



Board of Trustee Meeting Minutes 6 August 2024

Meeting Start Time: 5pm in the Staffroom Room

Karakia – led by Aaron

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

Apologies: none

Conflicts of Interest: None

Minutes of the previous meeting:

Taken as read

Matters arising from previous minutes: none

CORRESPONDENCE:

Inwards:

- 3 July - [Erika Stamford Curriculum Update](#)
- 9 July - [Everyday Matters - Term 2 Attendance Report](#)
- 17 July - [NZ Community Trust Grant Letter](#)
- 23 July - [Email - School Fencing Project Update](#)
- 2 August - [Email - 10YPP Update](#) - Hamish Driver appointed from Watershed Group

Outwards:

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	17	63	68	78	79	63	65	424
International Students		1			3	3	3	10

Please see Principal's Report for the Historical Roll

Currently have 10 short term international students, some are here for 4 weeks and some for 5 weeks. We are also likely to have one student (Year 2) staying with us until the end of the school year.

Discussions with our International Student agent would suggest that we are likely to have a group of 15 - 20 students for a short-term visit of one week at the start of 2025.

Ministry of Education Roll Returns

March Roll Return - 398 students

July Roll Return - 410 students (132 have been funded as MMI4 - meaning they are receiving between 3 and 7.5 hours Maori language per week.)

We are currently being funded on our 2023 Provisional Funding of 434 students. Once we go over this number will be able to apply for additional staffing/funding (possibly in term 4)

Discussion around a rumaki / bi-lingual class at Orewa Beach School

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: 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.

Our new entrant class started up this term in the Nikau Room with 10 students. Another 5 students will be joining at our next cohort entry point on the 26th August.

Health and Safety:

The slide in the senior playground has now been replaced, we are still awaiting the replacement climbing net and flying fox.

Staff Wellbeing - Summary Report presented and discussed at the meeting.

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

Term 2 Assurances still outstanding:

School Planning and Reporting

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;

We are still awaiting our 2023/2024 audited reports.

Asset Management:

Finance, Property, Risks/Potential Risks

Finance

Annette and I attended an EdTech course on setting budgets. This was very informative and provided us with a good basis on setting a draft 2025 budget.

Last week we went live with Kindo, the online payment portal. This has been well received by our parent community. The PTA have also gone live with their Kindo Shop and are currently selling tickets to their Trivia Night, they also took online orders for a sausage sizzle last Friday.

We have been awarded a grant for \$9,626.00 from the New Zealand Community Trust to pay for the buses to and from the Stanmore Bay Leisure Centre for our Term 4 swimming programme. We are now working with the Stanmore Bay Leisure Centre to finalise the timetable.

Over the July holidays we moved our printers/photocopiers to Fujifilm. We have maintained the same number of printers in the school but have increased the speed of the copiers in the team spaces. We will be monitoring the monthly savings that we will be making as the contract gets underway.

BOT Resolution passed unanimously via email:

The Board resolves that a request be made to Four Winds Foundation for funding for the amount of \$30,080 for four 65" Promethean V9 Premium Panels supplied by Active Vision. The quote 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 as we begin to upskill our future focused teaching approaches.

MoE Debt Repayment options - Lesley Winstanley has indicated that we could extend the debt term if we desire. After a discussion it was decided by the BOT to maintain the current schedule for repayment which will have the loan repaid by the end of 2025. If the school's situation changes it can be relooked at.

End of Year Staff Do

I have been making some preliminary plans to secure a reservation at Cheek and Chong for our end-of-year dinner on Monday 16th December. The BOT agreed to cover the cost of this.

Property

Roof Ridges - Over the holidays these have been replaced. Wayne Walker from Yellowstone has been in this week to inspect the work, surprisingly there was no further damage. On Wayne's advice we are going to lodge an insurance claim for the replacement of the ceiling panels. We are currently getting quotes to have this work remediated.

Wayne will attend the MoE fencing meeting on Thursday.

Strategic:

Review: Annual Plan Goals, Vision, Policy; Curriculum – student's progress and achievement

Student Progress and Achievement

The student reports went live on Hero at the end of last term and last Thursday we held our mid-year Parent/Teacher conferences. The report was the basis for these conferences and we received great feedback from the parents about the report format and the information presented within it.

Analysis of Variance - [Mid-year baseline data](#)

We have collated our mid-year 2024 data from the recent reports. This information has been shared with the teaching teams to inform their teaching and learning programmes. This year we have set our targets as students making progress in Reading, Writing and Mathematics rather than achievement targets. We aim to have 90% of our students making sufficient or accelerated progress in the core curriculum areas. The graphs in the attached report are showing achievement rates as we will only be able to report on progress at the end of the year.

New Zealand Curriculum Refresh

The new/revised Maths and English curriculum will roll out term 1 2025

As part of my ERO work we have been involved in the quality assurance sector consultation to test the usability of the draft Math and English curriculum material with teachers. A group of teachers have been reading through the documents and providing feedback to ERO on a set of questions.

School Docs

Please see Principals Report for steps for reviewing as BOT members

Term 2 review topics

- Concerns and Complaints Policy
- Performance Management
- Protected Disclosure

Staff Report:

Activities since the last BOT meeting.

- We successfully competed in Interschool football last term. When I say successful it means the kids had a great time and some amazing goals were scored!
- Rugby North Harbour completed their lessons with our students. They were very well received and had great ideas.
- Debbie Waller took a group of students to the Kotahitanga day; the kids came back buzzing about the activities they had been involved with.
- The Dental van has completed its visit and has flossed off to its next school.
- Our senior netball girls competed at Netball Nth Harbour on the Nth shore and had some tough games but the chips were good!
- The Red Nose day raised a very worthy \$643.10.
- Teacher conferences have been held for term two and these have followed the new report format now on Hero.
- The Wool container is here for two weeks This is a free resource to help promote wool as a product for so many uses.
- The PTA held a very successful sausage sizzle on Friday - 200 saucy sausages sold to satisfied customers.

General Business:

We moved into committee at 6.05pm

We came out of committee at 6.14 pm

- Finance – cashflow report was discussed.
 - Ed Tech will give clearer reporting
- MoE Fencing discussion
- BOT Election 2025 – date still to be confirmed by STAR.

Motion: That the principal report and correspondence be accepted

Moved: Murray Barclay

Seconded: Ben Gibson

CARRIED

The meeting was declared closed at 6.20 pm.

Next meeting Tuesday 10 September at 5pm

Upcoming Tuesday Meeting Dates 2024

29 October

3 December