



Board of Trustees Meeting Minutes 11 May 2021

Present: Andrea Fitness, Steve Drury, Katherine Pascoe,
Andrea Dunn, Daisy Docherty, Murray Barclay and Jackie Drury

Apologies: Jake Morgan, Lauren Morgan

Conflict of Interest: Jackie Drury & Steve Drury are married.

Minutes of the previous meeting:

Motion:

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

Moved: Murray Barclay

Seconded: Andrea Dunn

CARRIED

Matters arising from previous minutes: None.

CORRESPONDENCE:

Inwards:

Financials for 2020 received from accountant.

2021 Budget received from accountant.

Outwards:

Letter sent on behalf of BOT declining Out of zone enrolment received at last meeting.

URF application to support direction to take a child.

Motion:

That the Inwards Correspondence is received, and Outwards Correspondence is ratified

Moved: Andrea Fitness

Seconded:

Daisy Docherty

CARRIED

PRINCIPALS REPORT

Katherine welcomed Karl Gill (parent) who is attending the meeting as an observer.

Katherine introduced Ken Ward. Ken is conducting PD with the whole staff around the localized curriculum and conducting the principal appraisal.

Great start to the term with a wonderful response to our Book Week.

Area 8 started with 9 students who settled in well.

We had a busy end to term one with a direction for enrolment and the work this involves, we are confident we have everything in place for this to be successful as best we can.

DOMAIN 1 - Stewardship

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

Finance Report

Please see Team drive.

Motion:

That the finance report be accepted.

Moved: Andrea Dunn

Seconded: Daisy Docherty

CARRIED

Finalised Budget for Approval

Motion:

That the finalized budget be accepted.

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

Property

- Trees outside the staffroom were removed and chipped up.
- A new Harakeke garden is being created where the trees were. (URF fund)
- Cricket nets have been demolished and removed!
- All old metal cabinets, appliances and other metal junk were also removed.
- Jake has inquired from the council about the construction of a fence at the back of our senior field.
- Meeting with Nick this week re 5 YA and 10 YA plans and start dates for projects.
- 10 YPP signed by Andrea and sent back to the Ministry.

Health and Safety

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

Incident Report

Working with a family with ongoing anaphylactic reactions increasing.

Evacuation procedures

Fire drill completed on Friday 07/05/21.

Issues from the register:

Risk/Harm register including property register available at the meeting.

DOMAIN 2 – Leadership for Equity and Excellence

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

Staffing: 21.6

Roll: 414 Grading Roll: 426 plus 1 International Student.

Please see Principal's report for the table showing growth over time

DOMAIN 3 – Educationally Powerful Connections and Relationships

(BOT Goal 5 / NAG 2 and 5)

Reviews for this term:

- Protected Disclosure
- Reporting to Parents on Student Progress and Achievement
- Visitors

Assurances

Computer security and cyber safety

We have introduced Hapara which manages all student activity to safeguard our students. Safety on the internet is explicitly taught.

Finance and property management policy

All policies current and steps and actions taken at all times.

SUE reports

Checked and signed by the Principal, SLT designated person and BOT chair sights all these.

Abuse Recognition and reporting

All procedures and policies strictly adhered to at all times. Principal follows up with outside agencies making referrals/ notifications where needed.

Digital Technology Cybersafety & Cyberbullying

Explicitly taught and all parents and students sign cybersafety agreements.

Emergency Evacuation/ Emergency kit
Policies and procedures all followed and up to date.

Monitoring and auditing school bus
Monitored and supported daily, audits done where needed.

Student attendance.
Monitored and referrals made to attendance services where truancy support is needed. 4 current open cases.

DOMAIN 4 – Responsive Curriculum, Effective Teaching and Opportunities to Learn (BOT Goals 1 to 4/NAG 5)

Strategic planning 2021-2023 Update

The following table displays our Strategic Goals with the success indicators from our Annual plan for 2021. It also displays progress towards these indicators.

Enhanced Learning Outcomes for all.	An environment where everyone feels safe and secure	Culture of Success for all
<ul style="list-style-type: none"> • Create access to digital learning in Weka and Tui. • Creating Localised Curriculum • 80% of students at or above the expected level in mathematics and Literacy by the end of 2021 	<ul style="list-style-type: none"> • Creative spaces to engage our students in their environment. • Three discretionary days for all staff to promote wellbeing and value. • Engaging stakeholders through deliberate acts of service • School counsellor available for all students and staff 	<ul style="list-style-type: none"> • Values incentive programme promoting students displaying our values. • 2 values explicitly tight each term school wide. • Celebrate our diverse cultures through deliberate acts of teaching and school events. • Programmes, events, hui and physical environment that support and celebrate our biculturalism.
<p><u>Progress towards:</u></p> <ul style="list-style-type: none"> • Localised curriculum Kahui Ako In School leader appointed. • Digital curriculum Kahui Ako in school Leader appointed. • Structured Literacy and plan being developed to support Literacy 	<p><u>Progress towards:</u></p> <ul style="list-style-type: none"> • Harakeke garden near completion. • Kensington had 20 people support our triathlon, we had a thank you morning tea for them. • Discretionary days being used and tracked. • School counsellor- Successful URF application for Term 2. 	<p><u>Progress towards:</u></p> <ul style="list-style-type: none"> • Values incentive programme continuing to be successful. • Self-belief and Excellence being taught explicitly at assemblies and in classes. • Termly Powhiri- New format trialed and tweaked this term. • Hui at Marae each term. • Introduction of Houses.

FOCUS AREAS

Kereru: Living World (Science) and Discovery Time.

Ruru: Beach and Bush

Piwakawaka: Beach and Bush

Tui: School production

Weka: School production

Community Consultation

Health and P. E as well as the Revisioning consultation was done in 2020.

What are BOT priorities for consultation in 2021?

SLT suggestion: Localised curriculum.

Andrea Dunn – Digital devices – how many, access

Andrea Fitness – Educating parents to how children use devices while at school.

Students of Concern

We moved in committee at 8:27pm.

We came out of in committee at 8:30pm.

DOMAIN 5 – Professional Capability and Collective Capacity

(BOT Goal 4 / NAG 1 and 2).

Coaching

Coaches- Time set aside this term for the first session.

Induction Programme

2021 completed with all new staff so far this year.

Professional Development update

- During Term 1 holiday break 4 staff attended a Structured Literacy course - Leadership are meeting this week to see if this approach will benefit our school to improve literacy.
- All staff are involved in Localised Curriculum PD, Digital Fluency PD is continuing with the Tui and Weka team.
- Our Wellbeing Teacher Only Day focussing on Anxiety is on the 4th of June all staff are involved and BOT welcome will be from 9am-1pm.

Kahui Ako

- New Achievement challenges are being finalised.
- Across school leader positions have been filled.
- In School positions. Digital Fluency- Hamish Ross and Localised Curriculum- Rhonda Beet. Thanks to Andrea Fitness for being part of these appointments with our Senior Leadership Team.
- Kahui Ako new Achievement challenges and introduction of new positions will be at a Kahui Ako conference from 2-3pm on the 4th of June (part of our Teacher Only Day)

NZEI

Nothing to report at this stage.

DOMAIN 6 – Evaluation, Inquiry and Knowledge Building for Improvement

(BOT Goal 4 / NAG 1 and 2)

Strategic plan as above

Reporting

Reports will be available at conferences in Week 3 Term 3. This later date is due to the production late Term 2.

7. Staff Report

- Teacher Only Day on the 4th of June.
- School Triathlon 13/04- Really successful event! Most students enjoyed it!
- Good turn out and positive feedback from conferences last term.
- School production Week 9- Major focus. Leads have been appointed.
- Ken in this Tuesday/ Wednesday working on Localised curriculum and Principal appraisal.
- 9th July Ken in TOD Localised Curriculum.
- The Anzac ceremony at Remembrance Ave was well attended by Orewa Beach staff and pupils. Our head boy and girl spoke very well.
- The Scholastic book fair has had great results so far.

Staff Appointments to be confirmed.

Mindy Jeffs- Teacher Aide Term 2 2021

Grace Mills - Year 1 class Permanent position. Term 2 2021

Deborah Wilson- Teacher Aide Term 2 2021

Gemma Martens – Full time Teacher Area 7

Motion:

That the above staff appointments be accepted.

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

Principal's update

Professional Learning-

Maori Achievement Challenge- Now in second year. PD to be done with staff on Tikanga and to complete work started earlier in the term around the treaty.

Professional Learning Group with Education Group- Currently reading "Dare to Lead" by Bene Brown Kahui Ako

Hibiscus Coast Principals

Community Outreach

- Oranga Tamariki panel
- Women's Refuge Governance
- RTLit panel for Hibiscus Coast

8. General Business/Points for Discussion

8.1 Donation received - \$5000 to go to help pay for items students/families may not be able to afford e.g., school t-shirt.

8.2 Theresa Bruce to be paid for until the end of 2021 – Donation from member of the community. Provide Badges with values and sponsor students to do Karate.

8.3 \$50k for Bike track.

8.4 Looking at a new company to support IT in school,

8.5 Looking into a new student management system Hero.

8.6 Looking into leasing/buying devices for the school.

8.7 Approx. 50% Weka students DYOD and 3-4 students per class in Tui. I pads for use in year 2

8.8 Hapara monitoring usage for students.

Motion: That the Principals report be accepted.

Moved: Andrea Fitness

Seconded: Daisy Docherty

CARRIED

Next meeting: Tuesday 15 June

The meeting was declared closed at 8.48pm.

The next meeting will be held at 7:00pm 15 June 2021.

Board Meeting dates 2021

3rd August

7th September