

**OREWA NORTH PRIMARY SCHOOL
BOARD OF TRUSTEES
MINUTES OF MEETING HELD 27 March 2018**

Present: Bruce Tilby, Jessica Ashley, Angela Cooke, Murray Barclay, Steve Drury, Andrea Fitness and Karen Sturley.

Apologies: Lisa Sandilands.

Conflict of Interest: None.

Minutes of the previous meeting:

15/18

Tilby/Cooke

That the Minutes of the Meeting held on 13 February 2018 are accepted as a true and correct record.

CARRIED

Matters arising from previous minutes: Andrea Fitness has accepted the co-option onto the Board.

CORRESPONDENCE:

Inwards:

1. Email from Kate Shevland (Orewa Kahui Ako) – newsletter giving updates on what has been taking place.
2. Auckland Council – re a Watercourse assessment which will be taking place in our area. They are looking at freshwater resources and will be surveying streams in Orewa East.
3. NZSTA: emails and letters with various information and courses. Andrea will be attending a course tomorrow.
4. Emails from parents re out of zone enrolment scheme. We had 11 places and received 13 applications.

Outwards:

1. Letters were sent to parents of students in Areas 11,12 & 14 advising of staff changes for Term 2, 2018 with Helen being on leave for term 2 and Murray as Acting Principal. We have had to use a few of our relievers to cover this and this will make it more difficult finding relievers when we might need them next term.
2. Emails of acceptance to 13 applicants for places at our school under the out of zone enrolment scheme.

We moved in-committee at 7:40pm.

We moved out of in-committee at 8:10pm.

16/18

Tilby/Barclay

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

School Enrolment Scheme:

As mentioned in correspondence at the close of applications for years 0/1 for 2018 out of zone enrolments we had received 13 applications for Terms 2-4,2018. The board had decided to accept 11. Bruce consulted with Jess and Murray with regards to this as we had lost a few children from our roll (moving to other areas in NZ and overseas) that we had not anticipated, and we decided to accept all 13. There will be no more places offered for 2018.

Bruce has suggested that we take a conservative approach in 2019 with perhaps just taking enrolments from those who have siblings already at the school. We must take into account that any out of zone students are not included in our roll count when it comes to funding for new buildings or property upgrades.

17/18

Tilby/Fitness

That the Board of Trustees ratifies the decision to accept all 13 Year 0/1 term 2-4 out of zone applicants.

CARRIED

Policies

Bruce attended an APPA meeting where they had a lawyer as a guest speaker. Bruce said he was very informative and suggested that schools have policies around Physical Restraint and Seclusion, and Search, Surrender and Retention (previously Search and Seizure).

Bruce has written these policies. Steve queried points 4 & 5 on Search, Surrender and Retention Policy. Discussed that these are the wrong way around. Bruce will change this.

The auditor indicated that we should have policies on Gifts (for staff), Asset Management and Domestic and International Travel.

Bruce has also written the Curriculum Delivery and Curriculum Groups policies as well as updating the Financial Management Policy.

18/18

Tilby/Barclay

That the Board of Trustees approves the four new/updated financial policies – Gifts, Asset Management (including capitalisation of assets), Domestic and International Travel and Financial Management policy – as tabled.

CARRIED

19/18

Tilby/Barclay

That the Board of Trustees approves the two new procedural policies – Physical Restraint and Seclusion, and Search, Surrender and Retention (previously Search and Seizure) – as tabled.

CARRIED

20/18

Tilby/Barclay

That the Board of Trustees approves the two new curriculum policies – Curriculum Delivery and Curriculum Groups – as tabled.

CARRIED

STATUTORY REQUIREMENTS

Finance

The audit process within school has been completed. We had a very good, competent auditor and everything seems to have gone smoothly. The auditor Nathaliya and her supervisor commented that they do not have any major issues to report, and the audited accounts should be ready by May

The cashflow report was presented. Bruce said to note that this shows worst case scenario as it does not include income such as Special Education, donations, sponsorship, PTA fundraising and possible G.S.T. refunds.

Property

10YPP Amendment

As per email sent to Board we have to approve this amendment to the 10YPP to be submitted to MOE as soon as possible.

21/18

Tilby/Ashley

That the Board of Trustees approves the 23rd February 2018 10YPP amendment.

CARRIED

Cyclical Provision

Nick prepared a update to the cyclical provision in December 2017 after discussion with Garry Hughes (school accountant) and Bruce. This was an adjustment to expected expenditure figure allowed for painting. This adjustment was made as Darryl Mogg (caretaker) painted the internal area of the school hall and not contractors.

The auditors have requested that the board approve the change to the cyclical provision.

22/18

Tilby/Ashley

That the Board of Trustees approves the Annual Provision of Cyclical Maintenance (dated 31st December 2017).

CARRIED

5YA Update

Greg Irvine asked Bruce to give his best estimate on what is available for the ILE in the Quad and what we will have available to use on the Admin Block so that he can discuss this with senior MOE officials, this is promising news.

The new roof between the office and Junior block has to be fixed – Nick will amend the 5YA as this should be P2 work.

School Network Assessment (Demand Analysis)

We have not had any more information since term 3 ,2017. Bruce contacted Niall Duncan on 2nd March and his response was that nothing has been decided at this stage with regards to the new school, but they are progressing with the Demand Analysis for us and Orewa Primary, - to date Bruce has had no further information.

Health and Safety

Main issue still the road outside the school with issues ongoing.

DOMAIN 2 – Leadership for equity and excellence

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

Roll Growth and Staffing:

Our roll growth at this stage has not increased as much as anticipated.

Bruce gave the board a breakdown on our provisional roll based staffing entitlement.

We moved in-committee at 8:35pm.

We moved out of in-committee at 8:40pm

DOMAIN 3 – Educationally powerful connections and relationships

(BOT Goal 5 / NAG 2 and 5)

Parent Teacher Conferences

These will take place on 12th April with the school closing at 12:30pm to enable this. The Parents, students and teachers will be able to discuss the first 10 weeks and set goals from here.

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

(BOT Goals 1 to 4/NAG 5)

Student Achievement

As per Principals report.

Murray will give a verbal report on this once Principals report has been discussed.

DOMAIN 5 – Professional capability and collective capacity

(BOT Goal 4 / NAG 1 and 2).

As per Principals report.

DOMAIN 6 – Evaluation, inquiry and knowledge building for improvement

(BOT Goal 4 / NAG 1 and 2)

Attestations

It is mandatory for teachers to be attested/appraised against the professional standards. The Education Council has made changes to these standards and we now have 6 instead of the original 12.

Teachers are currently working on their self-evaluations and will discuss these with their syndicate leaders and Murray (who will be acting Principal) next term.

Pedagogical Inquiries

These will take place in term 2 and term 3. This is the second part of the teacher appraisal process and is used to improve teacher practice and student learning.

This year each teacher will present two short inquiries, with focus on formative assessment and effective teacher practice.

23/18

Tilby/Cooke

That the Principal's report be accepted.

CARRIED

Student Achievement

Murray reported on the PAT's (Progressive Achievement Tests)

These tests enable us to keep track of the student performance throughout their years at school. It gives us information on children who are below in areas tested (our target children) and also our children who are above where they should be and require extension.

Murray, Debbie and Anne attended a course today (Bruce and Laureen to attend tomorrow). They found the course invaluable and were impressed with the information they were able to gather from the speakers there.

Dylan Williams talked about testing and assessments.

Michael Absolom talked about the need to get in place better assessments while we have this government in to do this.

Andrea queried whether we had looked at using online PAT's. Murray said we have used them in the past but we found them to be expensive. He also told the board we do need to evaluate what tests/assessments we currently use and whether they are still relevant.

At this stage we will be focussing on curriculum until we see what the Labour Government is going to do.

School Report

Murray presented his report, the main points were:

- Interschool swimming – everyone did very well and we were impressed with how good our swimmers were. We had a 2nd placing with Mia Hendren.
- Ripa Trials.
- Kiwi syndicate had a successful trip to the zoo and the bug lab.
- Murray's class had a good trip to Nukumea Stream and found some white bait.
- Kiwi assembly was great.
- CRE going along well.
- Kate Friewald is doing an amazing job showing students and teachers what you can do with the chrome books as a learning tool.

PTA meeting

- PTA lunch this term was Hells Pizza – went well.
- A Crazy Hair/Hat day has been organised for 6th April, proceeds from this will go to a local charity 'Love Soup'.
- A Black and White themed disco is planned for 25th May.
- Mothers Day Raffle has been discussed, yet to be organised.
- Chocolate selling as a fundraiser. Still deciding on which company to go with.
- Jake Morgan has taken over the sponsorship of \$500 per term from Sophie Howard.
- Lucy to get quotes from more heat pumps/cool air for the hall.

This was Bruce's last PTA meeting and he told them what a great dedicated team they were and praised them on the wonderful job they had done fundraising for the school over the time he had been there. It had been a pleasure working with them all.

General Business

We moved in-committee at 8:55pm.

We moved out of in-committee at 9pm.

Steve reported that there were older children seen in the shade sails over the weekend. This is an ongoing concern as we are not able to monitor this outside of school time. Murray will get Darryl to check that the signs are still up tomorrow.

Bruce thanked the Board for being so supportive in his time at Orewa North School, he has enjoyed working with them and getting to know them over his time here. He is very sad to be leaving but knows he leaves the school in good hands.

Bruce left the meeting at 9:05pm as the board wished to talk about Bruce's farewell and what organisation we still had to do.

Murray asked the board if we could use \$200-\$300 towards a gift for Bruce and also purchase flowers for Coreen.

The board agreed to this.

We will be having a function after school on 13th April from 3-5pm and Board members have been invited to attend.

**The meeting was declared closed at 9:10 pm.
The next meeting will be held at 7:30pm, 15th May 2018.**