

Board of Trustees Meeting

Thursday 25th May 2023

Online

<p>Present: Duncan Millward (Principal), Cheryl Francis, Carrie Joyner, Matthew Fyffe, Jeremy Boyce, Gina Cook Melinda Borland (Minute Secretary - DP)</p> <p>Apologies:</p>
<p>Karakia</p>
<p>Minutes of Previous Meeting Cheryl moved that the minutes of the previous meeting of the Board of Trustees (which was held on Thursday 27th March) were approved to be signed as a true and correct record. <i>Seconded:</i> <u>Matters arising:</u> Carrie to sign Governance Manual</p>
<p>Conflict of Interest No conflicts recorded at this meeting.</p>
<p>Declaration of Hours Board Members were reminded to fill this in.</p>
<p>Principal's Report As read, except the following: <u>Structured Literacy</u> Welcome to Theresa Kinloch, Structured Literacy Lead, and Casey Simson, LSC and member of SLT. Update provided on Structured Literacy. Highlights</p> <ul style="list-style-type: none">• WPS is one of three schools identified as a highly performing school by the NZ Initiative in their report on Solutions for the Education Crisis.• Duncan interviewed by Kate Hawkesby on 1ZB• Longitudinal data of spelling results for one cohort of children shared - significant progress from 2021-2023. Progress of children who were not achieving previously has been exciting, as are the number of children who are now achieving above expectation.• Spelling is embedded within and across the school, teachers know how to teach this well and children know what to expect. Children who are more able are being extended.• Reading - a more systematic approach, with a focus on word meanings. Taking the time to dig deep into this is proving exciting for children and teachers.• Carla McNeil from Learning Matters next week - she will be modelling in classes across the school and meeting with teachers. Being strategic about how we utilise this partnership, and develop Leadership Capability in this area to ensure sustainability.• Year 5 and 6 teachers are investigating a more structured approach to the teaching of writing at this level.• Promotional video recently filmed at Willow Park School - a real honour to be chosen. This is going to be used across NZ to promote structured literacy. This was shared with the Board.• The Board shared their thanks and gratitude for the work that has gone in so far and the progress that has been made. <p>AP: Theresa to share data based on ethnicity with the Board at a future meeting</p> <p><u>Te Ao Māori</u> Melinda shared the current focus for the Te Ao Māori Team Raising the profile of Kapa Haka - Senior Kapa Haka will have a full day wananga in a few weeks Establishment of a Junior Kapa Haka - both groups are run in class time, so there is a funding component to this. Planning ahead for Matariki - Thursday 20th July</p>

Local Curriculum - Kete Aronui

Casey shared how the focus on learning at Kete Aronui was transferred from children to whānau, rather than teachers doing all the presenting. Mahi tahi cards were really successful in achieving this. 72% of families attended and provided written feedback. High turnout for Māori and Pasifika whānau also. Local kindergarten and some local schools also visited.

Hero

New Student Management System now being implemented and used by staff. Attendance and Sick Bay register are really successful, this has been released to parents and this has been successful. Eventually, Hero will be a one stop shop, where all communications from the school come through this way. Seesaw will eventually be replaced by Hero.

The next part of Hero is reporting - mid-year reports will be shared online at the end of this term, which will signal the end of paper reports. Information sessions will be provided for parents before whānau connect so that they know what to expect, and how Hero will actually provide more information to parents than they have previously had. Discussion about Kindo on Hero, and how parents might be able to print out their child's report for their own records.

Physical Restraint

New information has been released by the MOE this year around physical restraint. This is a comprehensive training module. Schools are asked to create a new policy. Templates are available, and SchoolDocs have created documents which cover everything that the MOE are asking of schools. Incidences of physical restraint must still be reported to the MOE, and all staff are required to do the training - there is a plan in place for this. Training modules have already been undertaken by SLT. Duncan is seeking the Board's permission to train Learning Assistants. The focus of the training is on de-escalating any potential situation where restraint may be required.

The Board agrees to accept Duncan's recommendation to use the SchoolDocs templates for the new required policies. Seconded by Matt.

Roll numbers

There is a real increase in enrolments, and the school will shortly be in the position of applying for extra staffing.

Dates

Strategic Planning Meeting - Set for Thursday 27th July.

26th October date confirmed

November meeting moved to Tuesday 14th November - not change of date

7th December - reserve meeting

Duncan moved that the Principal's Report be accepted. Seconded by Cheryl

Hāutu Tool

Recommendation is to create a subcommittee, with a report back to the Board at each meeting, led by Carrie. Look to involve Melinda, Kelli, Duncan and some parents and students. A draft schedule and plan was shared with the Board. The formation of a subcommittee was approved.

Finance

December 2022 Finance Report

This was shared with the Board, and a discussion was had around the report, particularly around staffing allocation.

Year 6 Camp Costs

These were higher this year due to higher than anticipated food and staffing costs from YMCA, and a number of families who have not been able to pay for Camp.

AP: Charge the full cost for Camp in future years.

Donations

A gentle reminder to be sent to whānau reminding them about paying donations.

AP: Duncan will write a communication for this, which will be proofread by Jeremy.

Staffing Costs

Duncan talked through with the Board some of the challenges of funding staffing, particularly looking at other sources of revenue - targeted fundraisers, international students, grants. Consider recruiting more people onto fundraising committees.

AP: Duncan and Gina will work together to assess exactly what some of the predictable costs are for the upcoming year.

Duncan moved that the financial reports be accepted, seconded by Jeremy

Property

Duncan shared the Property Report.

- Flood and Cyclone Damage - this should be underway in the next holidays and will be reimbursed by the MOE
- Roll growth project - the moving of Rooms 16 and 17 is underway. Recommendation from Duncan is that the Board write to the MOE regarding the delay in this project, for the purpose of getting some assurance about the security of this project.
- Playground project has been delayed slightly by the weather, and some unexpected findings during excavation. The cost increase will be covered by the contingency.
- Plants have been purchased
- Safety plans for projects are in the folder for the playground build. Board members are asked to review these. Property meetings are held fortnightly.
- 5 Year Property Plan - ILE Project around Rooms 1-4. an architect has been appointed and an initial design has been submitted. This was shared with the Board, and aspects of the initial plan were discussed. Investigation and consultation with the teachers in this team is the next step.

AP: Matt and Duncan will write a letter to the MOE for the purpose of getting some assurance about the security of the Roll Growth Project.

Duncan moved that the Property Report be accepted, seconded by Gina

Health and Safety

No agenda item this meeting.

Other Business

Uniform

The new uniform will arrive in NZ in a few weeks time, and will be available for parents to purchase at the beginning of Term 3. A discussion was had around possibilities for the launch of the new uniform, and the timeline for change between the old and new uniforms. How the uniform costs out for families will be shared shortly.

Decisions: Sports teams will be in the new uniform from 2024.

AP:

- Duncan will draft a communication regarding the new uniform, ensuring that messaging around how the feedback from the survey was considered and responded to, the student response is to the new uniform, as well as a timeline regarding the change between the old and new uniform.

Community Engagement - documentation from STA

The Board has set this as a strategic goal. The suggestion is to have a plan in place to communicate, consult and collaborate with the community. Discussion around how the Board might better engage with the community, and reflection about how this could be improved.

AP: The Board will provide a brief, regular update to the community after each meeting about key themes through Hero or the newsletter.

Resolutions

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Correspondence

In

- ERO Reports will be published on the school website.

Out

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Next Meeting:

- 29 June (Week 10, Term 2)

Upcoming Meetings:

- 27 July [Week 2, Term 3] - Strategic Planning Session
- 24 August (Week 6, Term 3)
- 21 September (Week 10, Term 3)
- 26 October (Week 2, Term 4)
- 16 November (Week 5, Term 4) Change of date to Tuesday 14 November,
- 7 December (Week 9, Term 4) - make a reserve

Meeting Finished: 8:37pm

Signed: _____



Cheryl Francis

29/6/2023