

Northland School Board of Trustees

Agenda/Minutes/Ngā Meneti

Wednesday 21 February 2024 7pm - closed 9:20pm

Onsite in the staffroom

Signed



Presiding Member

Date:

3/4/24

Board

Nikki Hurst (NH), Rose Simpson (RS), Jono Weir (JW), Moira Turley (MT), Rhiannon Forgie (RF), Richard May (RM), Judith Urry (JU), Andrea Peetz (AP) (Principal)

In attendance

Grant Henderson (GH)
Christina Young - Board Secretary

Apologies

Jacqueline Phillips (JP), Justin Parker (JP), Jono Weir (JW) to leave early at 8.30pm

Quorum A quorum of more than half the members currently holding office is required for the board to be able to conduct any business

Duration

7pm start and finished at
Chair: Moira Turley (MT)

1. Welcome and Whakatauki

E oha ki runga
E oha ki raro
Ana

Tū mai Te Ahūmairangi
Tū mai hoki tātou

As Te Ahūmairangi stands,
We also reach for great heights

JU would like to thank AP for the time and effort put into creating the Report of 2023 End of Year Data.

The school has applied to the Ministry for funding for professional development for the new way of assessing students progress.

- 2024 Budget and parent donations 15 minutes

Resolution: The board has ratified the operating budget for the 2024 calendar year.

Moved: NH Secoded: RM

Resolution: The board resolves to raise the school donation fee to \$350 from \$330.

Moved: RS Secoded: AP

8. Principal's Report (Taken as Read)

30 Minutes

- Self Review

ERO will support the implementation of the One hour a day of reading, writing and maths in primary and intermediate settings policy and the New student mobile phone rules policy as part of their review process.

To do this, school boards will be asked to attest to complying with these policies as part of the Board Assurance Statement

- 2023 Strategic Plan Variance summary (provided in February Folder)
- 2024 Draft Strategic Plan

We wanted to ensure the community know that the school has listened to the feedback regarding an increase in science and physical activity.

Board discussed the 2024-2025 strategic plan and agreed the top 3-4 measures for Ako - Learning, Whanaunatanga - Relationships and Oranga - Wellbeing.

Ako - Learning

- At least 90% of students will be meeting the expected curriculum level in Reading, Writing and Maths.
- Evidence of the teaching of Science in planning and team documentation.
- Teachers continue to be informed by best practice and internal evaluations are strengthened. (PGC, Release plans, HERO posts)
- The 2024 parent questionnaire will show an improvement in addressing learning difficulties being addressed when compared to 2021-2023.

Whanaunatanga - Relationships

- AP to write a measure regarding the Learner Pathway.
- Hero analytics - tracking parent responses
- Increased engagement from Māori and Pacifica whānau

Oranga - Wellbeing

- PB4L School evaluation tool (SET) summary will show an improvement in school wide systems, monitoring, and implementation
- Student voice through the NZCER Wellbeing@school Survey data will show improvement against 2018, 2020, 2022 survey
- Physical activity and skill development is increased across the school- planning and resources will be documented

Resolution: The board approves the 2024-2025 Strategic Plan

Moved: RS Seconded: NH

- Property

The external painting is complete for Block 1 - and the Staff / Admin block, and looks great! - cyclical maintenance.

The bulk of the work for the current 5YA is now complete with plumbing works, new hot water tanks, a new roof and gutters, new carpet, new windows and doors, internal painting and refurbished internal sliding doors installed into block 1.

There is a small list of tidying up items and defects which Vertbuild have accepted and will be completed on 24/2/2024.

The electrical sub conduit has also been replaced, with neat trenching work by the small playground to install it. The remaining work for block 1 is to upgrade the lighting from fluorescent bulbs to LED, and install further Autex. This has been wrapped into a smaller P2 project alongside the minor plumbing and bathroom works, and replacement ceiling linings for block 6. The work has been scoped, there is sufficient budget and we are just waiting on Maynard Marks to get the paperwork complete. Paperwork is also underway for some remedial work to the school gates. Our Ministry Advisor (Kate) has also been asked to come back to us on the remaining 5YA funds across the various priority items.

The insurers for the Playground have accepted the claim for re-surfacing the defective playground covering. Maynard Marks is managing this process, and we are hoping to include the missing (small) triangular section that had originally been ear-marked for Phase 2 of the playground work. This work has been requested by the school to be completed in the April holidays.

With the completion of the bulk of the work for the 5YA projects, it is timely to consider appointing a new trustee for the Property portfolio. The workload should be a lot smaller over the next 4.5 years of 5YA, given the bulk of the projects were front-loaded (as per Ministry guidance) and are now complete.

A new contracts portal was also implemented in December 2023. For property projects to be processed, a board member will need to set up on the portal to view all paperwork for projects and we need to confirm the delegated financial authority for approving projects. Previously this has been on paper and the property portfolio, principal and presiding member have completed each stage.

Vandalism

- The school suffered some vandalism over the school holidays, with some asphalt patching required. The school has \$2.5k in our 2024 operational grant towards repairs for vandalism and can apply for more if required.
- During January two police reports were filed in relation to alarm activations. On these two occasions the footage was very clear on the CCTV, we didn't recognise.
- Photos and video footage has been sent to the police. In the first weekend of February an incident was reported. Through the CCTV we were able to identify them and informed the police. They are known to the police and are persons of interest.

Security

- Andrea is looking into the costs to install a new CCTV by the Tiger Turf and as advised by room 5-7 facing towards the main court. We have a CCTV camera outside the hall, however the range doesn't go to the end of the courts.
- New signage advising CCTVs are present have been ordered and will be placed by entrances as a potential deterrent, although the acts of vandalism appear to have abated.
- A quote is provided in the February folder for consideration. Waterford Security have provided all current CCTV's and equipment. Total Cost Supplied and Installed \$4,178.15 (excl GST)

ACTION: AP to initiate round robin email with the board in regards to...

Resolution: The board has agreed to the purchase of two additional CCTV cameras at a cost of \$4,178.15 (excl GST). This will require fundraising to cover costs.

Moved: RM Seconded: RF

Internal Painting (Men in White company) Cyclical Maintenance

- Painting has been completed and there are small areas for tidying up that are being completed.

Playground matting

- Insurance claim for Creo to replace all matting has been accepted. It has been suggested this work could be completed during the April break.

Update on 3 pou:

- Annual Plan
Pou- Ako 1.3 Design Thinking, Design Learning - *Design learning opportunities for all students to thrive and achieve their best. Initiatives - Structured Literacy and the NZC refresh Inquiry framework, Sustain and develop the Learner Pathway.*

Professional development for all teaching staff on the 25-26 January had a focus on structured literacy. We joined with Crofton Downs staff so we could share the costs. Liz Kane modelled lessons with us, provided an explicit review process for us to implement to strengthen the learning of the code, extended our knowledge of scope and sequence and the importance of teaching handwriting. The following day Helen Walls challenged us with a scope and sequence for the teaching of writing and key elements for modelling and correcting writing with children. Both days affirmed our direction and shifts we had seen in the second half of last year. Staff reviewed the progress made in the 2023 annual plan and then responded to the community feedback. Staff have provided feedback towards the 2024 -2025 strategy and annual plan. Teams are well prepared for the start of the term and routines are being established across the school.

Pou - Whanaungatanga- Relationships 2.3 Honouring our Commitment - *Working in partnership to strengthen a bicultural perspective and give practical effect to Te Tiriti o Waitangi. Kura Ahurea. Engaging all Learners with a focus on boys. Te Reo for staff and increasing Te Reo for students, Aotearoa NZ Histories.*

Parents and Teachers have had two opportunities to meet together, one in the afternoon prior to school starting and the other during the whānau evening. HERO our main platform is providing regular communication through the community feed.

Sharing of Learning functions in HERO will be the focus for this term. A planned roll out of comments for settling, reading, writing and math will be sent over the next five weeks.

Pou- Oranga Wellbeing - *Staff work together to build a positive work environment. Strengthen internal evaluation practices to know what is having the greatest impact on our learners. Positive Behaviour for Learning (PB4L) Zones of Regulation to be sustained.*

Northland CHAMPS expectations have been reviewed with staff and students. Acknowledgements throughout the day in classrooms and during breaks are gaining momentum. Our school counsellor continues to meet with students weekly. Check-ins with students are positive at this time of the year. Digital Technology and Online Safety policies to promote internet safety and prevent bullying are current and parents complete an agreement with students.

- Human Resources/Staffing

We have appointed Jane Finlayson to a full time permanent position. Currently teaching in Year 5 /6
We have appointed Neil Sargisson to a part time fixed position for release for 2 days a week.
We have received and accepted the resignation of Julia Truesdale from the office position effective 12 April 2024. Julia has made a significant contribution to the school for 29 years.
Before School Care is being supervised by Ava McDonald for 4 days and Jack Wing for one day a week. This is a flexible arrangement until March 1 2024.
Teacher Aides personnel currently has been reduced with part time permanent and part time fixed

contracts for Jo Michie, Kate Roberts, Erwin Palado, Jack Wing and Lin Latornell. Leadership roles were advertised 29th January and the process of applications and interviews completed on 12 February. These roles are aligned to the strategic plan and actions are developed together.

Sport/PE/ Hauora - Rachel Peterson and Alex Munro

Student Leadership- Engagement and Kaitiakitanga - Lyndsey

Structured Literacy- Alex Oliver

ICT/Te Reo/Tikanga - Nathalie Lecaude

Special Project - Science/Rachel Peterson

Kāhui Ako Within Role - Emma Chapman - PB4L

Kāhui Ako Within Role - Jane Finlayson - Maths/Science

We are hosting a student teacher, for two days a week who is completing the Bachelor of Teaching through Te Rito Maioha. Hannah will be based with Judith and the Ruru Team.

ACTION: AP will add a notice to the next newsletter to acknowledge Julia leaving Northland school. Further discussion regarding leaving gift etc. will be had at the next board meeting also.

- Health and Safety

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

Emergency plans are in place that provide emergency and evacuation procedures. These have been shared with the community. All procedures are visible throughout the school.

Staff have the opportunity to participate in improving workplace health and safety and are aware of procedures for reporting hazards.

First aid, recording and notification of accidents, and managing, administering, and recording medication are up to date and implemented correctly.

- Camp

Team Kākā, Year 7 & 8 are well underway with the planning for camp at Kaitoke from 12- 15 March. Rachel Peterson will be the overall leader supported by Lyndsey and Charles. All RAMS will be reviewed by Rose and Andrea by 6th March.

- Delegations

MT discussed the current situation with property expenditure. All property expenditure needs to go through a portal. It is suggested that another person in addition to Andrea is given access to the property portal for authorising expenditure. Justin will be finishing as the property portfolio holder at the end of this term and is happy to guide the new property portfolio holder through this process.

Resolution: The board resolves to provide Andrea with a financial delegation for property up to \$10k

Moved: RS Seconded: RF

Resolution: The property portfolio holder will be delegated financial authority to approve property expenses but this is to be exercised by the presiding member in the first instance.

Moved: NH Seconded: JU

9. Strategic items continued

- Portfolio discussion

15 minutes

Finance - JW gave an overview of the finance portfolio. Richard May (RH) has volunteered to take on the finance portfolio.

Health & Safety

Property

Playground

Policy

Community

10. Other Business

Closing karakia

Kia whakairia te tapu

Kia wātea ai te ara

Kia turuki whakataka te ai

Kia turuki whakataka te ai

Haumi e

Hui e

Tāiki e

List of Actions

Date	Action / Resolution	What was agreed?	Whose further action (if any)?	Date completed
3/8/23	Action	JB, MT and NH will meet together to discuss next actions with the Hautu Tool. Meeting to be organised after the next hui.	JB, MT and NH	
20/9/2023	Action	NH to provide a schedule for the	NH	

		Hautu review for each meeting.		
21/02/2024	Action	AP to email MT this week to discuss who will be involved with the Hautu Tool going forward.	AP, MT	
21/02/2024	Resolution	The board has ratified the operating budget for the 2024 calendar year.		N/A
21/02/2024	Resolution	The board resolves to raise the school donation fee to \$350 from \$330.		N/A
21/02/2024	Action	The parent donation letter will be sent out on HERO and in the newsletter on 28/2/2024.	Jono Andrea	
21/02/2024	Resolution	The board approves the 2024-2025 Strategic Plan		N/A
21/02/2024	Resolution	The board has agreed to the purchase of two additional CCTV cameras at a cost of \$4,178.15 (excl. GST). This will require fundraising to cover costs.		N/A
21/02/2024	Action	AP will add a notice to the next newsletter to acknowledge Julia leaving Northland school. Further discussion regarding a leaving gift etc. will be had at the next board meeting.	AP	completed
21/02/2024	Resolution	The board resolves to provide Andrea		N/A

		with a financial delegation for property up to \$10k.		
21/02/2024	Resolution	The property portfolio holder will be delegated financial authority to approve property expenses but this is to be exercised by the presiding member in the first instance.		N/A