

**Orewa North School**  
**Board of Trustees Meeting Minutes**  
**8 September 2020**

**Present:** Jessica Ashley, Steve Drury, Katherine Pascoe, Andrea Fitness,  
Jake Morgan, Andrea Dunn, Murray Barclay, and Laureen Morgan

**Apologies:** None

**Conflict of Interest:** None

**Minutes of the previous meeting:**

Motion:

That the Minutes of the Meeting held on 4 August 2020 are accepted as a true and correct record.

Moved: Jess Ashley

Seconded: Jake Morgan

**CARRIED**

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

**CORRESPONDENCE:**

Inwards:

Resignation letter from Ellie Levy.

Resignation letter from Sonja Girbin

Outwards:

Urgent Response Fund from the Ministry –the school put in for \$10,000 for counselling with Theresa (awaiting confirmation from Ministry)

Motion:

That the Inwards Correspondence is received and Outwards Correspondence is ratified

Moved: Jake Morgan

Seconded: Jess Ashley

**CARRIED**

**PRINCIPALS REPORT**

What a resilient bunch we all are! A topsy turvy term and the main focus has been supporting our families with learning and wellbeing for our students.

**DOMAIN 1 - Stewardship**

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

**Finance**

Motion:

That the finance report be accepted.

Moved: Andrea Dunn

Seconded: Andrea Fitness

**CARRIED**

### **2020 Budget**

Budget extremely tight. See report for specifics

### **Grants**

On hold in light of the current situation

### **Out of Zone enrolment priorities for 2021.**

Recommendation to keep accepting only in zone students, this has been suggested by the Ministry.

Moved: Jess Ashley

Seconded: Jake Morgan

**CARRIED**

### **Review of Donation and Pupil Service Fee**

Not applicable next year due to opting into the Government scheme.

### **Property**

10-year property plan- Nearly done. Focus on Multipurpose space in the old library for growth and recommissioning Area 7 to become the Library. Communication system- Phones and paging system. Block 2 (Areas 1-6)

SIP - Signs to be completed this month. Playgrounds and turf going in mid-November. Once this is completed damage concrete will be repaired by the Junior playground.

Recycled art projects done around the school are ongoing and some fantastic pieces created during Level 3.

Multi-purpose space sorted after several plans

### **Health & Safety**

Risk Management processes and procedures can all be found on School Doc's.

### **Incident Report**

Child with an underlying condition needed support at cross country. Ambulance called. All correct procedures and follow up done.

### **Evacuation Procedures**

To take place this term Fire Drill (happened today). Updated procedures posted in each area.

### **Issues from the Register**

*None*

### **Annual Equal Employment Opportunities (EEO) Policy**

The EEO officer (Principal Katherine Pascoe) ascertains we are compliant for 2020 in EEO policies in regards to staff and employment.

### **Updates to the Education Act**

<https://www.education.govt.nz/our-work/legislation/education-and-training-act-2020/the-education-and-training-act-information-for-boards/>

## **DOMAIN 2 – Leadership for Equity and Excellence**

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

Staffing: 21.03

The roll is currently at 427 (Grading roll 391) plus 1 International Student.

Roll 439 confirmed for October. We are managing the growth.

The proposed new school that the Ministry were going to build in 2021 (Orewa North West) is officially on hold.

Motion:

The International Code self-review for 2020 be sent

Moved: Jess Ashley

Seconded: Murray Barclay

## **DOMAIN 3 – Educationally Powerful Connections and Relationships**

(BOT Goal 5 / NAG 2 and 5)

### **Reviews for this term:**

Done at the last meeting

### **Pastoral Care**

As per Principal's report.

## **DOMAIN 4 – Responsive Curriculum, Effective Teaching and Opportunities to Learn**

(BOT Goals 1 to 4/NAG 5)

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

Tracking well

**See principals report for Strategic planning 2021-2023- Revised draft.**

Motion:

The revised strategic plan be accepted

Moved: Andrea Dunn

Seconded: Andrea Fitness

**Changed launch date for re-branding/name change to 12 October (instead of 21 September)**

### **Focus Areas**

**Kereru:** Play Based Learning

**Piwakawaka:** Bucket filling

**Tui:** Science-Forces

**Weka:** Dance/Tech

### **P. E & Health Report**

Classes do daily fitness, P. E. lessons are done at least twice a week and are skill based and are related to the focus for the term e.g. small ball skills. This is usually in teams with teachers teaching to strengths. Water awareness and boating skills will be done in Term 4 for year 1-4 students. Year 5 and 6 do sailing and surfing in term 1. Health is taught as part of integrated curriculum studies. Our bi annual mandatory Health report to parents will go out this week. We will share results at the next meeting.

Last year we introduced the Kia Kaha programme in conjunction with the New Zealand Police and this year we did the, “Keeping Ourselves Safe” programme which looks at body awareness and how to get help if you need it. This year we also had the Life Education Caravan visiting. One of our Weka female teachers does a puberty talk with our Year 6 girls at the end of the year.

We also will be running the Fun Run next term and had the colour run in Term 1. We recently held the Weka Cross country and Years 1-4 have their cross country hopefully later this term.

Mr. Terry Gillooly leads the Senior school P.E. and is well supported by Jenna Le Mouton. They look after the school and interschool sports especially for the senior area. They are also responsible for the daily distribution of PE equipment to students and teachers Y3-6, the purchasing and maintenance of the PE equipment and the PE storage shed for senior school.

Mrs. Sarah Thornhill leads the Year 1-4 sport and largely looks after the PE programme and sport in that area. Sarah also organises hockey and soccer teams that play against other schools on a regular basis and also on school zone days.

Sarah is responsible for the purchasing and maintenance of the PE equipment and the PE storage shed for junior school.

### **Recommendations from last year**

Skill based fitness lessons- As part of Staff meetings Term 4 2019 and 2020

Sports coordinator - 2020 1 hour a day.

These due to budget constraints did not happen; they will be our ongoing recommendations.

### **Students of Concern**

*None to report*

## **DOMAIN 5 – Professional Capability and Collective Capacity**

(BOT Goal 4 / NAG 1 and 2).

### **Coaching**

This is going well and staff are working on personalised professional goals.

### **Principals PD Update**

As per report

### **Katherine – Community Networks**

- Oranga Tamariki panel
- Women's refuge governance

### **Staff Professional Development**

As per Principals report

### **Leadership Development**

As per Principals report

### **Principal Appraisal**

Jess reported on feedback from Ken Ward re Principal's appraisal and how the school was moving forward. All positive

### **MAC- Maori Achievement Challenge**

Going well have had a meeting with schools in the area- we hosted this and had good sharing and discussion.

### **Kāhui Ako**

- Principals' meet twice a term
- Appointment process underway for new Kāhui Ako Lead Principal. Jess Ashley representing our school.

### **NZEI**

Teacher Aides. New rates will be coming into effect- Will affect the budget to start with however be reimbursed in October.

## **DOMAIN 6 – Evaluation, Inquiry and Knowledge Building for Improvement**

(BOT Goal 4 / NAG 1 and 2)

### **Strategic Planning**

Covered last meeting in Mid-Year analysis.

Due to growth 3 positions are being advertised, so far we have received 31 applications for the Y1 position and 17 for the Y5/6 position

Katherine explained the 2021 organisation

Motion:

Accept the following appointments (made internally) Madeleine Lockie as permanent team leader for Y3/4 team and Louise Boot in a fixed term position, as team leader for Y1.

Moved: Jess Ashley  
Seconded: Murray Barclay

## **7. Staff Report**

- Fun Run - Postponed to early Term 4
- Dancing for Weka- On hold until Level 1
- Weka Tech- On hold until Level 1
- Staff and students settled start back
- Darryl's group continuing and working well.
- Regular lunch time activities: Netball, Bounce-ball
- Whānau Friday- To resume at Level 1
- Art projects around the school
- Chooks have started laying – will box up eggs and sell to pay for chicken feed
- Had 2 bubbles during lockdown

### **PTA Update**

As per principal's report

### **Teacher Registration**

*None*

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

**8.1** Teacher only Day -move from the 11th of September to work on localised curriculum to the 23rd of October.

Motion: To move the Teacher only Day from the 11th of September to work on localised curriculum to the 23rd of October.

Moved: Andrea Fitness

Seconded: Murray Barclay

**CARRIED**

**8.2** The school will be a venue for voters on election day

Motion: That the Principals report be accepted.

Moved: Jess Ashley

Seconded: Jake Morgan

**CARRIED**

**Next meeting:** 7pm on Tuesday 3 November

**The meeting was declared closed at 7.50 pm.**