

Meeting Start Time: 5pm in the Staffroom Room

Present: Wendy Naidu, Aaron Hall, Daisy Docherty, Murray Barclay,
Steve Drury, Andrea Fitness, and Laureen Morgan

Apologies: Ben Gibson

Conflicts of Interest: None

Minutes of the previous meeting:

Taken as read

Matters arising from previous minutes: none

CORRESPONDENCE:

Inwards:

- 2 September [BOT Elections Information- email](#)
- 9 September [Studies Request - Cindi Meyer](#)
- 10 September [He Pitopito Kōrero - School Leaders Bulletin](#)

Outwards:

- Jenna Le Mouton- years leave granted
- Michaela Hansen - BOT study leave approval
- Madeleine Lockie - leave approval
- Gemma Martens - request to teach 4 days BOT approval

Principals Report

Key Documents:

[Strategic Goals & Annual Plan](#)

Monitoring:

Roll, Attendance, Predictions, Staffing, Health and Safety, Assurances

Current Roll

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2024	24	626	69	77	77	61	64	434
International Students								

Please see the Principal's Report for the Historical Roll

The current total of 434 students means we meet our provisional staffing entitlement. We will need to keep a close eye on this, to see if we can apply for additional staffing.

[Everyday Matter - Term 1 2024 Attendance Report](#)

The attendance rate for our school was discussed (see table in the principal's report)

We have been engaging with Attendance Services for some of our students with attendance concerns.

Wendy will be attending a session at the North Auckland Integrated School Support Services on 17 September to learn more about the projects they have been undertaking.

Staffing: We are currently working within MoE Staffing Entitlement, this is something that will be carefully monitored as the Classroom Release Time for teachers has increased this term.

We are awaiting our 2025 provisional staffing which comes out on 13/9 which will allow us to make some initial staffing plans for 2025. The teaching staff were sent an intentions sheet to indicate their preferences for class level next year as well as any areas of development they have identified. We will have a settled teaching staff next year and good contingent of CRT (part-time) teachers.

Health and Safety:

No issues to report

Assurances: *Please see Principals Reports for more detail under each assurance*

- Student Attendance - completed
- Searches, Surrender, and Retention of Property – still to be completed
- Minimising Physical Restraint - completed
- Stand-down, Suspension, and Exclusion - completed
- School Records Retention and Disposal - completed

Asset Management:

Finance, Property, Risks/Potential Risks

Finance

Our audited 2023 reports have been received from the auditors and these have now been submitted to the Ministry of Education and uploaded to our website.

Annette and Wendy will be attending another session with Lesley Winstanley on 11 September.

We have been awarded a grant for \$17,064.89 from the Milestone Foundation Limited to purchase Chromebooks (approximately 45 chrome books). We are currently working with Noel Leeming to finalise the purchase of these and we will then carry out an audit to see where these will be distributed.

We were also successful in securing \$15,000.00 from the Four Winds Foundation for purchasing two 65" Promethean V9 Premium Panels supplied by Active Vision. This funding includes the installation of the panels, professional development for the staff who will be using them, as well as a 5-year onsite Care Package. These interactive panels will enhance the teaching and learning programme for both the teachers and students. Silverdale School currently has a number of these panels so we will arrange a visit so that we can make an informed choice as to where these panels will be best installed.

Laureen will be looking at the possibility of a Multisensory Structured Learning (MSL) training course in 2025. This dynamic training brings together the **Science of Reading** and **Spelling** aligning well with our Structured Literacy Approach. The cost of this training is approximately \$2,800 and will be paid out of our Professional Development budget.

As part of the Support Staff Collective agreement the Ministry of Education paid us an additional \$30,000 per term in 2023 to support the pay rise the support staff received through their bargaining round. This amount has now been reconciled looking at what we had to pay to meet our obligations. In the "wash-up" it has been discovered that we have been overpaid \$34,000 and this is going to be reclaimed back at \$8,400 per term, this means that each term we will only be receiving \$22,000 per term.

Property

We are coming into our next 5YA from July 2025, which means we require a new 10-Year Property Plan ([10YPP](#)). I can confirm that our appointed 10YPP Consultant is Hamish Driver from Watershed Group.

As the Ministry of Education have appointed the consultant, the full cost of the plan, including the required high-level specialist reports will be met by the Ministry.

Information for schools on the 10YPP can be found in the link provided in the Principal's report.

An initial online meeting (12/8/24) was held with Hamish Driver and was attended by Wendy, Murray, Darryl, Annette, Yasmin Briden (MoE), and Steve Waters and Wayne Walker (Yellowstone Holdings) to discuss the first stages that need completing. The minutes of this meeting are linked in the Principal's report.

Steve Waters and Wayne Walker met with Wendy, Murray, and Darryl to begin the School Evaluation of Physical Environment (SEPE) - these required us to assess block by block the general condition of the buildings.

Several reports need to be completed through this planning phase to date we have had the following completed:

- Drain inspection
- Electrical inspection

8/8/2024 we had a School Fencing Planning meeting with the Ministry of Education along with the fencing contractors. We took a walk around the school looking at the best solutions. From this meeting, we feel confident that the fencing will be "tastefully" done. As soon as the draft plans are through we will share these with the Board. Wendy went over the plans discussed at this site meeting.

Laureen is currently investigating an inclusive/sensory area in the school. She has met with three playground companies on-site and they will send through some initial designs.

We propose that the location of this would be between the flax garden and the rotunda. We have an increasing number of students who seek out quiet activities at break times and we feel the addition of this type of playground would provide space for these students. We are hoping to secure funding for this project through Grants for Good and other sources.

Need to jump on everything available as there is a downturn in grants/amount available. Foundation North a company to apply through – do property/landscaping

Board Resolution:

Once we get the figures in Wendy will email out a BOT resolution

BOT discussed the downturn in grants available moving forward – need to jump on everything available. Foundation North is a company to apply for – do property/landscaping

Strategic:

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

Student Progress and Achievement

With the implementation of new curriculum documents we are looking at our current assessment/reporting schedule - we will need to review the purpose of the assessments we are currently undertaking are they still relevant are there others that we should be investigating

Learning Assistants – The model where there is a LA for each team to support students within the room instead of being withdrawn is what we would like to work towards.

To go ahead with this, we would need a commitment from the BoT to have a Learning Assistant assigned to each class as well as having Learning Assistants hours available to work with ORS students, High and Complex Needs (HCN) children, and those with In-Class Support (ICS) hours.

Discussion followed on the expectations and how this would operate and work within each team.

Finance

Wendy addressed the working capital report. It reflects the reduced amount now being received from the MOE re Support Staff Collective agreement.

Discussion around the relief teaching expenditure and the unpredictability of this.

We have found the water leak that was causing a massive bill each month – a positive!

School Docs

Steps for reviewing as BOT members were given

Term 3 Review Topics:

- Concerns and Complaints Policy
- Performance management
- Protected Disclosure

Staff Report:

Activities since the last BOT meeting.

- The Weka students continue to have their ballroom dance lessons
- Our remaining international student leaves this Friday. The teachers and students have been wonderful hosts for the international students.
- Our Year 6 students have been to Orewa College for their student visit. They are now going through the process of enrolment.
- Softball Fundamentals have been to school to provide lessons and encouragement to take up the sport.
- The senior playground is all functional again with a new slide, a new flying fox rail slider, and a new climbing net.
- We have had a well-known author visit to talk to our students about the process of writing books.
- We have had a film crew from Seven Sharp here for the best part of a day filming Jaden Moldova, a Para Athlete, who interacted with our students, raced against Sonny in his wheelchair, and spoke to our students. The programme on Seven Sharp was excellent.
- We have had a team away to compete in the interschool hockey competition. They played very well.
- Our school cross country was a success but will be fine-tuned next year to allow spectators to see more of the finish. We had amazing weather for these events.
- Rhonda Beet organised a series of fun events for Maths Week. Mrs Naidu proved that she was a forgotten Silver Fern as she netted multiple goals in a high-pressure time trial!
- This Thursday a selected senior Kapa Haka group will represent our school at the Tu Maia festival at Orewa Primary. Our performance is scheduled for 1.00 pm
- Have 2 training teachers currently in the school.
- Holidays are just around the corner!

General Business:

- *We moved into committee at 5.35 pm*

We came out of committee at 5.38 pm

- Discussion on information in the School Leaders Bulletin
- Aaron has assessed our sound system in the hall – regrettably, it is in dire need of replacement. The cheapest option would be to replace the mic, and the amp, and probably need a new mixer unit as well
Recommend getting powered speakers (therefore no amp needed) but would need the mixer unit. Aaron will go to the Rock Shop to price up something. Aaron is happy to meet with SITECH to get another price.

Motion: That the principal report and correspondence be accepted

Moved: Murray Barclay

Seconded: Aaron Hall

CARRIED

Karakia – led by Aaron

The meeting was declared closed at 5.51 pm.

Next meeting Tuesday 29 October at 5pm

Upcoming Tuesday Meeting Dates 2024

3 December