

**OREWA NORTH PRIMARY SCHOOL
BOARD OF TRUSTEES
MINUTES OF MEETING HELD 11 September 2018**

Present: Jessica Ashley, Steve Drury, Murray Barclay, Katherine Pascoe, Andrea Fitness, Lisa Sandilands, Angela Cooke and Karen Sturley.

Guest: Laureen Morgan

Apologies: None.

Conflict of Interest: None

Minutes of the previous meeting:

41/18

Barclay/Cooke

That the Minutes of the Meeting held on 7 August 2018 are accepted as a true and correct record.

CARRIED

Matters arising from previous minutes: None.

CORRESPONDENCE:

Inwards:

1. Letter from a member of staff.

Moved in committee at 7:40pm.

We moved out of in-committee at 7:45pm.

Outwards:

No outwards correspondence.

42/18

Ashley/Pascoe

That the Inward and Outward correspondence be accepted.

CARRIED

PRINCIPALS REPORT

Katherine has asked Laureen to give her report on Learning Support at the beginning of the meeting so she does not have to stay for the duration of the meeting.

DOMAIN 6 – Evaluation, inquiry and knowledge building for improvement

(BOT Goal 4 / NAG 1 and 2)

Student Achievement:

Learning Support Report 2018:

We currently have 110 students on the Learning Support Register, 34 of these are ESOL. Laureen gave a breakdown of the different areas of Learning Support agencies and funding, and what they do, she also gave descriptions of what programmes we have at our school

It has been noted that we currently have 12 students who are suffering from anxiety and we are increasingly having to contact social workers and Marinoto to help with this.

We have been approached by Theresa Bruce who was a teacher aide at our school for many years with the offer of 100 hours of free counseling for staff and students.

Theresa is able to offer this as a part of her practicum through a counseling degree she is undertaking.

She will be able to start this at the beginning of next year and all sessions will be confidential between Theresa and the client. We will set-up a permission form to be signed by parents for any students that would go to her for counseling.

Theresa has already been working at another school in our area.

43/18

Ashley/Barclay

That the Board of Trustees accepts the offer of 100 hours of free counseling for staff and students from Theresa Bruce commencing the beginning of 2019.

CARRIED

Mid Year Analysis of Variance Report:

Laureen presented this report to the Board.

Laureen explained that these figures are based on OTJ's (Overall Teacher Judgement's) and are a conservative judgement.

At this stage the Year 1 and Year 3 cohort's stand out. The Year 1 is typical for this time of year as a number of them have only just started school. Our main concern at this stage is the Year 3 cohort. This has been discussed in Management meetings on what to do predominantly with the boys – which the data shows has a higher than normal figure.

We have been focussing on reading in our syndicates this year.

Our Maori students are achieving well and not achieving any less than other students.

We will look at Year 3 and below students who are not achieving as they should be and will track them over the next three years.

44/18

Ashley/Sandilands

That the Board of Trustees accepts the Learning Support and Mid Year Analysis of Variance reports.

CARRIED

The Board thanked Laureen for the work she has put into preparing these reports. Laureen left the meeting at this stage.

DOMAIN 1 - Stewardship

(BOT Goals 1 to 6/ NAG 2,3,4,5 and 6)

Strategic Plan/Self-Review

Teachers presented their reading inquiries today. Katherine was very impressed with their challenging thinking and how they are looking at what they do and learning from others.

Katherine has had meetings with all staff on a one to one basis to find out:

- What they like about their job and about the school
- What they don't like
- Where they see themselves in the next five years
- What support/development opportunities they would like in their job.

STATUTORY REQUIREMENTS

Finance

The finance report was not submitted in time before the meeting – the board require a full report before ratifying.

The board discussed what kind of report information they require and would like to know what type of reports are available in the MYOB system. Overall they only need to know if we are on budget or not.

Katherine has had discussions with regards to this and assured the board we were on budget. Katherine will follow this up and send an email out to the board.

Property

Katherine, Murray, Nick Bradley (property consultant) and Jess met with Greg Irvine from the Ministry on 16th August:

- The admin block will be repainted/lined and carpeted over the Christmas break, Nick estimates this at around \$50,000
- Heat pumps will be installed into the senior block by summer this is estimated at around \$25,000
- ILE's will be started in 2019.

Health & Safety

There is nothing of concern to report at this stage.

Hazards from the last meeting have been rectified with the holes by the bollard being filled in and a ramp made to eliminate tripping. The uneven concrete by the rotunda has been spray painted to minimise tripping in this area.

E.R.O.

As per Principals report

The board will be required to meet at the beginning and end of the ERO visit with the ERO team.

It was decided that we would meet at 3:30pm on the Monday and 3pm on the Thursday.

DOMAIN 2 – Leadership for equity and excellence

(BOT Goals 1 to 6 / NAG 2 and 3)

Staffing

We have put in an application for more staffing as our roll is at 386 and our grading roll is 371.

DOMAIN 3 – Educationally powerful connections and relationships

(BOT Goal 5 / NAG 2 and 5)

Whanau Hui

We are all set to go this Thursday with our Whanau Hui. Our Kapa Haka will be performing and the senior members of Kapa Haka will show parents around the school and through classrooms, this will be followed with a Hui and Kai in the staffroom.

Community Consultation

Katherine presented the questions which will go up on Survey Monkey. This will close off at the end of term and will be reported on in weeks 10 & 11 Term 4.

45/18

Ashley/Barclay

That the Community Consultation be accepted and distributed to the community.

CARRIED

DOMAIN 4 – Responsive curriculum, effective teaching and opportunities to learn

(BOT Goals 1 to 4/NAG 5)

School Activities

As per Principals report.

The Year 5/6 trip to Rangitoto Island which was planned as a culmination of their study on Natural disasters/ Man made disasters has had to be cancelled. This was due to the high cost of the trip as we have had a lot of events and the wastewise trip recently and were mindful of asking parents for more money.

Students of Concern

Moved in committee at 8:30pm.

We moved out of in-committee at 8:35pm.

DOMAIN 5 – Professional capability and collective capacity

(BOT Goal 4 / NAG 1 and 2).

Proposed Staff Professional Development Plan for 2018-2019

Katherine has presented to the board a plan for professional development of staff going forward. This has been developed through staff feedback and data driven decisions by the management team.

Katherine will be looking at having a Professional Development budget incorporated into the school budget for 2019, some of this will be applied for.

Some of the PD such as U-Learn or the Principals Conference will be optional and depend on what budget we have as the other planned PD for all staff is more important.

A focus of our PD will be on boys writing.

We wish to start a Student Government

46/18

Sandilands/Ashley

That this Professional Development plan pending costs meeting the 2019 budget is put in place for the 2018-2019 period

CARRIED

7. Staff Report/PTA Report

Staff Report:

- All syndicates attended the Wastewise trip with the exception of the Tapa Room (new entrants). This is a real eye opener for the children to see the amount of waste and the recycling processes.
- Cross Country – everyone competed very well with our Year 6 girls who were outstanding.
- Community Stand – the signs have arrived and Darryl will build the stand over the school holidays
- Staff Sync – a new app used for sending out jobs to find relievers to cover for teachers who are away for one reason or another eg. Sick, PD, CoLs etc. This is going well and we are building up our relief pool through this.
- Garage clean out – Murray, Darryl and Katherine have been cleaning out the garage out the back. We will have to now decide what we are going to use this space for.
- Chocolate selling – this has gone really well with Jackie, Lydia and all the students doing an exceptional job.
- 2019 staffing – Katherine, Murray and Lauren have a good handle on this. Murray and Lauren may look at stepping aside as syndicate leaders to give other staff a chance to step up.

PTA Report:

The last PTA meeting was spent mainly discussing the chocolate sales and the Family Barbecue planning – this will probably be set for 7th December.

47/18

Barclay/Pascoe

That the Principal's report be accepted.

CARRIED

8. General Business/Points for Discussion

8.1 Self Review Timetable:

A self review timetable has been tabled tonight for the remainder of 2018. There will be a new self review timetable set for 2019.

Jess asked if we want a separate meeting for the strategic plan.

Katherine will set this up for the board as she doesn't want to make any major changes at this time and will put this in for our meeting to be held on 4th December.

48/18

Ashley/Fitness

That the reporting calendar for the remainder of the 2018 reporting year be accepted.

CARRIED

8.2 Principal's Performance Agreement:

A committee with responsibility of the Board of Trustees has to be set up to consult with the Principal a new Principal's Performance Agreement. This will be done and ratified at the next meeting.

Plan on STAR document will be used for Katherine's goals and Jess and Katherine will organise these during their weekly meetings.

49/18

Cooke/Drury

That Principals Performance Agreement with clear goals will be set up and ratified at the meeting on 30th October 2018.

CARRIED

8.3 Proposed 2019 School Dates:

Katherine gave the board some options to look at for start and end dates for 2019.

The two teacher only dates for 2019 will be:

Kahui Ako day 29th January at Orewa College

Teacher Only day 30th January at school.

Whole school start date will be 4th February 2019 and our last day will be 18th December 2019.

8.4 International Students:

We are currently reviewing our policies and evidence that we are compliant with the Code of Practice for International Students. This will be up and running for Term 1, 2019. Policies are up to date via the code through School Docs and supporting documents.

50/18

Sandilands/Ashley

That our International Student programme will be compliant with the Code of Practice and all policies will be up to date and available on School Docs before Term 1 2019.

CARRIED

Pending List

- Draft 2019 Budget.
- Review of School donation and pupil services fee
- Draft operations plan for 2019
- Pastoral Care Report
- Review Strategic goals
- School Doc's
- Evacuation procedures
- Appointment procedure.

We moved in-committee at 9:10pm.

We moved out of in-committee at 9:40pm.

The meeting was declared closed at 9:40 pm.

The next meeting will be held at 7:30pm, 30th October 2018.

51/18

Pascoe/Drury

The board has viewed and accepted the financial report via email on 20th September 2018.

CARRIED