



Board of Trustee Meeting Minutes 29 October 2024

Meeting Start Time: 4.55pm in the Staffroom Room

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

Apologies: None

Conflicts of Interest: None

Minutes of the previous meeting:

Taken as read and signed by BOT Chairperson

Matters arising from previous minutes: none

CORRESPONDENCE:

Inwards

- 15 October 2024 - Letter of Resignation - Murray Barclay
- 16 October 2024 - Auditors Management Letter
- 21 October 2024 - Letter of Resignation - Sarah Plummer
- 23 October 2024 - School Fencing Project Update

Outwards: None

We moved into committee at 5.05 pm

We came out of committee at 5.35 pm

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	29	62	69	77	80	59	65	441

International Students								
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Please see the Principal's Report for the Historical Roll

Our current total of 441 students means we have exceeded the Ministry of Education staffing entitlement.

An application for additional staffing has been made and we await the outcome.

Had 13 enrolments at the start of the term across the school.

We are currently investigating other agents to recruit for international students Wendy has another contact she is investigating. One of our agents is moving out of the recruitment business, she has 1 student for us in 2025. Tina, our other agent so far has 3 students for the start of next year and is currently traveling to China to see if there is any further interest.

Linewize (NZ Company) - To ensure our students are safe when using either school or personal devices at school we are looking at joining Linewize.

The Linewize program offers several benefits for schools by enhancing online safety, supporting student well-being, and enabling teachers to manage digital activity more effectively. Other schools are using Linewize.

The quote they sent through (\$6600 – initial package) is cheaper than Hapara (American company) which is quite expensive. There is a \$2000 add-on - a well-being check-in for students.

There is also availability for PD

Some of the key benefits were discussed (please see the Principal's report for further information)

1. **Enhanced Online Safety**
2. **Student Well-being Monitoring**
3. **Increased Teacher Control**
4. **Detailed Reporting and Insights**
5. **Support for Digital Citizenship Education**

The use of Linewize would replace our current Hapara subscription. Linewize offers modular options meaning we can add on as and when needed

Attendance: (Rates for Term 4 as at 23/10/24)

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

Staffing:

We have received our 2025 provisional staffing which has been based on 453 - this equates to 25.81 FTTE.

Structured Literacy funding, was a new initiative offered by the Ministry of Education to receive funding to allocate a teacher to work with our Tier 2 students. We applied for this and were offered 0.55 FTTE.

When looking at how we could match this with our staffing entitlement we went back and secured 0.3 FTTE.

We have advertised for our 2025 teaching positions, we received a good pool of quality applicants. We have conducted interviews - and have made appointments, for 2 fixed-term positions and 1 permanent position.

Wendy presented a drafted advertisement for the Deputy Principal Position - needs to finalise the timeline for this process with BOT representation as part of the selection process.

Health and Safety:

On Wednesday 23 October, we held an earthquake and tsunami drill - this was well executed and the whole school was assembled at the top of the hill within 10 minutes.

Assurances: Term 4 - *Please see Principals Reports for more detail under each assurance*

- School Year, Terms, and Holidays – completed
 - School starts 3rd Feb 2025 (Interviews)
 - The Ministry has allocated 2x TOD in 2025 for the new curriculum. Suggestion the first one to be on Friday 7th Feb – the BOT agreed with this suggestion.
- Managing Income and Expenditure and Expenditure – completed first part
- School Donations and Student Activity Payments- completed
- Gifts
- International Learners Review

Resource for Mathematics from the Ministry

Are viewing the options available (Oxford – digital platform / Prime / Maths No Problem), the school is going with *Maths No Problem*. The Ministry is covering the cost for 2 years.

Asset Management:

Finance, Property, Risks/Potential Risks

Finance

The Management Letter from the auditors has now been received.

We have begun working with EdTech and will move our accounts to Xero.

We have just moved over to the Ministry of Education's Risk Management Scheme.

A summary of the main points for the Risk Management Scheme in New Zealand:

- All school assets, other than land and buildings owned by the Crown, must be insured in New Zealand. Schools can choose to purchase insurance from a private company or join the government's risk management scheme.
- The risk management scheme is a non-profit program that provides comprehensive contents, liability, and cyber insurance coverage for state and state-integrated schools. The Ministry of Education employs McLarens New Zealand as the loss assessor, IAG New Zealand Limited to provide liability and cyber insurance cover, and Marsh as the insurance broker.
- Schools can join the scheme at any time during the year. There is no annual renewal process. Once a school is a member, it will stay in the scheme until the board decides to withdraw.
- The scheme's insurance levy is \$15.00 per pupil per annum, deducted quarterly from a school's operational funding entitlement.⁵ The operational funding entitlement notice shows the levy amount under the heading 'risk management'.
- To make a claim, schools should contact the appropriate provider: contents claims are made through McLarens, liability claims through Lumley General Insurance, and cyber claims through Sedgwick.

On the 6th of November Wendy will be meeting with Lesley Winstanley from the Ministry of Education to look at how we are tracking with our banked staffing - this will ensure that there are no surprises as we hit Pay Period 19 where holiday pay entitlements are paid out.

Query made: Teachers' salaries – how is the percentage remaining calculated as it doesn't match up with the time remaining for the end of the year? Wendy will clarify

According to the cashflow – the school will be in the positive at the end of the year – please refer to the cashflow document.

Property

23/10/2024 - received an update on the School Fencing Project - the plans were discussed. Wendy to check what the consultation process with the neighbours will be, for the existing wooden fences along the boundary.

Plumbing and roofing evaluations have been carried out as per the 10YPP regulations. The School Evaluation of Physical Environment (SEPE) has been sent to the MoE. Heat Pump maintenance has been carried out, the heat pumps in Areas 15, 16, and 17 may be coming to the end of their life - the replacement of these will likely be part of the next 5YA.

The copper line to the school is being removed in the next 6 months - Darryl has been in contact with NZ Alarms as we are currently on copper for the alarm monitoring system - this will be updated in the next few weeks. There is one box that will be upgraded to a 4G system.

Sensory/Inclusive Playground project - Laureen Morgan.

The BOT has approved either of the presented plans, Playground Creations or Playscape.

An indication of the price was around \$126,000.

The BOT has approved seeking grants and/or fundraising for this project.

Strategic:

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

Student Progress and Achievement

Last Friday we had a Teacher Only Day where we delved into the new Maths and English Curriculum documents. We also took time to investigate Maths workbooks for 2025/2026 - thanks to Rhonda for her investigations into the pros and cons of each of the providers. As a staff we have made the decision to go with the *Maths No Problem workbooks* - this order will now be placed and we should have delivery of the workbooks in early January.

We are well placed to roll out the new curriculum documents Term 1 2025 - we have a strategic plan for schoolwide Structured Literacy with our external PLD provider booked for our Teacher Only Day in January.

Swimming has gotten off to a great start - students have been enjoying the sessions and we have had great feedback from the instructors and the bus drivers - complementing our students.

Next meeting we will have our preliminary progress and achievement data and draft Analysis of Variance.

School Docs (please see Principal's report on how to review)

- Finance and Asset Management Policy
- Managing Income and Expenditure
- Financial Conflicts of Interest
- Asset Management and Protection

Staff Report:

Activities since the last BOT meeting.

- The Tu Maia festival held last term was a great success. Our Kapa haka performers were excellent.
- Piwakawaka had a talk about emergencies from a visiting St Johns ambulance officer
- The Netball prizegiving was also held last term, and one of the teams was awarded the Fair Play award.
- Orewa College has had its enrolment evenings. The Yr 7 dean will be coming in to see our Yr 6 teachers soon.
- The MDA Wheels Day was a huge success, \$375.00 was raised.
- The interschool cross-country was held again at Shakespeare Park. Our runners competed well and we had some good placings.
- The Weka Formal Dance and competition was fantastic, they received high praise from the dance teachers.
- We have had a dress-up day, promoted by the student council, you know how much I love those days.
- Our Term One Pohiri welcomed our new students and their parents to school. Our swimming programme is running extremely well.
- Douche dance has begun again, Steve's favourite activity.
- Sarah Thornhill, Gemma Martens, and Jo Bryant organised and ran a hugely successful Winter Sports assembly to recognise our outstanding athletes.
- An interschool softball competition was held at Metro Park. Our team played some brilliant games and only lost one.
- The Orewa Beach Talent Show has begun auditions.

General Business:

1. Aaron discussed the options for the new sound system in the hall.
2. BOT has requested to look at the following policies”
Facebook
Police Checks
Conflict of Interest

Motion: That the principal report and correspondence be accepted

Moved: Andrea Fitness

Seconded: Murray Barclay

CARRIED

Karakia – led by Aaron

The meeting was declared closed at 6.30 pm.

Next meeting Tuesday 3rd December at 5 pm in the staffroom followed by a dinner at Thai Orewa