

**OREWA NORTH PRIMARY SCHOOL
BOARD OF TRUSTEES
MINUTES OF MEETING HELD 7 August 2018**

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

Apologies: None.

Jess welcomed Katherine as Principal to her first board meeting.

Conflict of Interest: Andrea Fitness has asked us to note a conflict of interest as she works for ICAS. This could be a conflict of interest if we were to use them in the future.

Minutes of the previous meeting:

34/18

Cooke/Barclay

That the Minutes of the Meeting held on 19 June 2018 are accepted as a true and correct record.

CARRIED

Matters arising from previous minutes: None.

CORRESPONDENCE:

Inwards:

1. Letters from two members of staff re resignations.
2. STA: - re information for the Board on the strike action. We only have two teachers not in the union and the safety of the children is paramount, therefore the Board have decided it would be unsafe to have the school open for the day. Jess will write a letter on behalf of the Board to parents re closure of the school.

Outwards:

1. Letters of appointment for staff members in new entrant room and a letter of job offer for a teacher aide.

We moved incommittee to discuss letters for/from staff at 7:45pm.

We moved out of incommittee at 7:50pm.

35/18

Barclay/Sandilands

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

Katherine thanked Murray for the wonderful effort and the time he put in while working as Acting Principal. Katherine thanked Murray and the Board for the welcome she received at the Powhiri.

Everything is in place for ERO's visit. Katherine advised the Board that they would probably want to talk to them for about an hour during the week of their visit.

ERO and four other schools to visit us on 28th August for ERO to share what they are looking for during their visits.

Katherine, Laureen, Jess and Murray will visit ERO on 6 September for a pre review visit.

STATUTORY REQUIREMENTS

Finance

Cashflow report was presented. We seem to be on track heading into term 3. Everyone happy with this.

36/18

Ashley/Cooke

That the Finance report be accepted.

CARRIED

As discussed at previous Board meetings the Principal's credit card limit is to be increased to cover expenses such as Professional Development courses and larger expenses incurred as the current limit is not sufficient for purpose.

37/18

Sandilands/Cooke

That the approval for a new Business Visa in the name of Katherine Pascoe with a limit of \$5,000 be issued, with approval to increase the master limit from \$2,500 to \$5,500 be accepted.

CARRIED

Property

Katherine, Murray, Nick Bradley (property consultant) and Jess to meet with Greg Irvine from the Ministry on 16th August to discuss building matters going forward.

Katherine attended a meeting with other Principals and the Ministry where discussions were held with regards to Orewa College zoning, and where and when there might be new schools built in our area.

Katherine has started a Property Book which will be kept in the staffroom. This is for staff to write down any property matters of concern. While Darryl has been fantastic remembering what requires to be fixed etc this will be helpful to keep a record. Darryl will check the book and mark off each time he has completed a job. In the back of the book will be the Risk and Hazard register.

Katherine will bring issues from the Risk and Harm register including action taken to the board at each meeting so they are fully aware of this.

A lock down practice was held in term 2.

DOMAIN 2 – Leadership for equity and excellence

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

Staffing

Katherine is looking into setting up Professional Learning Groups and will keep the Board informed of this.

Katherine to put in place a Professional Development Plan – this will be done yearly. This will focus on what we are doing moving forward.

Management have discussed and ideas will be taken back to their teams.

The plan is to be approved by the Board each year.

DOMAIN 3 – Educationally powerful connections and relationships

(BOT Goal 5 / NAG 2 and 5)

Junior Kapa Haka performed at the Pukeko Early Learning Centre, this went very well.

As per Principals report

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

(BOT Goals 1 to 4/NAG 5)

School Activities

- Tui will be going on a trip to the Auckland Maritime Museum as a part of their focus study.
- Ballroom dancing again this term. The children are very enthusiastic and excited about this. This will culminate in a Yr5/6 school formal in the last week of September.
- PTA will be running the chocolate fundraiser this year with the aim of raising money towards putting in heat pumps in the school hall.

Strike to be held 15th August – the Board of Trustees were unanimous in their decision to close the school. There will be only two teachers on site who are not NZEI members.

Katherine will also be away as she is a NZEI member.

Support staff and Darryl will be at school. Teacher aides will be working on updating resources and laminating for the teachers.

Any children that arrive will be looked after and parents contacted to pick them up.

Those teachers who are able will attend the march to be held in the city.

Student Achievement

All students received Progress reports at the end of term 2 and were invited to make an appointment for Parent/Teacher/Student conferences last week.

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)

As per principals report.

Pending List

- Self Review schedule to be looked at in Term 4 for 2019.
- Professional Development Plan
- Community Survey – questions to be decided on and confirmed by Board so survey can get underway. The Board agree there should be questions in the survey re devices and uniform.

38/18

Ashley/Fitness

That the Principal's report be accepted.

CARRIED

General Business

8:1 Website – Katherine would like to revamp the website, this has not been kept up to date and does not function on all devices. A number of parents have commented on this. Katherine has obtained a quote from Jade Creative to set up a new website. Murray and Katherine will work on setting this up.

39/18

Ashley/Sandilands

That the Board of Trustees approves the quote of \$4,500 + GST and \$100 + GST per month for Jade Creative to set up a new Orewa North Website.

CARRIED

8:2 School Docs – this is a company that write and update school policies that we are required to have. They look at any new legislation and create policies for schools to cover them for this.

The Board still approve these policies and they are on self review every three years. School Doc's will guide us in this process and we can tailor policies to suit our school if we wish as well. There is an initial set up fee of \$1,500.

40/18

Pascoe/Ashley

That the Board of Trustees approves the quote of \$1,500 + GST for School Doc's to take over the set up and writing of our school policies.

CARRIED

8:3 Strike Action – already discussed.

8:4 Update on CoL for next meeting – already discussed.

8:5 Professional development for next meeting – already discussed.

8:6 Self Review Timetable – already discussed.

8:7 Community Fruit and Vegetable stand – Katherine would like to start a community fruit and vegetable stand like the one outside Orewa Beach Kindergarten. She has contacted the owner of this franchise to discuss how to go about this.

It is a great way for the children to learn about giving and looking after their community. We will have monitors (students) who will look after the stand to get rid of any fruit and vege that may be rotting, we can put this in the worm farm or compost.

Steve asked what our liability would be in this, but as Katherine pointed out it is run by the community not the school. We would just be providing the stand.
Darryl will make the stand.

8:8 Community survey – This will be out in term 3. Katherine will look at using Survey Monkey to do this.

Katherine will circulate questions for the board to look at and is open to suggestions from the board. This will be done via email and shared drive. The Board will have to think about what information they want from the community.

We will ratify this at the next meeting.

8:9 International Students – Katherine has floated the idea with the Board of getting a couple of International Students into our school. These placements would be separate from our zoning ballot.

We will find out more about how to recruit and the legal aspects before a decision is made.

Katherine would like to discuss a staff matter. Karen Sturley left the meeting at this stage.

We moved in-committee at 8:30pm.

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, 11th September 2018.**