



Minutes of the Board of Trustees Meeting Held on Tuesday 18 August 2020 at 6.36pm

Present Michele Dakers, Greer Harper, Maree McDonald, Ken Orchiston, Leanne Stanton, Michelle Te Hiko-Calvert, Robyn Wood, Raymond Xia

In Attendance Keith Mulholland

Apologies Che O'Neill

Maree spoke on behalf of the Board to express the Board's sympathies and thoughts to Che and his family on the loss of his loved father.

Declaration of Interests: Maree asked for any new Conflicts of Interests to be declared. There were no new interests to be declared.

1. Targets Report

Points Noted:

Writing

- Double the boys in the target group for writing (57 boys compared to 27 girls) and yet twice as many girls have made accelerated progress
- Teachers are trying to improve progress for boys - some ideas include: writing instructions for a game, the reward is that you get to play the game
- Some teachers from the Junior classes are focusing on physical handwriting and spelling
- Use of technology is used to remove some of the barriers for children in their writing
- This statistic with boys versus girls is not specific to our school, it is a statistic seeing nation wide and has been for many years

Reading

- Despite having a number of weeks in lock down, one third of this group made great progress, and are at the expected level. This may have been because:
 - Children were given individualised reading resources aimed at their level and interests (Seesaw programme)
 - Parents were involved over lockdown and are an important part of the children's learning
 - Use of many Phonics programmes that help with reading eg. Jolly Phonics, Sounds Alive, Casey Caterpillar

Maths

- Just over one fifth of the target group identified as requiring acceleration in mathematics achieved mid year benchmarks and are on track to achieve GSNS expectations in mathematics by the end of the year
- Teachers are using different strategies eg. providing access to online learning resources, using mixed ability grouping structure
- This year there is a Lead teacher in mathematics who will be talking to management about some strategies she would like to suggest

Process

- Staff have been empowered by professional development about and with ICT and e-learning
- Staff need time for personal learning and time to integrate new curriculum developments

The Board had questions for Keith about what more could be done to accelerate the progress of our target children. Overall the Board is pleased to see the progress and hear that we are tracking well compared to some other local schools and have high levels of achievement in these core curriculum areas.

2. Science Report

Points noted:

- High achievements in science
- Teachers enjoy teaching this area of the curriculum just as the children enjoy the subject
- The school strongly encourages collaborative planning and delivery of activities
- Some teachers were not part of the Science Professional Development and may need extra support
- There are EOTC opportunities within walking distance of the school can be explored, eg., Botanical Gardens or the local stream
- Consumables stock on the science trolleys need to be checked regularly

3. Principal's Report

- The roll is 469 at present but Leanne has forecast that the roll will be 500 students by the end of the year
- We have seven Foreign Fee Paying Students in the school at present. The numbers are down because the border remains closed. Some students who were intending to leave have remained in NZ because of the Covid situation in other parts of the world.
- Attendance is looking good considering we have Covid restrictions with only 1 family that is choosing to stay away from school due to Covid reasons
- Bank staffing did a big swing upwards because there was a lot of Classroom Release Time (CRT) at the end of last term, which pushed us over our quota
- Tool Kit is being used to forecast bank staffing. Robyn and Leanne feel more comfortable using this toolkit.
- We are paying all our relievers out of the Bulk Grant
- Working Capital is looking healthy helped by the Community Trust Grant (\$66k) coming in
- Behaviour Incidents - similar children but are continuing to watch these children
- Cancellations have affected the school diary because of Covid restrictions
- Claire Gardner was appointed and has commenced the role of the across schools position for our Kahui Ako for 2 days per week. Claire Spencer has been successful for the in school Kahui Ako position
- Whanau Iti gathering was a great success with 10 families coming along. Leanne Stanton and Tania McLay run this group with the support of the Maori Liaison Officer. It was suggested that Leanne should speak with the Whanau Iti community to find out what they think of the new structure, ascertain the feeling regarding having the liaison person coming from outside the school on a Thursday to take this group. Should this person be on site and more visible everyday to the Whanau Iti children?
- DCC have informed us that they will commence work mid August until the end of the year on the School Zone Speed Management Programme modifications.
- Leanne and Robyn have been looking at applying for an Art Grant worth up to \$10,000 which might be great to engage the artists in the school.
- Leanne had a very positive zoom meeting with the ERO and received favourable feedback
- Two other local schools seek MoE approval to increase their roll size and are required to consult with GSNS. Both schools are of different character to GSNS and

there are no issues with geographical boundaries etc. Accordingly, we have no reason to say no to either of the two requests.

- Leanne Stanton thanked the Board for their support over the time she has been acting Principal. Also acknowledged the team around her and the staff that made it all possible.
- Maree thanked Leanne on behalf of Che and the board for the amazing effort put into the time of acting Principal. Leanne has handled everything with grace and should be proud of the way she has managed the school. Maree felt the level of communication from Leanne and her team, particularly around Covid, has been fantastic from a parent's perspective.

Moved that the Principal's Report be received.

Moved that we support the two local schools proposals to increase their roll capacity

Moved that the Board signs the Saturday Morning Music and Leith Valley Church agreements

1 Leanne 2 Maree
Votes: All in favour Carried

- As part of the Light House Project that Rod applied for and was successful with, we would like to order some Play Based Learning equipment. The total cost for the equipment is \$52,145.16 and is for eight classroom learning packs and some group sets that can be used by the school. 50% of the total spend (\$26,072.58) is required on ordering, i.e., immediately, the balance will need to be paid just before delivery.

Moved that the Board approves the expenditure of \$52,145.16 for the Play Based Learning Equipment and that the interim invoice of \$26,072.58 be paid immediately.

1 Michele 2 Greer
Votes: All in favour Carried

- Part of the application was to have storage for this equipment. However it is not known how much space this will take up. There is some money earmarked for the storage of this equipment.

4. ERO Update

- ERO were happy to date with GSNS's response to the Covid situation/lockdown, etc. The ERO review was a very different version of what we have had in the past
- We were due a full report last year from ERO but missed out so we now wait to see what will happen this year
- ERO are making changes to the way they review schools going forward so things may look very different when we are next reviewed, There is no indication of when this might be.

5. Finance Report

- Income is at 60%, Expenditure at 47% (58% of the year gone)
- Higher working capital discussed earlier
- Georgies net contribution year to date is \$62k and includes the OSCAR grant
- Signing off completion of the Maker Space/Girls' toilets project is on hold, so that the signage portion of the money that is sitting in this application is still available to be used
- OSCAR funding has been received of \$37k
- Bendigo funding has been received of \$5k
- An unexpected invoice of \$4680.50 has been received for professional services by Opus. This was for an updated report regarding the crossing, which was requested by the MoE after the accident last year. We were not expecting to pay for a report commissioned by the MoE. Leanne spoke with the MoE who advised that we need to

meet the cost now but could claim it back in the future as a cost associated with the development of the junior side project.

- Camp/Adventure week payments have been chased up by the office team and managed to get more payments in
- Thanks to Maree McDonald for the work done on the lease agreements for SMMC and Leith Valley Church. The MoE accepted the changes proposed by Maree for the right of renewal of a further three year term
- Up until January this year we had worked with School Support for our accounting services and then when they decided they weren't going to continue doing accounts we were passed onto The School Office (Hawkes Bay based). After this change was made, the Board thought that when the new Principal was appointed, the Board would be guided by Robyn to decide if we want to continue to engage with The School Office or move to a different accounting service. Leanne has done some research into different accounting providers and one of them is Solution Services which Robyn has had a very favourable experience with. Robyn would like to move to Solution Services and would like the backing of the Board. The Board feels that this is a management decision. There is a question of the appropriate time to change providers. The Finance committee recommends that the move will take place before the budgets are being set for next year. This will take place in November. It was noted that Solution Services will be more expensive than what we have been paying in the past and this will need to be factored into future budgets.

Moved that Variances more than 10% higher than expected are accepted. These include: Income = Donations and Other Grants ie. Otago Community Trust, Oscar contributions, COL funding, International Student expenses, Donations. Expenses = teacher salaries, computer technician, ICT and computer consumables, stationery in advance, library resources, subscriptions, professional study fee reimbursement, postage, caretaker retirement payout, BOT discretionary, gifts, bank charges, rubbish removal, rowel supply/laundry, equipment maintenance

1 Leanne 2 Ken
Votes: All in favour Carried

6. Property Report

- Leanne has pointed out that our Building Warrant is not current (following a Wormald inspection). The issues we needed to address urgently are:
 - The storage boxes etc. under the hall are very close to the sprinklers. Storage boxes have been shifted around to fix this issue
 - The sprinkler system in 10 and 11 is not satisfactory (cost to complete work will be \$605 + GST). This work will be completed on Friday.
- We have also been given a sign off notice for the decommissioning of the boiler on the Junior side.
- Barry Sleeman (Ministry of Education) has retired which has held up the next steps of some of our projects. There will be a change of person which may mean different ideas of the the junior side development

Moved that the Property Report be received.

1 Leanne 2 Ken
Votes: All in favour Carried

7. LSC Report

- A question was asked about dyslexia screening. Tania cannot formally diagnose dyslexia but can pick up on some of the dyslexia indicators that are appearing in a student and report on that to be passed on where needed
- Maree thanked Tania McLay on behalf of the Board on her comprehensive report. It is really interesting to read what she is doing

8. Georgies Report

- Attendance numbers appeared to be down for both before school and after school, this may be reflective of a lower roll and perhaps Covid
- The general comment in Georgies mentioned the prolonged contractual issue hanging over all staff members is having an effect on the health and wellbeing of everyone. She has communicated to all Georgies staff that the Board will come back to them on this issue on or about 31 August 2020

9. Policy Review Gov. 5

- Alterations have been made to the policy - spelling out the policy a bit more clearly but not altering the policy as such

Moved that we accept and adopt Gov. 5 policy as amended

1 Ken 2 Michele Dakers
Votes: All in favour Carried

10. Policy Review OP 3

- The Principal must ensure that the Board is advised of any staff absences longer than five school days - it was clarified that this should include sick days and be changed to consecutive days
- 3.8b and 3.3.1 is in contrast. Robyn asked for clarification.
Board approval is sought for requests for discretionary staff leave with pay longer than two days,
Board approval is sought for any requests for discretionary staff leave without pay for longer than four days
Robyn will speak to Trish about changing this.
- Robyn asked if there is scope to hold an end of term or end of a busy period function with staff where alcohol is available. This would be to acknowledge staff and their work. This hasn't been available in the past. The Board felt there would need to be a procedure in place for this. Robyn will look into other school policies and procedures and present a draft procedure at the next Board meeting

Move that we accept and adopt OP 3 policy

1 Ken 2 Robyn
Votes: All in favour Carried

11. Policy Review OP 9

- Some alterations to some of the wording but not the actual policy
- Add in that we will have a procedure for the consumption of alcohol on the school premises

Moved that we accept and adopt the reviewed OP 3 policy and the addition of the alcohol consumption procedure

1 Ken 2 Michelle Te Hiko
Votes: All in favour Carried

12. In-Committee

Moved that the public be excluded from the following parts of the proceedings of this meeting, namely:

- Georgies
- Principal Appraisal

to protect the privacy of natural persons. The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

1 Maree 2 Ken
Votes: All in favour Carried

Moved to In Committee 8.40pm

Out of In Committee 9.17pm

13. Health & Safety

- No comments

14. Minutes

Moved that the Minutes of the George Street Normal School Board of Trustees meetings dated Tuesday 16 June 2020 be confirmed with an amendment noting the spelling of the Auditor is Crowe Horwath

1 Ken 2 Michele Dakers
Votes: All in favour Carried

Moved that the Minutes of the George Street Normal School Board of Trustees meetings dated Tuesday 14 July 2020 be confirmed

1 Maree 2 Ken
Votes: All in favour Carried

15. Future Agenda items

- Robyn's performance agreement to be covered in next in-committee meeting
- Robyn would like the board to consider School Docs for the policies and procedures. School Docs is nationwide, they take all the documents and put them all online and any changes in legislation are adopted the best one. They would also be responsible for the review cycle, but the Board would review them. A negative comment on this system that the documents are not owned by the school and there is a cost to the school. Robyn to present some information for the next board pack.
- Robyn will present a draft procedure statement providing for consumption of alcohol on the school premises

Date of Next Meeting

Board of Trustees Meeting Monday 14 September 2020 Staffroom

Meeting Closed 9.23pm

Signed _____ **(Chairperson)**

Date _____