



NORFOLK
SCHOOL

NORFOLK SCHOOL
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**Board of Trustees Monthly Meeting
MINUTES**

Time: 7.00pm in the School Library

Date: Tuesday 16 June 2015

Message to Board Members from Karl: Please read the reports (NAG 2-6) and email Karl any questions by Friday (before the meeting) 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: Karl Hitchcock, Rebecca McKerchar, Andrew Stewart, Wayne Gower, Elizabeth Jarter, Jason Elder, Dwayne Schimanski

Public present: Tania Hitchcock

Apologies: Paula Marshall, Judy Williamson

Matters arising from the previous minutes:

Senior Team "Big Ideas": Any feedback or questions.

March Minutes Moved: Wayne/Andrew

Item 2: Correspondence (Chair)

IN:

1. St Mary's Diocesan School (Stratford)
2. Bullying prevention and response
3. Building Warrant of Fitness
4. Water Report
5. NZSTA: Hautu (Maori cultural responsiveness self review tool for Boards of Trustees)
6. Norfolk Playgroup Committee: Proposal
7. School Evaluation Indicators: Draft (Norfolk helped create this tool e.g. Case Study)
8. NZSTA Annual Report
9. NZSTA News
10. Norfolk School: Asbestos Report from Total Services
11. Office of the Auditor-General
12. David Lusk: NZ Motor Caravan Ass

OUT: NONE

Minutes from correspondence:

1. St Mary's Diocesan School (Stratford) – A talk about education - *Thursday 25th June, 7.15pm:* Andrew & Karl to attend
6. Norfolk Playgroup Committee: Proposal – Board is not in a position to fund improvements to the Playgroup/Sunshine Room area. Jason suggested insulating and funding via grants. Improvements proposed by Playgroup included roller doors and a side door entry. We support



this venture and recommend a detailed proposal with quote.

10. Norfolk School: Asbestos Report from Total Services – Add to hazard register.
11. Office of the Auditor-General – We will keep the same Auditor.
12. David Lusk: NZ Motor Caravan Ass – Building work: will it interfere? Weather = ripping up the field? At this time we do not have the facilities for these numbers. We also have building work proposed that may interfere with their plans.

Item 3: Governance

1. School Policy

- Digital Citizenship (Feedback/ratification)
- Creative Commons Policy (Feedback/ratification)
- Enrolment Policy
 - Keep the policy in its present format
 - This was confirmed with the MoE at the March BoT Meeting (see correspondence)
 - Recommendation: Enrolment Policy ratified
- Health and Safety:
 - Please read the attached information
 - On the Health and Safety policy identify procedures v governance statements
- Reminders... Self Review Policy: we will revisit this policy once ERO have updated the Self Review Tool; Legislative Policy: Updated section around standards.

2. Building Project: No further correspondence

3. 2014 Annual Audit:

- Requirements (Karl)
- Review the Management letter from the recent audit
- Ratified by the BoT

4. School Uniform Questionnaire:

- a. Members have been provided a report on the questionnaire survey
- b. Governance: At a recent training session members asked for additional discussion around the difference between Governance and Management. Short handout to read on the night from NZSTA e.g. Meeting process reminder and consultation
- c. Confirm process (Karl):
- d. Discussion
- e. Decision
- f. How will this be communicated with the community?

Minutes from Governance:



- **Digital Citizenship** (Feedback/ratification) – No feedback from parents or staff, therefore approved as is.
Moved: Karl, Seconded: Rebecca.
- **Creative Commons Policy** (Feedback/ratification) – We would need to go through the process if it ever came up. It is a flexible process. As it stands, the Board would own it if it was created at school. The staff member would own it if it was created at home. Legally a staff member must ask permission from the Board before sharing resources.
Moved: Karl, Seconded: Wayne.
- **Enrolment Policy** – No further changes. Letter stating this has already been sent to the MoE. *Moved: Karl, Seconded: Elizabeth.*
- **Health and Safety**
 - Work safe informed of a broken toe in May (football).
 - New crossings outside school gates are proposed.
 - What are our biggest hazards? Swimming school/road outside the front gate/sickness/EOTC trips involving high risk/Chemicals in the pool shed etc.
 - Need to confirm the different roles/police vetting
 - Tradesman– Karl to contact Jason with further information. Should this apply to the pool pump workers too? Sports coaches? Where do we stop? They must comply to the 'sign in' system. Need to follow guidelines set in the new legislation.
 - Changes in mandatory reporting
 - Jason will email out information related to Health and Safety between the next meetings. Copies will also be included in the next BoT pack.
- **Building Project** – Is about to go to tender.
- **2014 Annual Audit** – Finance reports have been found to be in exceptional condition. Compliments to Judy Williamson, Jason and all those involved.
Audit Ratified: Moved: Karl, Seconded: Andrew.
- **School Uniform Questionnaire** – Voting and decision making process re-read by Board members. Each member shared his or her views on the excellent parent/student feedback. General discussion, followed by a motion. We are all ready for a decision to be made.
 - Motion that we do not adopt a school uniform. We re-address this issue in 5 years time. Communicate this through school newsletter.
 - Motion carried. Andrew voted against the motion.

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

1. Annual Plan Review: Jason

- Self Review of Norfolk School's Curriculum Plan/Future Focused Pedagogy
- Leadership development

2. Financial Literacy:

- What has been happening around the school
- Discussion

3. Value Education Update:

- The programme has been reduced from 6 learning hubs (classrooms) to 5. This is because



the number of learners not participating in this programme has risen to 40 learners (27% of the total school roll).

- Coaches report that the learning has been appropriate for the first two sessions in most classrooms.

4. National Standards Reporting Requirements:

- Coaches have completed two moderating sessions for writing and mathematics
- Coaches are currently writing interim reports, which will be handed out at the end of the term
- 99% of parents attended the parent interviews held earlier this term

Minutes

1. Annual Plan Review: Norfolk School's Curriculum Plan/Future Focused Pedagogy

Learn it – Practice it – Prove it Workshops Opting in Student Coaching

Specific students are being accelerated through to the next class

Students are self-managing through goals faster

Some students are still heavily guided by teachers

Leadership Development: Jason has been involved in strategic planning with the Waikato Leadership Centre.

Middle Leaders: Lorraine is networking with the Middle Leaders group.

Where to next? Jason to share ideas in the next meeting.

2. Financial Literacy

Junior School: Needs/Wants, What money looks like, Designed own money, proposed Market Day.

Senior School: Financial Knowledge, What is a budget, Needs and Wants, Statistics and Word Problems, Cashbook Eftpos, Cost of everyday food.

ASB coming in early next term.

3. Value Education Update

See above.

4. National Standards Reporting Requirement.

See above.



ITEM 5: REPORTS for NAG 3-8

Personnel Report:

A. Training/Course/CRT/DP- Leadership/School Event/Other	Personnel: (2 May to 5 June)
Leadership	<p>Mentoring by Jeremy Kedian: 27/5 Jason (1h), 3/6 Jason (1h), 5/6 Jason</p> <p>NZEALS National Council in Wellington: Jason Saturday 16 May (Day)</p> <p>Taranaki Secondary Principals: 28/5 Presentation by Jason for NZEALS (1 session)</p> <p>Swrink: 7/5 Jason (1/2 day), Lorraine (x1 session)</p> <p>Incredible Years Training: 14/5 Jason (Day)</p> <p>Future Focused Course: 19 May in Hamilton (Jason)</p> <p>edLead Visiting Principals Group: 26/5 Jason (2 sessions)</p> <p>DP Release: 3/6 Lorraine (2 sessions, one with Nadia); 4/6 (1 session); 5/6 (1 session)</p>
Appraisal/Coaching/CRT/Testing/Other	<p>CRT: 21/5 Avon (Day), 28/5 Lorraine and Helene (Day); 29/5 Elizabeth and Deb (Day); 2/6 Julianne (Day);</p> <p>Testing: 4/5 Julianne (2 sessions)</p> <p>Appraisal: 4/5 Deborah (1 session); 11/5 & 18/5 Helene (1 session); 3/6 Lorraine (1 session).</p> <p>Coaching with Lorraine: 14/5 for 1h... Helene, Julianne, Elizabeth, Deborah and Avon; In class visits with one session shadowed by Nadia... 3/6 Elizabeth (1 session) + 4/6 Helene (1 session), Avon (1 session) + 5/6 Deborah (1 session) and Julianne (1 session).</p>
Staff Meeting	Monday from 3.30-5pm: 4/5, 18/5, 25/5
Team Meetings	Monday 3.15pm-4.30pm: 11/5, 2/6
NZEALS Workshop from 6.30-8.30pm	7/5: Jason, Elizabeth, Penny, Julianne, Deborah,



Accumulated Leave for 2015 (2 May to 5 June)			
b. Personnel	Leave with pay	Leave without Pay	Accumulated Total
Julie Swanepoel	8		14 days
Avon Lewis	2		4 days
Helene Guthrie	2		2 days
Penny Andrews			1 day
Lorraine Hitchcock	1		2 days
Elizabeth Carter			1 day
Deborah Boon	2		2 days
Total Relief Days			25 days
Other: Avon is currently in the Taranaki Rugby Training Squad. He possibly could be selected for the NPC. Alternate staffing arrangements have been put in place.			
Other Staff			
Heather Goble			1 day
Judy Williamson			1 day
Paula Terrill			1 day
Sheena Hitchcock	2		2 days
Graham Flay			10 days

Personnel Recommendations:

1. Personnel Report accepted.
2. Accumulated Staff Leave Report accepted.
Moved: Karl, Seconded: Dwayne

Finance Report:

The Finance Committee reports:

1. March (2015 Accounts)
2. April (2015 Accounts)

March 2015: (25%) Total YTD: Income: 25%, Expenses: 25%

Administration= 26%, Property Maintenance= 24%, Depreciation= 23%; Learning Resources= 25%, Balances as at 31 March 2015: Refer to page 8 of the report from Education Services

April 2015: (33%) Total YTD: Income: 46%, Expenses: 33%

Administration= 32%, Property Maintenance= 35%, Depreciation= 31%; Learning Resources= 35%, Balances as at 30 April 2015: Refer to page 8 of the report from Education Services



Bank Staffing Pay Period 05:

- -5.64 (Owe \$14k) FTTE overused based on Novopay reports as per expectations.

Finance Recommendations:

1. The March and April Finance Report is accepted.
2. The Bank Staffing report as at Pay Period 05 is accepted.

Moved: Karl, Seconded: Wayne

Health and Safety Report: May

See the Appendix A

Moved: Karl, Seconded: Andrew

TAG Oil Committee: Report

Follow up from the last meeting regarding the consent:

- The consent has been granted but has not been formally announced. This happened about a month ago. TAG were in the process of informing the school just after the recent BoT meeting, even though this is a non notified consent.
- TAG are not looking to drill in the near to medium future. Everything is up in the air.

<u>Attendance and School Enrolment Report:</u>		
1. <u>The current school roll (8 June 2015):</u>		146
2. <u>Classroom numbers:</u>		
Room	Year level	No. of students
Sunshine	Yr 1	10
Rocket	Yr 1-2	20
Lion Pride	Yr 2-3	24
Totara	Yr 3-4	29 (no spaces)
Moa Hut	Yr 5-7	32 (no spaces)
Summit	Yr 7-8	31 (no spaces)

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

Next Board Meeting:

Tuesday 11 August 2015 Time: 7pm School Library
(Note this has been moved from 28 July due to the student led conferences)