



**Board of Trustees Monthly Meeting  
MINUTES**

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

**Date:** Tuesday 5 May 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: Welcome/Previous Minutes (Chair)**

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

Public present: T Hitchcock

Apologies: K Hitchcock

Matters arising from the previous minutes:

***Moved:***

***March Minutes Moved: A Stuart/R McKerchar***

**Item 2: Correspondence (Chair)**

IN:

1. Water Quality Report
2. Prendos (Building Update)
3. Health and Safety Reform Bill
4. NZSTA Issue 151

OUT:

***Minutes from correspondence:***

Prendos - No need for re-locatables. Any rooms affected with work (fires) will be done in holidays.

Tenders going out in July.

Health and Safety Reform Bill – update; waiting for further advice from the MoE who are working with other sector groups on the legislative changes.

**Item 3: Governance**

1. School Policy
  - Digital Citizenship (Ready for consultation)
  - Creative Commons Policy (Ready for consultation)
  - Self Review Policy: Discuss this Policy
2. Building Project: Discussed in correspondence



3. Training with Nadia:
  - Feedback and Feedforward (Where to next for BoT Training)
4. TAG Oil Committee: Report
  - The water tank has been installed.
  - No further correspondence from TAG, NPDC etc.
5. School Uniform Questionnaire: Report
  - Students have been surveyed
  - The parent process will start next week

### **Minutes from Governance:**

Digital Citizenship - Every parent to be given a copy of digital governance for consultation. An explanation of ICT to be added at the bottom of the policy.

Creative Common Policy – members read through a template. The members studied and discussed the policy. Ownership and partnership? Jason to get some advice on this. *To be looked at next meeting.*

Self Review Policy – three areas looked at; Governance, Curriculum, Spontaneous review. Jason suggested we review the policy once ERO have released their new tool (which we are helping to create) later this year. *Next step: Revisit this policy in Term 3.*

#### Training with Nadia: Feedback:

Paula – Excellent. Treaty of Waitangi good as far as upskilling. Awareness of labels around groups of students. There are different learning needs. Becoming aware of the terminology.

Andrew – learnt a lot he did not know. A lot of areas he will now be looking at. A great night. A good open discussion.

Dwayne – The three ‘Ps’ - partnership protection and participation.

#### Future training:

- Jason to share Google ‘stuff’.
- Basic overview of what a board does – a reminder. Outside view on the role of governance. What is the ‘board’s hat?’
- Invite parents and show them just what the board is doing – good for anyone who is thinking of becoming a board member.
- Using an external trainer like Nadia helps to see what other challenges Boards are facing. Getting Norfolk to think outside Norfolk.

Tag Oil: Paula informed the Board the consent has been issued for the wellsite and believed parents should be informed. Wayne felt we needed to follow this up in the first instance. Jason has not heard anything from any parties. The last feedback was that due to the oil price no drilling was planned in the near future. He will follow this up.

School Uniform Survey – Jason will have information at the next meeting



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

1. S.W.O.T Analysis from Term 1
  - Future Focused Curriculum (Refer to page 7 of the Annual Plan)
  - Writing (Page 8)
  - Mathematics (Page 9)
  - Citizenship Units of work from Term 1 (Jason will pass this around on the night)
2. Learners Achievement Report
  - National Standard Data Term 1
  - Target 1: Learners Below National Standards
  - Target 2: Cognitive Learning Needs
  - Target 3: Mathematics (Basic Facts and Place Value).
3. Financial Literacy: Find attached an example of a possible unit of work (this was sourced from Australia).

#### **Minutes**

National Standards – the members studied a hand out from Jason. Points of interest for future reference:

- Boys ‘Below’ National Standards in Writing
- Increasing learners to being ‘Above’ National Standards in the Senior School
- Girls ‘Below’ National Standards in Mathematics, particularly Year 5 and 8
- Maori students are above the school cohort in all areas.
- A number of learners who are ‘below’ National Standards have been coming from other schools.

Learning Targets – see attached reports

- Target 1: See the attached report
- Target 2: Cognitive Learning Needs – every 6 months the goals are being reviewed.
- Target 3: Mathematics – Stages of development the pupils need to know. Basic Facts - see attached reports

Future Focus S.W.O.T. Classes are becoming quite dynamic. Enrichment programme starting. Providing more time for more able learners. Quality versus quantity. Pupils know their goals. Maths: developing ‘I Cans’. Developing the ‘I cans’. Teachers supporting pupils on how to use their time effectively.

- Mathematics and Writing S.W.O.T– see attached reports
- Citizenship Big Idea Focus: The board viewed the process used from across the Senior School.

The board agreed that an acknowledgement of the teachers taking risks should be given. Their work is much appreciated.

Financial Literacy – there is a need for pupils to be educated in this

Values education – this is going ahead. Jason to supervise the students who do not take part. Next year the programme will start in the middle of Term 2.



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

**Personnel Report:**

A. Training/Course/CRT/DP- Leadership/School Event/Other	Personnel: (17 March to 1 May)
Leadership	Swrink: 25/3 Jason (1/2 day), Lorraine (x1 session) + Nadia (x1 session) Incredible Years Training: 26/5 Jason (Day) Future Focused Course: 27/3 Jason (Day) Strategic Planning: 21/4 Jason (Day); 23/4 Jason (x1 session) DP Release: 21/4 Lorraine (Day).
Appraisal/Coaching/CRT/Testing/Other	CRT: 20/3 Lorraine and Deb (Day); 23/3 Avon and Helene (Day); 24/3 Elizabeth (Day); 25/3 Deb and Helene (Day); Lorraine 27/3 (Day); Testing: 30/3 Julianne (Day) Weet-Bix: 1/4 Elizabeth (Day) Special Needs Training onsite: 21/4 Deborah and Heather (Day) Appraisal: 23/4 Elizabeth and Avon (x1 session).
Staff Meeting	Call Back Day: 17/4 Teaching Staff (Day).
Team Meetings	Monday 23 March; Monday 30 March; Monday 20 April.

Accumulated Leave for 2015 (17 March to 1 May)			
b. Personnel	Leave with pay	Leave without Pay	Accumulated Total
Julie Swanepoel			6 days
Avon Lewis			1 day
Helene Guthrie			1 day
Penny Andrews			1 day
Lorraine Hitchcock			1 day
Elizabeth Carter			1 day
Total Relief Days			11 days



<b>Other Staff</b>			
Heather Goble			1 day
Judy Williamson	1 day		1 day
Paula Terrill	1 day		1 day
Graham Flay	10 days (Special Holiday for Long Service as per the collective)		10 days

**Personnel Recommendations:**

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

**Moved: J Elder / W Gower**

**It was moved that Julie Swanepoel is granted leave without pay from 7 – 11 September  
A Stuart/W Gower**

**Finance Report:**

The Finance Committee report for May (February 2015 Accounts)

**February 2015:** (13%) Total YTD: Income: 24%, Expenses: 12%

Administration= 26%, Property Maintenance= 14%, Depreciation= 15%; Learning Resources= 13%,  
Balances as at 28 February 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. The February Finance Report is accepted.
2. The Bank Staffing report as at Pay Period 24 is accepted.

**Moved: W Gower/A Stuart**

**It was moved that the 2014 draft accounts be tabled**

**A Stuart/W Gower**

**Health and Safety Report: March-April**

See the Appendix A

Paula asked whether the serious harm incident report would be made available to the board. This has occurred on other boards she has been apart of. Jason explained the incident, investigation and process and assured the board the correct process was followed in terms of the context of what happened.

**Moved that the Health and Safety report be accepted**

**J Elder/R McKerchar**



## Attendance and School Enrolment Report:

1. The current school roll (as at 29 April 2015):

145

2. Classroom numbers:

Room	Year level	No. of students
Sunshine	Yr 1	10
Rocket	Yr 1-2	20
Lion Pride	Yr 2-3	23
Totara	Yr 3-4	28
Moa Hut	Yr 5-7	31 (No spaces)
Summit	Yr 7-8	33 (No spaces)

***Recommendation: The Attendance and School Enrolment Report is accepted by the Board  
W Gower/A Stuart***

### **Next Board Meeting:**

Tuesday 16 June 2015

Time: 7pm

School Library

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