved.
2. The December and January Finance Reports and minutes (Handed out on the night) are accepted.
3. The Bank Staffing report as at Pay Period 24 is accepted.

Moved: W Gower/A Stuart

The swimming pool is not as clear as it should be. Nathan Hitchcock can add a chemical which can fix this.

Health and Safety Report

See the Appendix A

The swimming pool is not as clear as it should be. Nathan Hitchcock can add a chemical which can fix this.

It was moved that the Health and Safety report be accepted

K Hitchcock/P Marshall

| <u>Compliance: Attendance and School Enrolment</u> | | |
|---|------------|-----------------|
| 1. The current school roll (as at 17 March 2015): | | 139 |
| 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 Hut | Yr 5-7 | 30 (No spaces) |
| Summit | Yr 7-8 | 33 (No spaces) |

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

K Hitchcock/W Gower

Next Board Training with Nadia:

Monday 30 March 2015

Time: 7pm

School Library



NORFOLK
SCHOOL

NORFOLK SCHOOL

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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 role

(Reminder: Email minutes to the Home and School)