

**OREWA NORTH PRIMARY SCHOOL
BOARD OF TRUSTEES
MINUTES OF MEETING HELD 15 May 2018**

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

Apologies: Steve Drury.

Conflict of Interest: None.

Guests: Debbie Waller and John Widdup

Debbie Waller is here to give a presentation on Hautū and Ka Hikitia.

Debbie opened with a Whakatauki by Sir Apihara Ngata which sums up our curriculum and shows us what tools to take on.

Whakatauki underpins our whole curriculum, teachers and students who each have their own Whakatauki and each thing we do has its own.

When Debbie attended the NAPP programme she learned about Hautū and Ka Hikitia; the board need to be aware of this and its use as a self review tool and about the Treaty of Waitangi and how these principles help our Maori students achieve.

Hautū – review tools to help Maori achieve.

Ka Hikitia – to lift up – achieve success as Maori in a Maori world not just in a European world and what they bring as cultural development as Maori.

Hautū & Ka Hikitia crossover.

Debbie talked about what we have achieved as a school with growing our contact with Whanau, Te Herenga Waka o Orewa Marae, Kapa Haka, Te Reo Maori and Tikanga Maori and our ongoing professional development.

Debbie thanked the board for their ongoing support with resourcing the school to achieve this.

The Kotahitanga Effective teaching profile which guides our planning at Orewa North and to help us use data to monitor our Maori students.

Debbie will be presenting to our CoL on Thursday with what we do at Orewa North. Debbie and Ngaire have also presented at Orewa College. We feel we have come a long way in embracing Maori culture and we will continue to learn and grow as a school as we go on.

Murray thanked Debbie for all her hard work she has put into this and for guiding the staff and students. Debbie's notes are enclosed with the minutes.

Debbie left the meeting at this stage.

Principal appointment

John is present to review the process of the Principal appointment.

We moved incommittee at 8:10pm.

We moved out of incommittee at 8:45pm

John left the meeting at this stage.

Minutes of the previous meeting:

25/18

Barclay/Ashley

That the Minutes of the Meeting held on 27 March 2018 are accepted as a true and correct record.

CARRIED

Matters arising from previous minutes: None.

CORRESPONDENCE:

Inwards:

1. NZEI – paid teacher meeting on 19th June. We will cover for staff as we did with the last meeting and ask parents to pick up children at 1:15pm on that day if they are able to.
2. Argest – Building WOF – Darryl will look through this.
3. Crowe Horwath – Auditors. Draft report and observations.
4. Letter from staff member to be discussed in committee.

Outwards:

1. No outwards correspondence.

26/18

Barclay/Ashley

That the Inward and Outward correspondence be accepted.

CARRIED

PRINCIPALS REPORT

DOMAIN 1 - Stewardship

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

Strategic Plan/Self-Review

Principal appointment:

Discussed as above with John Widdup in committee.

Education Review Office

The ERO team will be in on 25th June for pre-meeting. Murray will let the board know when they want to see them.

The board are a lot more confident going into this review as they have undergone professional development, attending training seminars and Bruce has had a more collaborative approach with the board.

The staff have been working hard on the curriculum and all things Maori which were picked up in our last review. We hope that ERO will be very happy with how far we have come.

It was agreed that Jess will fill in the Board Assurance Statement for ERO – this is a self audit for the board.

STATUTORY REQUIREMENTS

Finance

The auditors have made the observation that Principals credit card statements and the Principal appraisal should be signed by a second person. Jess as board chairperson will sign these from now on.

Jess and Murray to sign the Representation letter for Crowe Horwath.

There was to be an increase in limit for the Principals credit card but Murray has decided that we will leave this until term three when Katherine starts.

Credit card for office staff and caretaker has been discussed at a previous Principal appointment meeting. To be ratified in these board minutes.

27/18

Barclay/Cooke

That the Board of Trustees approves the use of a credit card with a limit of \$500 for the use of the Financial Administrator, the School Administrator and Caretaker for purchases for the school where a school account is not available.

CARRIED

Cashflow, Profit and Loss report and the completed Financial statements were presented to the board.

The budget is on track but very tight as we have had a few unexpected invoices for repairs.

Property

5YA Update

The roof and leaking pipes between Area 6 and the admin block have been fixed over the school holidays.

The toilet block and cloak bay in Areas 8 and 9 have been completed.

Greg Irvine has indicated that he can't give us anymore information on the portable classrooms we were expecting in Term 3 until their budget has been set in July.

He said that we will have to use other spaces around the school i.e. the Food Tech room.

Murray emailed him back with his ideas about turning the old admin block into classrooms and putting up a new admin block in front of the Food Tech room.

Boiler expansion tank has been replaced and shut off valves completed as requested by Argest. These are to be inspected and signed off.

Darryl is still trying to locate where we may have a water leak as our water bills have been very high. It is very hard to locate as with old pipes it could be anywhere.

Health and Safety

A wasps nest has been found in the ground over by the hedge in the Junior playground by Kensington Park. Murray has roped/coned this off and spoken to Junior classes about this until we can get it removed.

It has been suggested that the rope on the flag pole be removed as this could pose a choking hazard. Darryl to look at this. The garden around the flag pole also has to be tidied we will look at either Darryl or approach the Kensington Park gardeners to do this.

We have had two broken arms in the first two weeks of school, both on the playground with children falling off bars. Murray has asked Darryl to fluff up the bark and order some more although the bark there is adequate. Duty staff have been asked to keep an eye on this area during morning tea and lunch time.

Darryl and Lou Boot are to attend a Health and Safety course in a couple of weeks.

DOMAIN 2 – Leadership for equity and excellence

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

Roll Growth and Staffing:

Roll is currently at 359 and we are not eligible for extra staffing until we hit 371.

Murray will inquire about our banked staffing as he believes we have enough to fund another teacher in the juniors for terms 3 & 4.

DOMAIN 3 – Educationally powerful connections and relationships

(BOT Goal 5 / NAG 2 and 5)

Kate Friedwald was in today working with Tui and Weka teachers to upskill and give them the knowledge to use their chrome books in their class more usefully.

We also had a visit from Linda Reubens who is the across CoL teacher for language.

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

(BOT Goals 1 to 4/NAG 5)

Student Achievement

BES Best Evidence Synthesis:

Murray explained to the board what this means and how the students and teachers are using this in class.

DOMAIN 5 – Professional capability and collective capacity

(BOT Goal 4 / NAG 1 and 2).

Teachers will be starting their personal inquiries again next week.

As per Principals report.

DOMAIN 6 – Evaluation, inquiry and knowledge building for improvement

(BOT Goal 4 / NAG 1 and 2)

As per principals report.

28/18

Ashley/Fitness

That the Principal's report be accepted.

CARRIED

General Business

The netball dresses for the juniors are very old and a bit embarrassing compared to what other schools are wearing. We may look at ordering some more shirts the same as the touch shirts for them to wear. This is something we can discuss with parents and get some feedback.

We moved in-committee at 9:10pm.

We moved out of in-committee at 10:30pm.

**The meeting was declared closed at 10:30 pm.
The next meeting will be held at 7:30pm, 19th June 2018.**