

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
**HELD IN THE STAFFROOM**  
**ON TUESDAY 27 OCTOBER 2020**

**Present:** Aaron Moores Finance Chair  
Fiona Hawes Principal  
Anna Bell-Booth Finance  
Kat Gilbert-Tunny Staff Representative  
Neil McLaughlin Property  
Todd Retter 5YA Property  
Elizabeth Smith Personnel  
Claire Wilde FOTS

**Attendees:** Robyn Caley AP  
Cathy Ediker DP  
Emma Hyett RR Teacher  
Hannah Thomson ALL – Teacher  
Kirsty Thorne ALL - Teacher  
Susan O’Neill Minute Secretary

**Apologies:** None

**ACTION**

**ITEM 1 – ADMINISTRATION**

1. Welcome. The Chair welcomed everyone to the meeting, especially those presenting reports tonight.
2. Declarations of Interest. No declarations for conflict of interest were noted.

**ITEM 2 – PRESENTATIONS**

3. ALL - Hannah and Kirsty. This MOE funded intervention is based on sound evidence based practice. The targets and processes of interventions were outlined for the Accelerated Literacy Learning initiative undertaken in Years 3 to 6 throughout the school during term 3. This involved learners identified as performing below expectation in literacy. The process involves accelerating learning through regular additional writing small group 20 minute sessions for these target learners. Strategies included presenting learning intentions and modelling worked examples from other learners. Lots of writing practice time is incorporated with precise feedback. Writing progressions were shared and student voice valued and recognised. Data showed significant upward movement in literacy levels for these learners and their mind-set improvements were positive.
4. Reading Recovery – Emma. Emma has undertaken Reading Recovery training this year and supported a small group of identified learners. Four TPS places were available in 2020 chosen by lowest levels of achievement following 6-year net assessments. Delivery, interventions and outcomes were outlined. Results are very positive for the low number of learners in this intensive intervention. Emma thanked the Board for this literacy learning training opportunity.

**ITEM 3 – DECISIONS**

5. Principal Report. Fiona presented her report, a copy of which is attached.

a. Personnel.

- Fiona Brown- fixed term maternity leave cover 2021
- Dave Medley – appointed to permanent teacher from 2021
- Liz Catley – appointed to 0.4 FTTE AST Kāhui Ako for two years

These three appointments were ratified by the Board

b. Year 6 camp. The grant application was declined and parents have been asked for \$190 contribution per child and \$50 per parent attending this camp.

c. International Students. Lower numbers are confirmed for 2021 due to Covid-19 border restrictions. A new Japanese student has started this term and is intending to continue enrolment for six terms through to 2022. A venue has been booked for Korean fair in 2021 although travel details are very dependent on future guidelines.

d. Parent Survey. A summary of responses was shared with a pleasing number of respondents noted. Overall, the results and comments were positive. The question around “informed about progress” had improved most notably. From the comments and results, the options for “Pick up and drop off” times will be continued. A safety issue was raised around boundary fencing and gates being left open. The school will assess the pedestrian access at the rear of the junior site onto 6<sup>th</sup> Avenue. This is to mitigate the risk of children coming into contact with vehicles in this area.

Fiona (A1)

e. Steps Web and Quick 60 Reports. Reports on these interventions, used in the junior and middle schools, were presented and briefly discussed. Sustained results can be difficult to maintain regardless of the intervention used.

f. Property. In the Strategic Plan, the next property step is the hall renovation which will depend on community funding if a major rework is deemed valued. Size is an issue (to hold the whole school community) and the desire to improve facilities such as kitchen and toilets would improve rental options. Options to undertake either a tidy up type project or take on as a major upgrade project were shared. Complications of the current technology block and the uncertainty around the timing for decisions around this facility were recognised. The Board is to give some thought to these options. There are other larger local facilities around the area available for group activities.

Board (A2)

g. Schools Out. This child care facility is seeking a new venue and the school approached them regarding hiring space for before and after school care. This well-established organisation is OSCAR verified and one Board member spoke in their favour through personal experience. The organisation would rent school facilities and the school would not be involved in the service provision. There would be clauses within the contract to cover safety aspects, acceptable service provision and practical issues such as cleaning. The Board was happy for the school to offer a 12

Fiona (A3)

month renewal contract to this organisation to run their service from the school.

- h. Principal Appraisal. Fiona is meeting a representative from Evaluation Associates this Friday. The intention is to look at working with a small group of principals to gain some group learning and making the process a professional growth experience.
- i. Risk Management. Netting has been installed under technology roof in the external work area as per recommendations.
- j. Student numbers. These are lower than previous years at the same time and lower for start of 2021. Ballot on 30 October for term 1, 2021.
- k. Policy review. New Privacy Act 2020.; information from NZSTA on what this means for school boards was shared. Elizabeth offered to provide assistance to Fiona as needed.
- l. **Motion:** That the Principal's report be accepted.  
**Moved:** Anna Bell-Booth      **Seconded:** Claire Wilde

#### **ITEM 4 – REVIEW**

- 6. Finance. Anna outlined items from recent finance including the predictions for reduced numbers of 2021 international students. The draft 2021 budget will be presented to the Board at the December meeting. Fiona (A4)
- 7. FOIS. The meeting last week with small group discussed the 2020 year to date including the offer to pay for Year 6 camp bus and the purchase of end-of-year book prizes. Many activities have had to be cancelled this year due to social restrictions.

#### **ITEM 5 – DISCUSSIONS**

##### **AGENDA ITEMS**

- 8. Agenda Items for Next Meeting. Items to be included are:
  - Draft 2021 budget
  - Analysis of variance will now be presented early in 2021 (due 31 March)
- 9. Board Dinner. Wednesday 9<sup>th</sup> December at 7:00pm at Bar Centrale
- 10. Assemblies Board representatives to speak at each assembly. Anna on the 7<sup>th</sup> December and Aaron on 8<sup>th</sup> December Anna/Aaron (A5)

#### **ITEM 6 – ADMINISTRATION**

- 11. Confirmation of Minutes. The minutes of the last meeting held on 8 September 2020 were accepted as a true record with all actions considered off agenda.  
**Moved:** Fiona Hawes      **Seconded:** Aaron Moores
- 12. Correspondence.  
Inwards.
  - a. New Appointments Panel – confirmation of AST for Liz Catley

Outwards

b. Nothing of note

13. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 9.20pm.

14. Next Meeting. Next meeting 7.00pm, Tuesday 1 December, 2020.

Susan O'Neill  
Minute Secretary

Aaron Moores  
Chairman

October 2020

Attachments:

1. Principal's Report.

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