

# Orewa Beach School

## Board of Trustees Meeting Minutes

### 3 November 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

#### **CORRESPONDENCE:**

##### **Inwards:**

Maternity leave letter for 2021 from Jenna Le Mouton.

Motion:

That the Inwards Correspondence is received and J. le Moutons leave be accepted.

Moved: Steve Drury

Seconded: Andrea Fitness

##### **Outwards:**

Acceptance of Appointment of Hamish Ross to permanent position in Weka.

Acceptance of Appointment of Rebecca Coombe to a fixed term maternity leave position in Weka.

Acceptance of Appointment of Grace Mills to a fixed Term position in Ruru.

Acceptance of Appointment of Ellie Levy to a permanent position in Ruru.

Motion:

That the Outwards Correspondence is ratified

Moved: Andrea Fitness

Seconded: Jessica Ashley

**CARRIED**

Motion:

That the Minutes of the Meeting held on 16 June 2020 are accepted as a true and correct record.

Moved: Jessica Ashley

Seconded: Jake Morgan

**CARRIED**

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

#### **Board Training:**

Presentation on Cultural Responsiveness by Brenda McPherson - Katherine's MAC leader

- Brenda introduced herself
- MAC Maori Achievement Collaborative overview

- Why is this important to improve outcomes for Maori?
- Culture
- Why does culture matter? Culture isn't just a list of holidays, shared recipes, religious traditions or language; it is a lived experience
- Cultural Iceberg – What is culture?
- How does our school recognise the culture of our learners? Particularly pertinent for Māori tamariki /whānau, but also important for all  
*If I stand at the school gate and look in ...*
- What should we consider in ensuring culturally sustaining practices exist in our school?  
*e.g. Enrollment form: parent 1 and parent 2 (instead of mother and father)*
- Te Tiriti o Waitangi /Treaty of Waitangi
- Racism in NZ – the long term impacts of colonisation
- Students describe racism in NZ school
- The three Principals of the Treaty
  - Participation
  - Protection
  - Partnership
- How can the BOT be a good treaty partner?  
*As a BOT what do we need to do*
- Hautū Tikanga (Meaning)
- Hautū –Preparation/First steps/Process

## **PRINCIPALS REPORT**

A huge highlight this term was our launch day on the 12th of October, the response from this has been fantastic.

We have been busy with four new appointments (see correspondence) and a very high calibre of applicants.

### **DOMAIN 1 - Stewardship**

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

#### **Finance**

Motion:

That the finance report be accepted.

Moved: Steve Drury

Seconded: Jessica Ashley

**CARRIED**

#### **2020 Budget**

#### **Grants**

On hold in light of the current situation

## **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 - Playgrounds and turf going in this month, surface already prepared for Space Net during the holidays. Once this is completed damage concrete will be repaired by the Junior playground. New signage all installed.
- Property modifications for wheelchair access including ramp access, smoothing out concrete etc. to take place from mid-November.

## **Health & Safety**

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

## **Evacuation Procedures**

Fire drill, Tsunami and lockdown to be completed this term.

## **Issues from the Register**

*None*

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

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

Staffing: 21.7

The roll is currently at 437 (Grading roll 391) plus 1 International Student.

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

(BOT Goal 5 / NAG 2 and 5)

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

#### **Privacy**

The privacy policy enables us to promote and protect the privacy of all individuals associated with the school, i.e. students, staff, parents, and any others. The policy follows the key principles of the Privacy Act 1993, which describe how we may collect, use, and store personal information. The Act also created the position of Privacy Commissioner to administer it. Among the many functions of the Privacy Commissioner's Office is that of investigating any alleged breaches of the Privacy Act.

(see Principals report for further information/discussion points)

## **Salary Units**

Salary units are provided to schools based on a formula determined by the Ministry of Education, to recognise management and responsibility, and to assist with recruitment, retention, and/or reward. The number of salary units is based on the school's staffing entitlement.

(see Principals report for further information/discussion points)

See the [Ministry of Education](#) for more information about salary units, including rules for their allocation.

## **Classroom Release Time (CRT)**

Classroom release time (CRT) is intended to address teacher workload while maximising benefits for student learning. It does not apply to the principal, itinerant resource teachers, itinerant teachers, or teachers fully released by entitlement staffing.

Classroom release time is given to teachers according to the entitlements in the relevant employment agreement. The school consults with teachers to develop guidelines for using classroom release time that take the school's needs into account. The management team presents a schedule of release time to teachers at the beginning of each term or year.

Support time for [provisionally certificated teachers](#), who are entitled to 0.1 or 0.2 FTTE beginning teacher time allowance, is provided in addition to the classroom release time entitlement.

(see Principals report for further information/discussion points)

See Ministry of Education [Collective Employment Agreements](#)

## **Board Meeting dates 2021**

16th February

23 March

11th May

15th June

3rd August

7th September

Motion:

The proposed BOT meeting dates for 2021 be accepted

Moved: Steve Drury

Seconded: Jess Ashley

**CARRIED**

## **Assurances**

- Emergency Planning and Procedures
- SUE Reports
- The Appraisal Process and Attestation
- Appointment Procedure
- Provisionally Certificated Teachers
- Teacher Registration and Police Vetting
- Length of School Year

- Literacy Support  
(see Principals report for further information)

### **Pastoral Care**

As per Principal's report.

### **Arts Report**

*The arts consist of visual arts, dance, drama and music.*

- Students experience *visual art* in a variety of forms within their classrooms
- *Dance* is offered in various ways at our school with the support of outside agencies. Judith Douche does dance at all levels and our Year 5 and 6 students do ballroom dancing.
- *Drama* is taught in classrooms through plays and play based learning. We also have Performance Net, a dance and drama company onsite that students can opt into.
- We have various providers that come into school that offer paid lessons with instruments that consist of a school band. Mrs. Maurice also has an ukulele group at lunchtimes.

We had a school show planned for this year which unfortunately had to be postponed due to COVID we look forward to performing this for our community in 2021.

Kapa Haka is run each Monday by Whaea LeeAnne and this year has included Taiaha and Poi lessons.

### **Professional Development Report**

Professional Development	Currently	Next steps
Vision, Mission, Values, Branding	This has been our Primary focus for this year and was evident in the launch earlier this term.	Embedding these in 2021 Creation of the Orewa Beach School Way
Autism	We have completed 2/5 sessions due to COVID	Sessions 3, 4 & 5 transferred to 2021
GATE	2/4 sessions completed due to COVID	Sessions 3 & 4 transferred to 2021
Localised Curriculum	1st session held 23rd October.	Primary focus of developing the localised curriculum in 2021
Digital Fluency	Optional trial in Weka 2020, Compulsory 2021	Trial in Tui 2021

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

(BOT Goals 1 to 4/NAG 5)

## Strategic planning 2021-2023 Final version

Please see hard copies available at the meeting.

### FOCUS AREAS

**Kereru:** Play based learning

**Piwakawaka:** Bush and birds

**Tui:** Days gone by

**Weka:** Dance

### School/Staff Activities

As per report

### Students of Concern

None at this time

## 2020 Health and Safety Consultation Results

Q. 1 How important is PE and Health are in the school curriculum.

	Unimportant	Somewhat Important	Essential
Raw score	-	10	131

Q. 2 How important is body care (personal hygiene) and physical safety (road safety, sun safety, fire & water safety) in the school curriculum.

	Unimportant	Somewhat Important	Essential
Raw score	-	14	127

Q. 3 How important is food and nutrition in the school curriculum

	Unimportant	Somewhat Important	Essential
Raw score	2	31	107

Q. 4 How important is outdoor education (camps, school trips, outdoor activities) in the school curriculum

	Unimportant	Somewhat Important	Essential
Raw score	2	31	108

Q. 5 How important is physical activity (athletics, swimming cross country, fitness etc.) in the school curriculum.

	Unimportant	Somewhat Important	Essential
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Raw score	3	25	109
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Q. 6 How important is mental health (peer pressure, identity, coping with feelings) in the school curriculum

	Unimportant	Somewhat Important	Essential
Raw score	2	15	118

Q. 7 How important is sports studies (fair play, skills for participating, winning & losing) in the school curriculum

	Unimportant	Somewhat Important	Essential
Raw score	2	43	93

Q. 8 How important is sexuality education (body image, caring for ourselves, correct names for body parts, friendships) in the school curriculum.

	Unimportant	Somewhat Important	Essential
Raw score	3	33	100

Q. 9 At what year levels do you think sexuality education should be taught?

	Earlier than Y4	Year 4	Year 5	Year 6	After Year 6
Raw score	14	11	53	37	24

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

(BOT Goal 4 / NAG 1 and 2).

### **Coaching**

This is going well and staff are planning next year's goals.

### **Staff Professional Development**

See report above

### **Leadership Development**

As per Principal's report

### **Principals PD Update**

As per Principal's report

### **Principal's Appraisal Update**

Report to be presented at the next meeting.

### **Community Outreach**

Oranga Tamariki panel  
Women's refuge governance

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

Going well have had Term 4 meeting.

### **Kāhui Ako**

Appointment process underway for new Kāhui Ako Lead Principal. Jess Ashley representing our school. Interviews next week.

New Achievement challenges to be developed.

There will be a deferment to term 1, 2021 for appointment of Across School and In school leaders.

### **NZEI**

N/A

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

(BOT Goal 4 / NAG 1 and 2)

### **Strategic Planning**

(as above)

## **7. Staff Report (Murray Barclay)**

- Fun Run - November 2<sup>nd</sup>
- Approx. 100 children doing Touch on Wed nights
- Dancing for Weka- Competition 19th November
- End of Year BBQ
- Year 6 Camp
- Darryl's group working well.
- Whanau Friday.
- Art projects around the school
- School Jackets (PTA paying for these)-
- Big uptake of student t-shirts

### **Staff Function 2020**

To be discussed.

Instead of wine this year staff T-shirts - Would the BOT like one



## 8. General Business/Points for Discussion

- On the last day of school BOT invited to staff lunch on 16<sup>th</sup> December
- Debbie in charge Thursday/Friday while SLY at conference

### **7 December 2021 - Term 4**

Risk management process/procedures  
Budget ready for approval - Draft 2021  
Strategic plan ready for approval - Draft  
Staffing proposal for 2021  
Analysis of Variance and EOY data reports  
Principal's Performance appraisal - Goals for 2021  
Teachers Attestation/ Appraisal confirmed

Motion:

That the Principals report be accepted.

Moved: Jess Ashley

Seconded: Murray Barclay

**CARRIED**

**Next meeting:** Tuesday 8 December

**The meeting was declared closed at 8.45pm.**

**The next meeting will be held at 7:00pm 8<sup>th</sup> December 2020.**