

**OREWA NORTH PRIMARY SCHOOL  
BOARD OF TRUSTEES  
MINUTES OF MEETING HELD 30<sup>th</sup> October 2018**

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

**Apologies:** Andrea Fitness.

**Conflict of Interest:** None

**Minutes of the previous meeting:**

**52/18**

**Cooke/Barclay**

That the Minutes of the Meeting held on 11<sup>th</sup> September 2018 are accepted as a true and correct record.

**CARRIED**

**Matters arising from previous minutes:** None.

**CORRESPONDENCE:**

**Inwards:**

1. Letter from Ministry of Education re Horizon School, Snells Beach – requesting maximum roll increase. MOE want comments/feedback whether we think it will impact on our school. The board discussed this and the general consensus is that it will not have any effect on our roll growth.
2. Letter of resignation from Linda Barclay. She will finish at the end of this year. The board wish all Linda all the best and thank her for her work at Orewa North. Linda will stay in our relievers pool.
3. Letter from staff member – to be discussed in committee.

*Moved in committee at 7:40pm.*

*We moved out of in-committee at 7:43pm.*

**Outwards:**

No outwards correspondence.

**54/18**

**Ashley/Sandilands**

That the Inward and Outward correspondence be accepted.

**CARRIED**

## **PRINCIPALS REPORT**

The final check is completed for School Docs. This is a fantastic tool that will make sure that everything we do is compliant and up to date. Katherine will get a password for ERO for next week.

Interviews for team leader and CoL positions are still taking place at this time. These will be ratified at the next meeting.

### **DOMAIN 1 - Stewardship**

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

#### **Strategic Plan/Self-Review**

##### Teachers

We are looking at appraisal and self review systems for 2019 going forward and would like to check with ERO that we are on the right track with this.

##### Staff Appointments:

Discussed in committee

*Moved in committee at 7:47pm.*

*We moved out of in-committee at 7:50pm.*

Support staff programmes are running well.

## **STATUTORY REQUIREMENTS**

### Finance

Katherine has met with Annette and is happy that we are on track with the budget. Expected cashflow and Profit and Loss given to the board.

### Audit

The pre-audit work will be undertaken by Crowe Horwath on 14<sup>th</sup> November with auditor being on site. There are a number of questions to be completed before this. The board are required to complete the Audit and Assurance Consideration of Fraud and Error document. This was discussed and the board are happy for Jess to complete this on their behalf and return to Annette.

The 2019 draft budget is currently being completed and will be presented at the next meeting

**56/18**

**Pascoe/Ashley**

That the Finance Report be accepted.

**CARRIED**

### Property

Katherine has been in touch with Greg Irvine from MOE and we hope to have the demand analysis by mid December. We are expecting the two pre-fabs now at the beginning of next year.

The new entrant room is currently at 18 students with a few more coming before the end of the year we will not need a new classroom before the end of the year if the numbers stay as predicted.

Nick will be putting in quotes to MOE for work under 10YPP – there have been amendments to these. The heat pumps will go in before the end of the year and the admin block upgrade will take place over the summer holidays. The ILE in the Junior block will take place 2019. There will be opening doors from Areas 1 & 2 into the Quad and a sliding door between Areas 1 & 2 and opening doors between Area 3 and the office space to create more space for the students.

Jess signed the amendments and returned these to Katherine.

#### Health & Safety

Since the writing of the Principals report there was an incident on Friday night with the toilets in the hall overflowing outside. Darryl has cleaned this area, waterblasted and disinfected.

#### Evacuation Procedures

**57/18**

#### **Pascoe/Sandilands**

A fire drill will be undertaken in the next few weeks and an earthquake/Tsunami drill will be completed before the end of term.

**CARRIED**

#### E.R.O.

BOT will now be meeting with ERO on Monday 5<sup>th</sup> and Thursday 8<sup>th</sup> November at 3:30pm, both days.

#### **DOMAIN 2 – Leadership for equity and excellence**

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

#### Staffing

As at 29<sup>th</sup> October our roll is at 389 students. We have received our extra staffing 20.21.

#### **DOMAIN 3 – Educationally powerful connections and relationships**

(BOT Goal 5 / NAG 2 and 5)

#### Whanau Hui

The Whanau Hui went really well with a good turn out of Whanau and great feedback from them as to how our school is supporting them culturally.

Next year we would like to also include an event with our Pasifika families.

#### Community Consultation

Survey results were shared with the board.

Three things that stood out in the survey were: the school grounds and parents wanting more gardens/areas around the school, a wider range of sports available at all ages and the website (which is already being addressed).

Uniform only had 40% of parents wanting this which is not a high enough mandate to make it compulsory.

From some of the feedback as well it seems that we need to be a bit more explicit when it comes to explaining the curriculum with parents as their understanding of what is being done seems to be different than what is actually being done.

The board discussed ideas of how we may get a better response next time (we had 78 responses on the survey), with the possibility of the board approaching parents directly around the school to get their opinions as well as having a survey.

Katherine will give feedback to the parents via the school newsletter.

Katherine will write up results and summarise for the board.

**58/18**

**Ashley/Sandilands**

That the Community Consultation recommendations be actioned.

**CARRIED**

Appointing staff including day to day relievers

Katherine would like the board to be aware of the procedures she undertakes when appointing staff and relievers to the school to comply with the Vulnerable Childrens Act. All teacher registrations are checked and police checks are made when required of other staff. Referee checks are undertaken on all staff and relievers.

Pastoral Care

This is of utmost importance for the wellbeing of our students and any concerns are reported to the Principal.

We currently have 7 students who have signed up with Theresa Bruce. This is going very well and it is great to be able to provide this to our students.

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

(BOT Goals 1 to 4/NAG 5)

Focus Areas this term

Kiwi: Firewise

Fantail: Five R's – Refuse, Reduce, Reuse, Recycle and Rot

Tui: What is going to happen to our planet?

Weka: Sustainability with a special focus on plastics in the waterways and ocean.

The Fire department will be visiting the school to speak with the Year 0/1 students.

School Activities

As per Principals report.

The Year 6 camp will take place again at Puhoi on 6<sup>th</sup> & 7<sup>th</sup> December, with students staying overnight. Murray is currently police checking all parent helpers who will be staying overnight.

**59/18**

**Cooke/Ashley**

That the board approve the request for permission for the Year 6 students to camp overnight at Puhoi from the 6<sup>th</sup> – 7<sup>th</sup> December.

**CARRIED**

**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)

### Student Achievement

The Analysis of Variance report for the end of the year will be presented at the next board meeting.

### International Students

We do not have any international students at our school but are preparing for 2019 to be compliant to take International students.

**60/18**

**Pascoe/Ashley**

We have attested being compliant for the 2018 period against the required outcomes and processes set out in the Education (Pastoral Care of International Student) Code of Practice 2016 – Self review has been completed and sent on 18<sup>th</sup> September 2018.

**CARRIED**

## **7. Staff Report/PTA Report**

### Staff Report: Murray presented these reports

- 2019 Staffing – covered in this meeting.
- Weka syndicate had a successful trip to the Auckland Art Gallery.
- Community Stand – is up and running.
- Preparations are underway for the End of year BBQ.
- Spooktacular disco went well. There were some amazing costumes and face painting. The new DJ – a young girl by the name of Charlotte did a great job.
- Student reports are being written now.
- Sea Cleaners – a representative from this organisation came in to talk with Weka syndicate about the rubbish in the oceans and the students and staff found this to be very interesting and well worth getting him in.
- We have four student teachers in for their last practicums.

### PTA Report:

The last PTA meeting was spent discussing the End of year BBQ.

### End of year Staff function

The end of year staff function will be held this year at Bake and Brew in Orewa on 14<sup>th</sup> December. We will have a set menu and complimentary drink for the price per head of \$50. Partners of staff will pay for themselves.

We would like to request from the board that the \$50 per staff member is paid for by the board and we would also like to give a bottle of wine to each staff member for all of their hard work they have put in this year.

**61/18**

**Sandilands/Ashley**

That the Board of Trustees will pay \$50 per staff member to attend the End of year function at Bake and Brew, Orewa and will pay for a bottle of wine per staff member.

**CARRIED**

**62/18**

**Barclay/Pascoe**

That the Principal's report be accepted.

**CARRIED**

## **8. General Business/Points for Discussion**

### **8.1 Principals Performance agreement**

To be discussed later in committee.

### **8.2 Proposal by Kelly Club**

Kelly Club have approached the school to see about providing an after school care programme at our school in 2019.

The board discussed the pros and cons of this. It was agreed that this would benefit our parents and students but a couple of issues around noise levels while teachers are still working in their classrooms and having meetings was raised.

The board would like the following to be actioned before they agree to this:

- More information on how the programme is run.
- Feedback from staff as to their opinions on this proposal
- Make a decision at the next meeting
- Possibility for Paul Jamieson from Kelly Club to come to the next meeting to talk with the board.

### **8.3 Out of Zone enrolments:**

A discussion was held re expected numbers next year and how this impacts on funding for new classrooms going forward.

It was decided that for 2019 we have to be very conservative and have definite parameters when it comes to who we take out of zone.

**63/18**

**Pascoe/Ashley**

That we will take out of zone siblings of current students who will still be attending our school in 2019 and children of staff in 2019.

**CARRIED**

### **8.4 Counselling services:**

The board must ratify the services of Theresa Bruce at our school.

**64/18**

**Pascoe/Ashley**

The Board approve as of 23 October 2018, that Theresa Bruce may offer counselling services at school for staff and students of Orewa North School.

**CARRIED**

### **8.5 Date of next meeting:**

Katherine has requested that the date of the next meeting be brought forward to 27<sup>th</sup> November. To be discussed in committee.

### **Next Meeting;**

- Review of School donation and pupil services fee.
- Draft budget ready for approval
- Operations plan ready for approval – Draft
- Staffing proposal for 2019
- Principal's performance appraisal – Goals for 2019
- Confirm BOT meeting dates for 2019
- Teachers attestation confirmed
- Staffing usage report
- Provisionally Registered Teachers
- Teacher registration and police vetting

*We moved in committee at 9:15pm.*

*We moved out of in-committee at 9:25pm.*

At this stage Karen Sturley left the meeting and it was moved in committee again to discuss a staff matter.

**The meeting was declared closed at 9:40pm.  
The next meeting will be held at 7:30pm, 27<sup>th</sup> November 2018.**