Board of Trustees Meeting Minutes

I - Information D - Discussion

Karakia/ Word of the day • **Robyn Wills**	*Closing Karakia* • **Esther Feagaiga**	**Led By**	**Time minute**	**I / D**
1. Administration - Opened 5.45pm - Closed 8:02pm Meeting into committee 8:02pm - Meeting Closed 8:16pm				I
1.1 Present - Fleur, Robyn, Mark, Sisi, Sapphire, Esther 1.2 Apologies - Nil 1.3 Declaration of Interest - 1.4 Minutes of previous meeting to be moved and approved - MC, & RW				D
2. Strategic Decisions (if required)				
• Principal's Wellbeing Fund half of the amount has been used this year and the possibility of rolling it over to the next year (2025) **Moved - MC and approved - RW**				
3. Monitoring				
• Mid-Year and Term 3 data (based on Y3-6) Data is measured up until Mid year and at this point is sitting well between 75-80% in reading, writing and maths. How is data measured? Mid point where data is measured We measure at mid year cause it gives us a good 6 months Robyn shared in terms of curriculum levels, there are sub levels within it ie. If a child is supposed to be at the end of level 3, there is early level 3, middle of level 3 and end of level 3 therefore if they have to be at the end of level 3 at mid year, they need to be in the middle. Fleur added that on Edge, it gives us this data automatically as to where they are and that data of where they are sitting where they need to be at mid point. The Objective is to keep the kids near or above to keep them there and the aboves at and the ones that are close, and those that have not moved by mid year is need to be accelerated target children are just below		SK, RW FP	25min	I

Kids who are towards the left hand side, need intervention ie. RTLB, specialists, language therapists. Sisi added that for a school that has a small roll, we have a generous amount of LA's that work hard by supporting the students, scaffolding the students so when they're with the teachers, the teachers can do the teaching. Speaking on the Readiness programme that Ta'a and Sapphire have been on, they are actually well trained enough to run the new entrants class if this was permitted. Sisi concluded saying that the message has been that we have a good solid 10 weeks last 3 weeks of Term 3 and 7 weeks of Term 4 just means teachers need to work hard. Teachers are starting to ask for help and the Learning Conversations have been really positive for a great deal of our staff in terms of focusing them on what acceleration looks like and what we can do to support kids. The conversations had and the sharing. Teachers being vulnerable and putting their hands up for support. Fleur responded to Esther's questions around the Y0-2 who are equally as important and are measured in weeks. We can report back on however many weeks they've been here and where they're sitting. That's where our anniversary reporting comes from and is much more fairer. Neuro Diverse students we need to ensure we also record their progress. Fleur share that in In Term 2: Writing was 76%, reading was 86% and maths 78% so putting those figures out, we need to be able to push. There's a bit of work around seeing what's happening in the classes and building strategies with various children in classes so that there is shift SK & FP had a meeting with the Ministry Student Achievement Practitioners and they were really pleased with the data knowing it was mid year Data. They were pleased with the plan going forward and that there is work being done. Back again tomorrow. Alot of change coming and our TOD scheduled for 1st November 2024.	SK FP FP & SK		

From Sisi's observation, the decision to introduce Structured Literacy in 2023 was a good decision because we are a step ahead and now it is mandatory where other schools are only being introduced to it. We've had the best PD and what they're going to roll out is going to be interesting in terms of cost and resources and getting on board with the RTLB, you never get PD that's 4 times a week for most of the year and the resources we got through RTLB. Personally, we got on at the right time and it's shown in the Y2 class who is flying and has really got a good grasp of it with a few things that still need to be learnt where in Y1, we had to change personnel for that as it was hard to get her head around trusting structured literacy.	SK		
Mark asked the question around, When doing observations, do teachers have enough different strategies? Sisi answered, No and particularly not for ESOL kids which we have alot of. They need to upskill themselves. You can't change if you're not going to try something. In saying that though, if we put that back into a Professional Growth Cycle, they have to show growth and if that's something they need to be growing in, that's a conversation around upskilling.	MC		
Sisi mentioned that within the next 2-3 weeks, there will be Courageous conversations with staff about practice, explaining what's going on and offering support if they want it and getting everyone on board. We have to look after the families that we have here and we have to make sure that what we do from 9-3 are great stuf. They are our PR's to the community.	SK		
Esther added from a parents point of view, you can see the growth because that teacher is willing to take on board what is expected of them as a teacher.	EF		
Mark shared that keeping kids accountable for their learning, learning attitude. A classroom that's working well means they've got a classroom culture so when a new kid comes in, they fit into that culture. This is what we are trying to achieve with the school, getting all the staff to be on the same waka and that's the habits we are changing. Are we role modelling our expectations?	MC		
Sisi concluded this topic by saying, there is work do and Term 4 will not be a cruisy one but quite the opposite.	SK		

• School Uniform from a monitoring perspective: The expectation is kids are in proper school uniform. Notes have started rolling outand we will continue to hitting that *Moved and approved -*	FP		
4. Strategic Discussions			
• Boad Policies / Policy Reviews (pre-read for discussion) (D) > 6:30pm **Complaints and other documents** -MC: time for holding documentation? -Create a complaints and concerns Register -Change wording of Complaints to a "Board Member" to complaints to the "Board" -Flowchart is in the SchoolDocs which is easy to follow -SchoolDocs needs to be linked to the website -Create a Register > TK to follow up **Performance Management Leadership** Schools can design what that looks like it just has to have certain elements WRS is on the drive which covers the standards Mark questioned, Does it include behaviour in line with the school values "may" should be changed to "will" **Professional Development** Should be defined, when and why they want to do its should align with either / or or both PLG (Professional Learning Group)Sisi and Fleur take these two little groups around our Teacher inquiries = teachers are actually enquiring into why they are doing certain things but also arond student achievement and that then becomes a discussion.	FP FP	25mins	D,

	We need to look through Roles and Responsibilities for staff and job descriptions adn review what they look like and have conversations. Although it's extensive, it's good for teachers to see because in curriculum delivery, this is what it looks like. SK observation: Being here for 8 months, the documentation on the drive is there but bringing it to it's surface. There has to come a time where questions need to be made **Health & Education** To Do: Incidents recorded? **Offline Discussion?** **Medical Plan for Epilectic kid** **Status-quo plan in place until we can get mum in** **Multiple Home Visits** **Recommendations from the Paedeatricians** **Handover to intermediate** **Nothing can be done unless Parent has been involved** **Protected Disclosure** MC: Annual reminder going out Does not state who it goes to? Principal or the Board Secretary who can filter where it actually would go to Small one liner about whistle blower which overrides Annual Reminder	MC		
•	Newsletter Contents 6:58pm We need to be more intentional on what we put in it Keen to see the Newsletter go out in different Languages > what is the process in doing this, would this need to be done prior to printing? Poll at PELP whether it is beneficial to have the Newsletter in a different language Do we do one language one week and another language the other week? How often does the newsletter go out? was weekly, now fortnightly, could it go out monthly? What are other ways to share news?	MC		D

• Finances 7:12pm > -Operating surplus above budget and we're above zero -Teacher Aide cost - spending more than what's on the budget of which 17K is paid by the ministry which we're , +/- on track -Taina finishing at the end of the year -Ta'a parental leave -Staffing Hourly Salaries: $11.5k under by the EOY $15-$16k under -Staffing for Staffing by the EOY, we will be where we're expected to be -Previously if staffing wasn't used, it would be banking money and $32K extra from 2023 that will be used to go towards the school van but now bank staffing is getting returned -Operating Grant: should be 67% through 70% of the way through based on the roll of 148, presuming there's a catch up -Stationery: income of loss sitting, should be an expense -No stock adjustment at the EOY -No balance sheet, stationery should be an expense -Learning Resources: spent 62% compared to 67% so we've spent $100K less then what we said we were going to spend YTD Why? last year we got Curriculum Lead a wish list, are they being used? Sound System in the Hall needs looking at in a big way Whats the plan around it? Admin and property Budget is 74-78% spent less than the budget (74%) we are currently at 78% of our spending? $129K admin and budget is $174K Is this a budget for a the whole year? Discussions about replacing the sink bench in the Resource room with the current staff room kitchen. Kitchenette in the Resource room Fleur tabled whether we can can look at spending money on Furniture for the resource room -The Purpose of the Resource Room would be a Professional learning room, a space where teachers can spend time in, principals meeting etc -Not a space for kids to work in as there are plenty of rooms around the school to use	FP FP		D

-A nice space to take people without creating a space

- Board Succession D > 7:52pm > 9 mins
  September 2025 next Board Election
  It's important that the current board members think about whether they want to continue being part of the member

  A "meet the board" evening

  People need to understand what's involved

  Couple of sessions where they attend some of the meetings and understand what takes place in Board Meetings

  Deadline?

  Term 1: Board Member Profiles

  Current Members to reapply

  FP to have a chat with Mele Paletu'a to invite her to attend next meeting

- Website D > 8:01pm > 2 mins
  RW and FP to discuss
  Up and running by Term 4

- School Uniform (D) > 15mins
  Accountability and responsibility
  Teaching kids to look after their belongings
  Second Hand sales
  Cultural
  Logo cost
  How important is it to have the logo in colour?
  The idea of having different uniforms at different years ie. y0-4 and y5-6
  SAS - NZ Uniforms to sort out the legal side of things
  Changing to Dri-Fit > costing is no different

  What does that look like as a whole?

  FP meeting with NZ Uniforms - 25/9
  Prices to table at the next meeting

  Potentially reselling the uniforms back to the school, donating it back to the school

Moved and approved -			
5. Identify agenda items for next meeting -			
• Uniform prices • BAS (Board Assurance Schedule) > time for holding documentation • Potential people to be on the board, conversation with current board members • Staffing • *Moved and approved -*			
6. Action Plan			
6.1 *Moved and approved -*			
7. Administration			
7.1 Confirmation of minutes 7.2 7.3			
8. In Committee			
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9. Note			
Next meeting: Wednesday, 30 October 2024			

Correspondence
Outwards
Inwards
Visa Statements