

MINUTES OF THE MEETING OF THE **BOARD OF TRUSTEES**

HELD ON 3 August 2020

at 4.30pm

HELD at 2 Halswell Rd

Present: Marriene Langton – Principal, Jared Fretwell – Staff Representative, Abbey Parsons – Chairperson, Andrew Turner, Tim Hayward, Michael Down, Jodi Apiata

In Attendance: Linda Parsons (Minute Secretary) and Marina Shehata Asst Principal to present work study.

Apologies – Michelle Warburton - unwell

Karakia - Jared lead

Whakawhanaungatanga as the meeting has a busy agenda – not dealt with at this meeting.

- 1. Presentation:** Snr Students attended the meeting to present the work they had done as a Student Board of Trustees in the planning, recording and meetings they have had to organise their school camp to Hanmer. Jessica introduced the group and outlined the tasks they each have. They have developed RAMS and proposals to cover topics such as planning activities, parent letters, serious incident Risk Assessment and talked about how they could eliminate or minimise risks – they showed a good insight into the topics and Molly explained that she had set up a shared drive which had a number of folders running to cover topics such as finances, minutes of meetings, activities, and the paper work needed for permissions and invitations to parent helpers. Questions from the children’s board and the BOT covered the topics below –
- Health and Safety issues – parent student ratio, school polices which overlap camp,
 - Consent forms
 - Delegating out tasks.
 - Questions from the children about how often the Board met, when were elections held and how long the board was in place for, using technology in meetings and making policies were discussed.
 - Marriene explained about the roles of the teachers in planning for camp and that three staff in the Harakeke team were going to attend Education Outside the Classroom training before camp took place
 - The children do not have a budget yet but will work towards this with teachers.
 - The children’s board will write updates for the BOT in two weekly intervals to keep them advised of progress in planning camp.

2. New Board member: Welcome to Jodi. The board voted to ratify the appointment of Jody Apiata to fill the casual vacancy after the resignation of Simon. Jody was the selected candidate

Moved: Tim

Seconded: Marriene Approved by Board

3. Minutes The of the previous meeting held 8 June 2020 had been circulated and read and agreed to be an accurate record of the meeting.

Moved: Abbey Parsons

Seconded: Andrew Down

Matters Arising from the Minutes

- Action points completed were –
Tim was sorted for Simon's gift voucher
Delegations had been signed off

Minutes of the "in committee public excluded" part of the previous meeting were circulated, read, discussed and approved for signing.

Moved: Marriene Langton

Seconded: Michael Down

4. Presentation: Mid Year Data – Achievement data information presented by Jared and Marina

Key points included:

- Data was gained by a triangulation of standardised assessment and included the national standardised language such as below, average or above average
- They presented a picture of core learning areas of Reading Writing and Maths
- The new PAC tool was in place this year for Maths and showed gains in progress -teachers were now very comfortable with the learning being captured on it.
- \$30,000 had been invested in ways to improve the data and outcomes for children's learning assessment and recording, training for staff so more accurate data was available. Maths almost embedded and then the next topic will be Writing.
- Over the past few years teachers were aware the children were achieving better than how the data showed and the evidence of this in book work, testing and videos of glimpses of learning has shown they are working at levels higher than previous testing results.
- There was a great element of trust between teachers in their recording of achievement and sharing that learning
- Marina showed a video of various aspects of beginning reading, early words and sounding out showing great engagement between the children and teacher
- School will seek further funding from MOE to begin the writing P act work
- Discussion of the vast differences in beginner learners ie. Understanding books, sounds recognising words and pictures
- Big differences in results between Yr 3 and then Yr 5 – could be about changes in the learning reasons
- Targets for above average cohorts to keep them above and to continue to challenge them
- Jodi asked if perhaps some homes were unable to model the reading and writing processes and was there any other way of helping with this
- Jared explained the Fono Hui and Pasifika days and also parent sessions in maths, writing and reading opportunities to engage parents
- Michael suggested that videoing (ie Zoom) could also be a way to show parents how things at school worked so they can revisit/review/reflect on what it is about

5. Environment and Property

Progress is now starting to show – 4 trees are down. Verbal updates given as minutes have not arrived from the last PCG meeting. Still some decisions to be made about layout and placement of the playground. Important that it is only moved and re assembled once.

Planning and costing now but not moved and completed until the building project is completed. It is not currently holding up the building project.

Discussion on how best to involve children and families into the planning of this and also layout and landscaping of playground areas which will be very different from what is currently there. Idea to use bus stops as a place to engage with parents to brainstorm this.

Action Point: SLT and Abbey/Tim to engage the parents at the bus stop initially about their ideas for landscaping

Question from Andrew about concrete foundations – are they the best option – advised that they are up to code.

6. In committee Moved: Abbey - Chairperson

That the meeting moved into a public excluded session at 6.45pm for reasons of legal and professional privilege and to protect the privacy of natural persons.

Returned to main meeting at 7.08

7. School logo, masthead and manifestation:

- All designs were great
- Decided on the design with both school names
- Liked the design with the river flowing through
- Kowhaiwai on windows in white
- Blue is slightly lighter
- Agreement to ratify Logo, Masthead and Rebranding.

Action point:

Jared will contact Erin Stewart to confirm the agreement about the logo, masthead and rebranding - will send email.

8. Principal's Report: Report has been presented in the pre-reading for the meeting.

Discussion points:

- Question from Tim about loss of learning time through lockdown for Covid, how far behind the optimum are children with their learning.
- Marriene and Jared reiterated that actually the majority of children did well and some really flourished in many areas but for others it was very stressful – but - all staff are hopeful of being able to catch up
- Meeting with ERO and questions about wellness. Whakapauwai – Student wellbeing was discussed, how the curriculum during learning from home was used in different ways by families ie. music, painting, puzzles and games.

Action Point: Abbey to send ERO summary to Board

- Truancy and lateness have been worse and there have been some missing children who have not returned. The K3 Truancy service have been working hard on this.
- Raise in staff anxiety and fatigue – being watched – the wellbeing of school leadership staff is very important and all are aware and supporting each other.

9. Sustainability Fund Update: Unfortunately due to lockdown and unforeseen circumstances we missed the deadline for this round. All ideas could however be retro fitted. Marcus was a person with great ideas about these ideas and hopefully there may be another opportunity.

10. Board Audit process:

- The questionnaire out to parents gained 102 responses which was a good result. Highlighted some ideas about engagement and communications with parents. Engagement is something which will need a lot of work when we return to the new school and it will be different – but hopefully easier – once parents are able to spend more time before and after school like they used to do.
- Jared said there were some responses about Seesaw and he said there was a need to encourage parent buy in using it and how we can better utilise it to show parents what is happening in school.
- SLT are investigating ways to help parents understand learning and how this can be supported at home.

11. Direction discussion: to be addressed at the next meeting due to the full agenda for this meeting.

Some preparation will be required in the lead up to the whole day seminar with Tom Schollard in November and all members are asked to brainstorm their ideas and bring to next meeting. Tom is a specialist in strategic planning.

Action Point: All board members add their brainstorm ideas to the document in the pre-reading for next meeting. This is ready to go now.

12. Correspondence

ERO email

13. Finance - discussion points

- Credit Card statements now able to be read – Jared has access.
- Meeting with bank, new signatories have been arranged
- Teacher Aid budget is way over – a number of reasons contributed to this including a change of grades, a pay rise, back pays – some reimbursement to come in.
- Complex and lengthy process – government funding is running behind and it may take until middle next year to level out.
- Rest of budget areas are tracking okay but a disappointing large outgoing on repairs to the Halswell Road site (\$40,000) for sewer and drainage work, Alarms and wiring, leaks, taps and running repairs.

14. Health and Safety Report – Jared – report as read - also

- Need two parents for a couple of days a week to do morning bus supervision to allow the management team to meet together. Possibly Tues and Thursday
- Absences spike is a concern – especially chronic lateness
- Kids up to some worrying online usage – lack of supervision – or naïve parents. This is a big problem. Netsafe has some good resources. Might be timely to consider a parent meeting about this topic with speakers who have good knowledge of the issue.

Action Point: Bus supervision - Tim will help sort this out with some parents - he will make contact and work it out for next week.
Amendment: The days required to help are Tuesday/Wednesday

15. Policy Review: Term 3 policies are ready – Jared will post them online for Board members to see in preparation for next term meeting.

16. School swimming pool:

Time to set down a plan for next swimming season. Although unsure if pool will be available. It is important that Rules and policies are in place to avoid the issues of last season. There needs to be continuity and communication between the Board and pool committee. It would be ideal if a Board member attended the pool committee meetings to report back to Marriene. For further discussion next meeting.

Karakia
Meeting finished at 7.16pm

NEXT MEETING: 14 September 2020 at 4.30pm at school

APPROVED

CHAIRPERSON

DATE:

TABLE OF ACTION POINTS

Person responsible	Action	Due date
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Tim	Bus supervision group Tues and Thursday mornings	As soon as possible for next week
Jared	Email to Erin Steward re logo And masthead rebranding	immediate
All	SLT and Abbey/Tim to engage the parents at the bus stop initially about their ideas for landscaping	7 September
Abbey	Action Point: Abbey to send ERO summary to Board	asap
Abbey	Agenda item - Pool discussion	for next meeting