



*Please see Principal's Report for the Historical Roll*

### Everyday Matter - Term 1 2024 Attendance Report

Attendance rate for our school was discussed

See Principal's report for table with attendance breakdown by year groups

#### **Staffing:**

Please see Principals Report regarding latest staffing

#### **Health and Safety:**

We have installed a new set of soccer/rugby posts to replace the old rugby posts that were rusty and causing us some safety concerns. The new set was purchased from a successful grant application, unfortunately, the installation of these posts was not included and the school has covered the cost to get this done. Thank you to the Hoddle family who donated time and resources towards the installation.

Some replacement playground equipment in our senior school playground has been ordered - the slide was vandalised and we have been able to cover the replacement cost through our insurance, we will also replace the climbing net and flying fox, both of which have suffered wear and tear. Playco are completing this work, they are the company that installed the equipment originally.

Staff Wellbeing - Joanne Blake is currently surveying the staff in regard to their personal well-being.

#### **Assurances:**

##### *Risk Management:*

Identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and measures are being re-evaluated to check their adequacy. This includes sun protection and EOTC activities.

##### *Planning and Preparing for Emergencies, Disasters, and Crisis:*

Emergency plans are in place that provide emergency and evacuation procedures. Planning and procedures are up to date and in hard copy and emergency supplies are checked and up to date.

A trial evacuation was completed on 26 March 2024 (Fire Drill)

##### *School Planning and Reporting:*

The strategic plan has been submitted to the Ministry of Education by 1 March

The annual implementation plan for the current school year will be published by 31 March.

The annual financial statements have been sent to the school auditor by 31 March.

The annual report (including audited financial statements) is submitted to the Ministry of Education by 31 May.

The annual report is published as soon as practicable following this.

We are yet to receive our financial report from the auditors. This is despite having our on-site audit completed and subsequent questions and requests met. We have received an email from our auditors ensuring that we will not receive a breach notice for not having these submitted by the 31st May deadline.

We have set our 2025 start and end-of-year dates, these will be published on our website. In 2025 our MoE requirement is to be open for instruction for 386 half days.

- Friday 31 Jan TOD
- Monday 3 Feb Meet the teacher interviews (9 am – 3pm) parent & child with the teacher. suggested parents could be prompted prior, to come prepared with a couple of questions/info.
- Tuesday 4 Feb first day of instruction

## **Asset Management:**

Finance, Property, Risks/Potential Risks

### **Finance**

We met with EdServices who provided a proposal on the financial services that they can provide us. I have included the Ed Tech proposal we have received as a link to compare the two. We feel the school would benefit from engaging with a financial provider in 2025 and our preference is through EdTech, we will reflect this in our 2025 budget. Ed tech will come in and do BOT training.

Wendy and Annette had a PD session with Lesley Winstanley from the Ministry of Education looking at Financial Management. Finance spending needs to align with the strategic plan, Wendy will make amendments in the plan to align spending. Lesley is available in Term 3 to come to a Board meeting to provide Finance 101.

After our last Board meeting, I looked into School Bridge an online school payment system. This system is used in many of our local secondary schools but this system is not supported by Hero our school's student management system. In light of this, we have now signed up for Kindo and will begin our onboarding next week. We are hopeful that we will have Kindo "live" and available to our families in Term 3. The initial Kindo training has been undertaken and it is hoped we will be launching this platform with our families for the start of Term 3.

The new furniture in Areas 12 and 13 has been delivered and it looks fantastic. Our next target area for new furniture is Area 14, this will need to be added to the 2025 budget.

We have been approved for a grant of \$15,000 from the Four Winds Foundation. The school has already received these resources and we are now in the process of processing them.

Our current printers/photocopiers contract with Toshiba is up for renewal. We have been investigating various other providers to obtain the best 5-year lease available

2023 Principal Wellbeing Fund – please see Principals report. The BOT were all in agreeance to carry over funds for 2025.

Finance report:

Query around team budgets. Wendy explained only half the budget has been released and this is reflected in team spending.

We are tracking well in our spending.

There was a ratification around where the Kahui Ako teachers were paid from.

### **Property**

Roof Ridges - Procurement and Recommendation Reports have been resubmitted to the MoE - we will see the next steps as we would like to get this completed in the July School Holidays.

After the torrential rain on the 13th and 14th of June we suffered more water leaks from the roof ridging fiasco. The Ministry have been emailed regarding concerns about the safety as a result, we have been given the go-ahead to have the work completed and for the paperwork to be done

retrospectively. The ceiling panels will need to be replaced once roofing completed, Wayne Walker from Yellowstone will complete this part of the work.

School Fencing Project - we have not had any further correspondence from the Ministry regarding this project.

Property Management – see Principals report for update

### **Strategic:**

Review: Annual Plan Goals, Vision, Policy; Curriculum - students progress and achievement

### **Student Progress and Achievement**

Our teachers are in the final stages of preparing student's mid-year reports. This is the first year that we will provide an online report using our Hero student management system. The report will show the child's progress in Math, Reading and Writing and parents will be able to see their child's next learning steps. Moving forward this continuous reporting will enable parents to see how their child is progressing throughout the year.

It was explained the curriculum level the student has obtained will be visible along with an explanation on what the level bands mean.

### **ShowQuest**

After months of rehearsals, our talented team of students performed in the North Auckland regional competition last Wednesday evening. This is the first time Orewa Beach School has entered the competition and they did us proud. Our piece was awarded the best video and lighting award, a huge award as students are responsible for all aspects of the lighting, props, and sound. Special thanks to Grace Mills and Sami Wilson for their leadership in getting the students "stage ready".

### **School Docs**

Steps for reviewing as BOT members:

Visit the website <https://orewabeach.schooldocs.co.nz/1893.htm>

1. Enter the username (orewabeach) and password (4849).
2. Follow the link to the relevant policy as listed.
3. Read the policy.
4. Click the Start your review button at the top right-hand corner of the page.
5. Select the reviewer type.
6. Enter your name (optional).
7. Follow the prompts to show that you've read the topic and enter your feedback if you'd like to comment.
8. Agree to the privacy statement and click "Submit review".

### **Term 2 review topics**

- Employer Responsibility Policy
- Appointment Procedure
- Safety Checking

### **Staff Report:**

#### **Activities since the last BOT meeting.**

- Students loved having a go at indoor bowls
- A very successful Book Fair with over \$1400 raised and 40 books donated to the library. Well done Bex Latouf for her organisation
- The Term 2 disco was a great success with cowboy Ben.
- The Dental van will be at school for four weeks and they will endeavour to treat as many pupils as possible while here.
- The Showquest was a huge success picking up first place for lighting and best video. Congratulations to Grace Mills and Sami Wilson for their long hours of input.

- Nth Harbour Rugby has been in working with classes to encourage participation and incentive to play rugby!
- The New Rugby posts are in. The field will now consist of the two new rugby/soccer goals, two smaller soccer goals and an open play area.
- Teachers are very busy working on their Mid-Year reports which are all online this year.
- Despite the odd case of COVID, flu and vomiting, the school is running smoothly.

**General Business:**

1. BOT answered queries Annette had from the auditor.
2. A resolution passed that the school apply for a donation through the Milestone Foundation for \$17064.89 to cover the costs of Chromebooks and set-up.
3. Phones at school – students bring to the office in the morning and pick up in the afternoon. On average 3 per day

Motion: That the principal report and correspondence be accepted

Moved: Ben Gibson

Seconded: Murray Barclay

**CARRIED**

**The meeting was declared closed at 6 pm.**

**Next meeting Tuesday 6 August at 5pm**

**Upcoming Tuesday Meeting Dates 2024**

6 August

10 September

29 October

3 December