



**Board of Trustees Monthly Meeting
Minutes**

Time: 7.00pm in the School Library

Date: Tuesday 22 September 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: A. Stuart, E. Carter, P. Marshall, W. Gower, and J. Elder and D. Schimanski.

Public present:

Apologies: K. Hitchcock, R. McKerchar.

Matters arising from the previous minutes:

A correction on page 6, the May and June Finance reports were moved (not the March/April Finance reports).

August Minutes Moved: A. Stuart/ W. Gower

Item 2: Correspondence (Chair)

IN:

1. Renee Nightingale: Resignation letter (Effective at the start of the 2016 school year)
2. MoE: Letter regarding a suspended student
3. MoE: Resourcing Audit
4. Crombie Lockwood
5. NZEI: Paid Unit Meetings (Staff attended this meeting on Tuesday 15 September at 4pm)
6. NZSTA News
7. PWC

OUT:

1. Letter regarding a suspended student

Minutes from correspondence:

Renee's letter of resignation was read to the board. Board members really appreciated the wonderful comments Renee made about the school community. Renee will continue to be used as a relief teacher.

Renee's letter of resignation was accepted with regret by the board

Moved: W. Gower/E. Carter

The MoE were happy with the resourcing audit. Only one change to the July roll count. For example, a student did not return to school after their overseas trip.

Staff attended NZEI meetings after school last week. NZEI are looking to work with the government on the community schools project.



It was moved that the board continue for the next three years with PWC

Moved: W. Gower/E. Carter

Item 3: Governance

1. Strategic Planning for 2016+

- Vision; Values; Strategic Outcomes

*See the last minutes for notes on our previous discussion about the school's future vision
Question for open discussion (please bring along ideas to help this discussion)...*

What will Norfolk School look like in the future (Utopian level)? This is when learners, parents, teachers etc. are all working together with the same ideals....

We need to consider what the world will be like for our 5 year olds when they are between the ages of 18 (2029) and 30 (2041)!!!!

- *What do we hope they will be like as individuals?*
- *What will they be like as citizens?*

Comment from Jason: Values will be directly linked to our vision statement. Jason has worked with Jeremy Kedian over the last 10 weeks. Through their time together the following values appear to be most relevant to where Norfolk School is heading at the present time:

- *Trust - Risk taking - Supportive of one another*
- *Honesty - mutual respect-recognition*
- *Responsibility - continuous improvement - High expectations*
- *Compassion - teamwork - tolerance*
- *Sharing - collaboration - partnering*
- *Perseverance*
- *Spontaneous - creativity - curiosity*

Next step:

- *BoT brainstorm ideas*
- *These ideas are then taken away for the staff to work on early next term.*

Minutes:

The board members brainstormed ideas (see below). These ideas will now be passed on to the staff to create a 1-1½ page vision statement for the Board to approve.

Life skills:

- *Proactive in taking opportunities*
- *Critical thinkers*
- *Self-management... responsible for their own actions, being prepared/forward thinking, can*



identify what is needed to solve problems, can manage their time well to complete actions.

- *Calculated risk management*
- *Financial smarts... thinking globally, jargon and language terms, have a basic financial sense e.g. compounding interest*
- *Innovative thinker... can think outside the square, particularly if future problems have not been solved before*
- *Having a thirst for learning... a real focus on the learning process*
- *Resilient learners... can accept criticism and act on it in a positive way. Can bounce back e.g. strength of character*
- *Knowledge of history to ground their decisions from and opinion making.*
- *Thinking globally: Compassion, sustainability, and financial literacy.... Action (so what) → social actions by learners that makes a difference.*

2. Building Project:

- Follow up from the recent email communication from the MoE
- The variance in cost was considerable. However, there is enough money in the 5 Year Property Fund (5YP) to cover the additional costs
- BoT Project (sliding doors): The Board is not in a position to commit an extra 13k to this project. Jason recommends delaying this project if the money can be used in the next 5YA allocation in 2017. Issues to consider: MoE delays in releasing funds could push this timeframe back even further. MoE change the criteria so funds cannot be allocated to Modern Learning Environment. Reducing the number of doors that will be installed to lower the cost.

Minutes:

Discussed the next steps in the board project... Jason has a meeting with the MoE, Prendos and Pepper Construction. Jason will keep the board informed via email. The community will also be informed via Facebook, twitter, the school webpage and newsletter (next terms first addition).

3. Health and Safety:

- a. Updated Policy
- b. Questions from Paula (see the attached email):
 - i. Policy Wording: We should be reviewing our safety management system so that it is streamlined, promotes a culture of safety, is workable and again compliant.
 - ii. Who should be the Officer? The Board, individual board members or the Principal? The Board cannot delegate out due diligence to the Principal?
 - See the MoE slide that has been developed in conjunction with Worksafe (Roles in the school sector/ Duty of the Board of Trustees and Principals/What is due diligence?)
 - Health and Safety at Work Act 2015: 18. Meaning of the Officer (This includes advice from Worksafe to follow legislation in the first instance.

Minutes:

*Jason presented the updated policy. Paula shared her thoughts around ensuring the policy is simple and clear to follow. Members discussed the updated health statement from the board. Change to the wording... all staff are **expected** to... and Jason also suggests changing the end statement to...**Shared responsibility in carrying out this policy is mandatory for people who enter the Norfolk School site.** Jason explained that a school has to have certain policies or references to procedures (Animals in*



schools is a legislative requirement. Elizabeth and Paula felt the wording could be made simpler in the guidelines. Jason will attempt to reword some areas in the guidelines.

Paula shared her views on the role of the officer. She believes this cannot be delegated to the Principal and has to be members of the board. Documents provided from the MoE slides and Worksafe guidelines note the officer could be an individual member of the Board and the Principal. Jason provided a copy of the actual act. He contacted the Worksafe 0800 number to seek clarification on this matter. They advised him that to look at the act in the first instance to test who the officer should be.

Worksafe Test:

What the Act States...The officer: includes any person occupying a position in relation to the business that allows the person to exercise significant influence over the management of the business or undertaking (for example a chief executive). Members discussed this matter. Jason pointed out that he is the Principal and a member of the Board. He is the Chief Executive of the Board. Norfolk School is a low risk work site. Based on this test the officer would probably be the Principal. However, the Board has the power to include the full Board or individual Board members if they wish. The general feeling of the Board was the Principal should be the officer. Next step: Ask for feedback from the staff.

4. Show Day Preparation:

- BoT setup

Item 4: Principal Report (Presented on the night)

1. S.W.O.T Analysis

- Future Focused Pedagogy
- Writing
- Mathematics

Minutes

S.W.O.T on writing and place value and basic facts was presented by Jason and a discussion followed. As Renee has resigned there is now a permanent position in Y5 and 6 to fill. Jason asked the board their opinion on appointing Avon to the permanent position. The board approved of this. Jason is to discuss the fixed term position with Julianne.



ITEM 5: REPORTS for NAG 3-8

Personnel Report:

| A. Training/Course/CRT/DP- Leadership/School Event/Other | Personnel: (3 August to 11 September 2015) |
|---|--|
| Leadership | Jason: Visiting a new school in Hamilton (12-13/8); NPPA Conference (3-4/9); IYP 10/9 (2 sessions). Lorraine: DP 6/8(1 session), PLG SWRINK (2 sessions); Coaching in class (19-20/8); NPPA Conference (3-4/9). |
| Appraisal/Coaching/CRT/Testing/Other | Tracy: CRT 4/8 (Day); Julianne CRT 13/8 (Day); Elizabeth CRT 13/8 (Day); Helene CRT 21/8 (Day); Lorraine CRT 26/8 (Day) and 11/9 (Attended course in PN); Penny CRT (4/9). |
| Staff Meeting | 17/8 Staff Meeting; 24/8 Staff Meeting |
| Team Meetings | 3/8 Team Meetings; 10/8 Team Meetings; 7/9 Team Moderating National Standards |
| NZEALS Workshop from 6.30-8.30pm | 26/8: Jason, Lorraine, Penny and Elizabeth |
| Visiting Schools | 9/9: 3 staff came to Norfolk from Frimley School in the Hawkes Bay (550 students). |

| Accumulated Leave for 2015 (3 August to 11 September) | | | |
|--|------------------------------|--------------------------|----------------------------|
| b. Personnel | Leave with pay | Leave without Pay | Accumulated Total |
| Julie Swanepoel | 2 | 5 | 22 days |
| Avon Lewis | | | 4 days |
| Helene Guthrie | 1 | | 8 days |
| Penny Andrews | | | 1 day |
| Lorraine Hitchcock | 4 | | 11 days |
| Elizabeth Carter | 2 | | 8 day |
| Deborah Boon | | | 3 days |
| Total Relief Days | (Teaching staff only) | | 57 days (7.98 FTTE) |
| Other Staff | | | |



| | | | |
|---------------------|----|--|---------|
| Heather Goble | 10 | | 12 days |
| Judy Williamson | | | 3 days |
| Paula Terrill | | | 6 days |
| Sheena Hitchcock | | | 2 days |
| Graham Flay | | | 15 days |
| Vicky Houkamau-Hall | 5 | | 5 days |

Personnel Recommendations:

1. Leave Balance Confirmation Report tabled and accepted as a true record
2. Accumulated Staff Leave Report accepted.
3. Personnel Report accepted.

Moved: A. Stuart/W. Gower

Finance Report:

The Finance Committee met on Friday 18 September. These minutes will be distributed to board members on Monday 21 September.

The Finance Committee reports have been attached for:

1. July Accounts

July 2015: (58%) Total YTD: Income: 72%, Expenses: 57%

Administration= 58%, Property Maintenance= 56%, Depreciation= 56%; Learning Resources= 56%, Balances as at 31 July 2015: Refer to page 8 of the report from Education Services

August 2015: (67%) Total YTD: Income: 72%, Expenses: 66%

Administration= 65%, Property Maintenance= 66%, Depreciation= 67%; Learning Resources= 66%, Balances as at 31 August 2015: Refer to page 8 of the report from Education Services

Bank Staffing Pay Period 012:

- - 11.36 (Owe \$29k) FTTE overused based on Novopay reports as per expectations.

Finance Recommendations:

1. The July and August Finance Reports are accepted.
2. The Bank Staffing report as at Pay Period 012 is accepted.

Moved: W. Gower/P. Marshall

Health and Safety Report: August

See the Appendix A

It was moved that the Health and Safety be accepted

Moved: A. Stuart/E. Carter



TAG Oil Committee: Report

Nothing to report.

Attendance and School Enrolment Report:

| 1. <u>The current school roll (18 September 2015):</u> | | 149 |
|--|------------|-----------------|
| 2. <u>Classroom numbers:</u> | | |
| Room | Year level | No. of students |
| Sunshine | Yr 1 | 14 |
| Rocket | Yr 1-2 | 21 |
| Lion Pride | Yr 3-4 | 24 |
| Totara | Yr 3-4 | 27 |
| Moa Hut | Yr 5-7 | 32 |
| Summit | Yr 7-8 | 31 |

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

It was moved that the Attendance and School Enrolment report be accepted:

Moved: D. Schimanski/A. Stuart

Show Day Setup: Tuesday 20th October at 5pm

- Tent: Karl
- Ring setups: Karl, Wayne, Dwayne
- Dog Fences: Dwayne
- Extension leads: Andrew
- Seats/tables from the hall: Andrew

Show Day preparation - Andrew to bring standards and a reel of tape. Paula willing to help set up. Andrew to pick up tables and seats on the Friday before. To start at 5.00pm. Rebecca will provide the beverages and scones.

Next Board Meeting:

| | | |
|--------------------|-----------|----------------|
| Tuesday 3 November | Time: 7pm | School Library |
| Tuesday 1 December | Time: 7pm | School Library |