

Northland School Board of Trustees

Agenda/Minutes/Ngā Meneti

Wednesday 22 May 2024 7pm - closed 8.55pm

Meeting in the staff room

Signed 

Presiding Member

Date: 3/7/24.

Board

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

In attendance

Grant Henderson (GH)

Apologies

Christina Young - Board Secretary

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 pm

Chair: Jono Weir (JW)

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

2. In Attendance

Grant Henderson (GH)

3. Apologies

Christina Young - Board Secretary

4. Conflict of Interest

N/A

5. Minutes of the last Meeting (27 March 2024)

Moved: NH Seconded: RS

a. Review of action items

Completed

b. Other matters arising

N/A

7. Strategic Items

- Annual Report - Annual Plan Variance 10mins

An annual report includes a variance report showing what we achieved and progress. It also looks at the targets we set and where we have made progress or not. Gives MOE a description of the school and shows community consultation (in order to develop the 2024 Annual Plan.

Each of the POU has an evaluation for next steps and we then set priorities for 2024 and some through to 2025. Targets, actions, achievements and then planning forward into 2024. In the document evidence is shown for how we are looking at the targets.

This goes to the MOE with the audited Financial Report. This completed annual plan informs the MOE about our review cycle to make sure we make clear strategic decisions for 2024. We also put this up on the school website so parents know what the school strategic plan is, our progress towards this and the next steps. There will also be a copy available at the school office. Needs to be a brief commentary in our BOT comms.

Recommendation: The board minute the variance has been provided, approved and will be sent to the Ministry before 31/5/2024

Moved: JW

Seconded: AP

- Achievement and Informing and Reporting

10mins

These documents contain information about the reporting processes to parents; this is an assurance process for the BOT and an indication of the communication that parents will receive. AP hopes you are hearing that staff are working hard, reporting is happening and parents are engaging with reporting. There are a range of assessment tools used across the school. Student assessments have two purposes: formative: informs ongoing teaching and summative; where have students got to or what have they achieved. We have been reviewing how we assess and report, especially knowing there may be changes coming from the MOE, especially for the end of year reporting. Reporting has to be a minimum of twice a year, in writing to parents to show progress across curriculum levels.

Parents are asking for regular information about their children's learning. Parents are given a variety of ways to access information, and not wait for a mid and end year report. We are responding to the parent feedback and changing how we are reporting. Term 1 we probably had quite high expectations so we have altered things a little in Term 2. There will be some formative reports; Mahi Rangahau and one other curriculum post. There are now tags to the learner pathway too. In HERO we have also altered the summative reporting and you will get a reading, writing and maths report post. Learning goals can also be set for students and shared with parents. There will be comms going out in the school newsletter in Week 5 outlining reporting for mid year. There will be curriculum statements and this year there will also be a progress graph. This will give parents more information in a clearer way.

Andrea will report on school wide mid year progress and achievement at the first BOT meeting in Term 3.

- SCOT analysis (Strengths, Challenges, Opportunities, Threats)

15 min

Through the Springboard Trust work, Andrea is looking at gap analysis for the Annual Plan. The Senior Leadership Team and staff have already completed this. The BOT is going to look at whanaungatanga pou: relationships as a BOT. Then look at whanaungatanga from a parent perspective. Andrea will then look at the top three aspects from all the stakeholders and analyse these.

- Hautū Tool (Nikki)

10-15 min

Tool for rating us as a school for responsiveness for Te Tiriti and how we are working with our students who are Māori. We made a decision to look at a different part of the tool each term so that we can focus on a different part each term. Nikki with Grant's help has created a document to make sure we have coverage of the tool over the year.

Action: Everyone to have a look at the tool and see if you agree with the rating (yellow highlight), evidence etc and what we could do to move into the next rating area by the next BOT meeting.

There will hopefully be a date at Kāhui Ako to look at the Hautū tool across the KA.

- Delegations

5mins

There are number of delegations we need to maintain and record

Deputy Principals

That the board directs that (except where the board at its discretion otherwise determines), in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period(s) of such absence, the deputy principal or assistant principal shall perform all the duties and powers of the principal.

Moved: RM Seconded: JP

Suspension -

That all current board members except the principal are delegated authority to be members of the board's student suspension committee acting under the terms of reference for this committee.

Moved: NH Seconded: RM

- Update on school attendance reporting

5mins

Legislation: Term 1 2025: attendance data needs to be sent to MOE. We already do this. We shared with the community our attendance data at the end of Term 1. Andrea called out about holidays. Next BOT meeting, attendance data will be shared to discuss. Last term 90% attended regularly. The biggest issues for our school are families being away on holiday during the time school is open. We have plans in place for the few children who do find regular attendance difficult and the BOT would like to know what this looks like.

By 2025: there will be some mandated actions re. attendance but we don't know what this will look like and who will be responsible for this? Whose role will it be to make sure that attendance is compliant? What are the consequences for going on holidays etc. for classrooms, individuals etc. Andrea will share the data before the next meeting.

8. Principal's Report (Taken as Read)

15 Minutes

- Annual Plan

- Update on 3 pou was provided and there are key actions in all three areas that staff are working on. The learner pathway continues to be noted in planning and has been

added to HERO. Parents will be able to see the tags that link to dispositions that are evident across the curriculum.

- Year 4- Year 8 students have completed PAT tests in Reading Comprehension, Listening Comprehension,
 - Maths, Punctuation and Grammar and Science Thinking.
 - The PAT Science will provide baseline data and will be used to guide our drafting of science teaching and learning at Northland.
- Structured Literacy is continuing and the Literacy team are reviewing our current practice to help with next steps and to inform our PLD with Helen Walls in Term 3.
- Teachers are involved in webinars for structured literacy during term 2 and term 3.

Portfolio Updates:

- Finance (5min)
- The Audited Final accounts will be sent via email to the board once received from the Auditor and final signatures by JW and AP. These will be uploaded to the portal by Andrea and uploaded to the school website before 31/5/2024

- Property/Health and Safety 5mins

Exciting that the AED has been installed. See if we can organise a training session for the community.

Action: Rose to follow up on training session

- Playground 5mins

Matting is complete

Markings have been organised but the weather isn't the best at the moment

Rhiannon has met with shade sail company

Question from a parent about raised crossing but this doesn't usually happen unless Wellington Water is working in the area or cycle way but Rhiannon will talk to the council about this.

No parents responded re. Skills. Matt George may be able to help (contacts re. working bee)

Working Bee this weekend. How will we acknowledge Matt?

- Communication and Community 5mins

JP: went to the Home and School committee meeting. Trying to support ideas/ possibilities for structure around the fundraising each term and supporting them with the roles and responsibilities within the committee. In the documentation there will be hyperlinks to annual plan etc. Will be presented at the next meeting.

The board thanked the staff for the number of parent information meetings provided for structured literacy and positive behaviour for learning. It was noted that numbers fluctuate for evening meetings.

An increase in connecting with the local ECE is intentional to promote our school and increase enrollments. ECE are being invited to some of our professional development and to visit to take part in kapa haka.

- Policies 5mins

The cell phone policy is in place. All students are following the expectations for phones away during the day. We have had no incidence of non compliance. Assurance was provided for all Term 2 Policy documents that sit under the Employment Responsibility policy.

10. Other Business

Health and Safety re. another BOT being charged for caving incident (will be discussed at a future meeting) (NZSTA: could they do a discussion around this)

Attendance (deep dive at next meeting)

11. In Committee

- Staff update

5mins

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 Hautu review for each meeting.	NH	
21/02/2024	Action	AP to email MT this week to discuss who will be involved with the Hautu Tool	AP, MT	20/02/2024

		going forward.		
27/03/2024	Action	NH to put together bullet points explaining what the Te Tiriti o Waitangi work involves. To be presented at the next board meeting.	NH	14/05/2024
22/5/2024	Resolution	The board minute the variance has been provided, approved and will be sent to the Ministry before 31/5/2024		
22/5/2024	Resolution	Audited Accounts have been approved and uploaded to the MOE. Email circulation will be sent once the Final set are signed by JW and AP.		
22/5/2024	Action	Hautu Tool - Everyone to look at the yellow highlighting prior to next meeting	All	
22/5/2024	Delegation	That the board directs that (except where the board at its discretion otherwise determines), in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period(s) of such absence, the deputy principal or assistant principal		

		shall perform all the duties and powers of the principal.		
22/5/2024	Delegation	That all current board members except the principal are delegated authority to be members of the board's student suspension committee acting under the terms of reference for this committee		
22/5/2024	Action	Rose to inquire about First Aid training - AED for community	RS	
22/5/2024	Action	Attendance detailed report to be shared prior to next meeting.	AP	
22/5/2024	Resolution	Final Audit		