

**OREWA NORTH PRIMARY SCHOOL
BOARD OF TRUSTEES
MINUTES OF MEETING HELD 19 June 2018**

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

Apologies: Angela Cooke.

Conflict of Interest: None.

Guests: Lauren Morgan and Katherine Pascoe

Minutes of the previous meeting:

29/18

Barclay/Fitness

That the Minutes of the Meeting held on 15 May 2018 are accepted as a true and correct record.

CARRIED

Matters arising from previous minutes: None.

CORRESPONDENCE:

Inwards:

1. Letter from Crowe Horwarth confirming they will be our auditors again from 2018-2020. We are not allowed to arrange our own auditors, this has to be arranged by the Ministry of Education to ensure we meet all requirements of audit.
2. Crowe Horwarth – final audited accounts. Everything went well with observations just around credit card use and invoices should be signed by two people as well not just the statements.
3. NZSTA – Annual Report.
4. ERO – confirmation of new visit date on 5th November 2018.

Outwards:

1. Letters to four staff members confirming changes in hours for Term Three onwards.

30/18

AshleySandilands

That the Inward and Outward correspondence be accepted.

CARRIED

Lauren presented her report on Analysis of Learning Support. This year she has analysed the Quick 60 programme.

Lauren will be presenting this report to the staff tomorrow

The Quick 60 programme is usually around 15-20 weeks in duration and is to boost students in reading process. Quick 60 is for Year 1-3 students or older students if they start at our school and are low in reading will go on this programme as well. A percentage of the students

who are on Quick 60 are ESOL students. The ESOL students will carry on longer than 20 weeks in the programme if required as we receive funding for these students. The Quick 60 programme has been very successful at our school.

Laureen said upon reflection she would probably analyse the data differently next time, rather than looking at students reaching standard she would take from what level they started to where they finished to show the amount of progress they have made overall.

The Board thanked Laureen for the time she has taken to prepare the report and the ongoing work she is doing.

PRINCIPALS REPORT

DOMAIN 1 - Stewardship

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

Strategic Plan/Self-Review

Education Review Office

It was very disappointing to find out that ERO were no longer coming at the end of June and that they had forgotten to advise us of this. It was lucky that Murray rang them with regards to the pre visit and they were very apologetic that they had not let us know. Murray said that in a way the timing in November will probably be better with Katherine coming in she will have a term to see how things are running at school and hear what ERO have to say to see what changes, if any, need to happen..

Murray has visited Kereama Nathan to invite him as Kaumatua to our Powhiri for Katherine. Murray has discussed protocols with him and he will continue to advise us. The time for the Powhiri has changed from 10am to 10:30am.

Staffing

We moved in-committee at 8:15pm.

We moved out of in-committee at 8:20pm.

STATUTORY REQUIREMENTS

Finance

As discussed we have received the auditors report.

Annette will be away from school for the last two weeks of term, if we require anything paid urgently in this time she will be able to do this from overseas.

Property

Turning the ICT suite into a classroom – electrical work has been completed and wet areas to be put in.

With staffing and budget being a bit tight we would like to put off starting this new classroom until around week 3 or 4 of term 3.

Kathryn and Laureen will discuss this after this meeting and will then put some options to the teachers of Kiwi Syndicate for them to make a decision.

Crest Cleaners have had a change of franchise owners they will be coming into the school to introduce them to the staff.

Darryl had a company in to do a test probe on the bark in the playgrounds. It is becoming compacted so we will get more bark into the area and dig over later. Darryl is currently getting quotes for this.

Trafford – the gardener from Kensington Park has given us a few ideas for our gardens. The area around the flagpole will have to be weeded as we are reluctant to spray this area.

Health & Safety

Steve asked if everything in the boiler room was now up to standard and had we fixed everything required. Murray said that all work had been completed and Argest have given us our completion certificate.

There are a few places around the school where the concrete had been lifting, Darryl has been painting these with orange paint to make them seen to avoid tripping hazards.

We will be having a lock down practice in the next couple of weeks.

DOMAIN 2 – Leadership for equity and excellence

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

Roll Growth and Staffing:

As per Principals report. Discussed in committee earlier in the meeting.

NZEI meeting went well today, we only had 30 children left at school.

The teachers voted today to ratify or refute the proposal and discussed what action might be taken.

CoL going well – there has been a lot of collaboration and there has been great sharing of ideas with other schools.

DOMAIN 3 – Educationally powerful connections and relationships

(BOT Goal 5 / NAG 2 and 5)

Helpers from Kensington Park are still coming in to help the juniors with reading and will start up the gardening again in a couple of months.

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

(BOT Goals 1 to 4/NAG 5)

As per Principals report.

School Activities

- Inter school soccer – we had a girls and boys team this year. They represented the school very well.
- Netball uniforms – more quotes have been received, Murray to meet with Jo from Kensington Park to see if they will sponsor these and how much they are willing to sponsor.
- Composting evening.
- Yannick will be taking Year 3 & 4's for a soccer competition.
- Ballroom dancing will be starting for Yr 5/6's soon.
- The PTA disco went well and they raised \$1,250.
- The PTA will be selling chocolates next term.

Students of concern

We moved in-committee at 8:40pm

We moved out of in-committee at 8:50pm.

Student Achievement

Staff, as a whole, have invested a considerable amount of time on Student Progressions and Student Agency. When this is completed these documents will be shared with the board.

DOMAIN 5 – Professional capability and collective capacity

(BOT Goal 4 / NAG 1 and 2).

Second part of inquiries to take place tomorrow.

As per Principals report.

DOMAIN 6 – Evaluation, inquiry and knowledge building for improvement

(BOT Goal 4 / NAG 1 and 2)

As per principals report.

31/18

Ashley/Fitness

That the Principal's report be accepted.

CARRIED

General Business

Relieving teachers – we have been lucky compared to some schools as we do have a few good relievers to call on when required.

Assessment and Evaluation Policy

Laureen has guided the staff through this. Andrea suggested we clarify through the newsletter what we are now doing since National Standards have gone.

We discussed reporting to parents and whether our reports for parents are easy to understand and follow and whether we look at making any changes.

32/18

Barclay/ Ashley

That the Board of Trustees approves the Assessment & Evaluation Policy – as tabled.

CARRIED

We moved in-committee at 9:10pm.

We moved out of in-committee at 9:15pm.

**The meeting was declared closed at 9:15 pm.
The next meeting will be held at 7:30pm, 7th August 2018.**