



Minutes of the Board of Trustees Meeting Held on Tuesday 18 February 2020 at 6.30pm

Present Mark Champion, Michele Dakers, Greer Harper, Maree McDonald, Che O'Neill, Ken Orchiston, Leanne Stanton, Michelle Te Hiko-Calvert

In Attendance Keith Mulholland, Trish Duke

Apologies None

Declaration of Interests:

- The Conflicts of Interests register was circulated for any new interests to be declared.
- A question was asked as to whether all Board members' current conflicts of interest are included on the Conflicts of Interest Register. Trish was asked to check previous registers to ensure that all current interests are noted on the register. Trish advised that her understanding is that the Conflicts of Interest Register is current, as she updates it as required, adding or removing conflicts of interest as they are declared or are no longer applicable.
- A declaration was made by Che: Shareholding in Logic Group (in relation to engagement to produce Assessment of Junior School Block via Logic Group).

1. Appointment of Board of Trustees Chair and Deputy Chair for 2020

Leanne called for nominations for Board of Trustees Chair for 2020.

Moved that Maree McDonald be nominated and elected as George Street Normal School Board of Trustees Chair for 2020

1 Che 2 Michele D.
Votes: All in favour Carried

Maree called for nominations for Board of Trustees Deputy Chair for 2020.

Moved that Ken Orchiston be nominated and elected as George Street Normal School Board of Trustees Deputy Chair for 2020

1 Michelle T. 2 Mark
Votes: All in favour Carried

Keith Mulholland joined the meeting at 6.45pm

2. Analysis of Variance Reporting - Reading, Writing, Mathematics

Points Noted:

- Keith presented and summarised the reports relating to 2019 Targets and provided background to the results.
- The reports were discussed.

- Information/results in the report are used for teacher inquiries and ongoing reflective practice.
- GSNS results compare very favourably against other similar schools in New Zealand.
- ESOL children are included in the data and results in the report.
- GSNS teacher aides are very valuable within the school in assisting with teaching programmes in classes and working with target children.

2. 2020 Planning and Reporting Targets

Points Noted:

- Keith presented the report on the 11 Targets set for 2020 which include Writing (Targets 1-3), Reading (Targets 4-7), Mathematics (Targets 8-10), and Process (Target 11 - Digital Curriculum implementation).
- Children cannot be identified for targets until after one year of school instruction.
- Targets are based on information gathered in the Analysis of Variance report.
- Targets for 2020 were discussed.
- Teaching inquiry is now much more focused on targets than in the past.
- The GSNS Learning Support Coordinator is another resource for this area.

Keith was thanked for attending the meeting to present his reports and left the meeting at 7.15pm.

3. Strategic Plan 2020-2022

Points Noted:

- The Strategic Plan 2020-2022 is to be presented to the Ministry of Education as part of the GSNS Charter, which is due at the Ministry on 1 March.
- An updated version of the Strategic Plan was presented for discussion and approval.
- The Strategic Plan is very full and aspirational.
- The format for presentation/display of the Strategic Plan was discussed. It was decided that the new goals and objectives for the Strategic Plan will be updated using the same format as the previous Strategic Plan posters, for display around the school, etc, until such time as a rebranding of the school is carried out.

Moved that the 2020-2022 Strategic Plan be adopted

1 Leanne 2 Che
 Votes: All in favour Carried

Maree thanked Greer and Mark for their work on the Strategic Plan, including the consultation process, and Leanne, Rod and Michele Dakers for their work on the actions for the Strategic Plan.

4. Annual Plan

Points Noted:

- The Annual Plan was discussed.
- It is to be investigated whether the Annual Plan should be a Board of Trustees Annual Plan or a George Street Normal School Annual Plan.
- The Annual Plan is to be included in the GSNS Charter, due at the Ministry of Education on 1 March.
- The Annual Plan is to be re-formulated so that it more specifically aligns/links directly to the Strategic Plan, to directly reflect the Strategic Plan objectives. Greer is to work with Leanne and Michele Dakers on this.
- An update of the Annual Plan is to be emailed to all Board members for approval by email resolution and will be formally adopted at the next Board meeting.

5. Charter

Points Noted:

- Maree summarised the contents of the GSNS Charter for the Board's information.
- The Charter is a Ministry of Education requirement.
- Documents in the GSNS Charter are to be updated and sent to the Ministry of Education by 1 March.

6. International Student Information

Points Noted:

- The International Student Information booklet for 2020 was presented for approval.
- Included in the booklet were the following updated GSNS Procedures: 6.2 - Fees Protection; 6.4 - International Student Fees; 6.5 - Refunds for FFPS (International Students); 9.12 - International Student Discipline; 9.14 - Medical and Travel Insurance for International Students. The Procedures were reviewed and updated for 2020.
- It was noted that the booklet should have some GSNS branding included. It was suggested that the school logo be added to the booklet in the meantime and be replaced by new branding at a later date, after a re-branding of the school is carried out.

Moved that the International Student Procedures and Student Information be approved, including the proposed amendments

1 Maree

Votes: All in favour Carried

- It was suggested that a re-branding process for GSNS be carried out after a new Principal is appointed.

7. Principal's Report

Points Noted:

- Leanne summarised her report.
- The school roll is 445.
- The process to employ another teacher for the Junior school before the end of Term 1, due to increasing new entrant numbers, is underway.
- Fixed-term salary unit allocations will be presented at the next Board meeting for confirmation.
- Two In School Teacher appointments have been made at GSNS. Claire Gardner and Joanne Henderson have been appointed and will be working with GSNS teachers and liaising with Across School Teachers from Sawyers Bay and Opoho schools. They will also be working closely with the GSNS Learning Support Coordinator, Tania McLay.
- GSNS teacher only days were discussed. The Ministry of Education funds two days each year to schools for teacher only days. GSNS held a teacher only day on 31 January. Another teacher only day is yet to be scheduled. It was suggested that a teacher only day may take place after a new Principal is appointed.
- Rod Galloway is continuing to work on the Lighthouse project (The Lighthouse project: Enhancing student wellbeing at George Street Normal School 2020-2023) with Leanne. The project was forwarded to the Community Trust of Otago as an expression of interest with regard to seeking support from their Learning Impact Fund.

- Leanne is awaiting news from the Dunedin City Council regarding the safety plan in relation to disruption to traffic while the planned road safety improvements are carried out on George Street. Leanne will continue to follow this up.
- RAMs for the 2020 Year 6 Camp were recently reviewed by Gary Clarkson of Alba Consulting at the end of last year, at no charge to the school. The RAMS were found to be very comprehensive.
- All Georgies Procedures (covering the Georgies After School Activity Programme, Early Bird Georgies and the Georgies Holiday Activity Programme) have been reviewed by Leanne, Rod and Bex Vine with amendments made as needed. The Procedures were presented to the Board for their approval.
- Georgies is on track for a review by the Ministry of Social Development (MSD) in March.
- The need to include vaping in the “No Smoking” signage around the school was discussed. Signs including “No Smoking” and “No Vaping” are to be investigated.
- Proposed meeting dates for the Board of Trustees, Finance and Property committees were presented.
- A PTA meeting roster for Board members has been created on the BoT Google Shared Team Drive.
- A folder is to be created on the BoT Google Shared Team Drive for 2020 meeting dates. The documents presented tonight relating to proposed dates for Board, Finance and Property committee meetings will be included in the folder.
- Keith Mulholland and Leanne have been liaising with Ana (?) who is providing GSNS with two tutors and a Kings High School student to provide kapa haka instruction at GSNS. They will work on progressing/developing the school haka, etc.

Moved that:

1. The 2020 Annual Plan be confirmed and adopted.
2. The 2020-2022 Strategic Plan be confirmed and adopted.
3. The Georgies procedures be approved.
4. The International Student Information, including the updated Foreign Fee Paying Student Procedures, be approved.
5. The Code Self-Review Attestation (SR01) be signed.
6. The Annual Review of Information in accordance with the Code of Practice for Pastoral Care of International Students at George Street Normal School be signed.
7. The proposed Board of Trustees meeting dates be confirmed and adopted.
8. Room 22 be established, ready to start at the beginning of April, to accommodate the increasing roll numbers in the Kindle classes, as required.
9. The Principal’s report be received.

1 Leanne 2 Che
 Votes: All in favour Carried

Leanne was thanked for her first report as Principal.

8. Finance

Points Noted:

- Ken summarised items discussed at the recent Finance committee meeting.
- GSNS was advised in January that School Support is no longer providing accounting and financial services to schools. The financial accounts for GSNS are now being prepared by The School Office Ltd. Leanne has been liaising with GSNS’s auditor, who is aware of the situation. Leanne is investigating other possible options for the school’s financial reporting, with the assistance of the auditor.
- No December finance report was provided by School Support, despite GSNS having paid for this.
- Banked staffing was discussed.

- Some Georgies Holiday Programme fees are still outstanding.
- Georgies fees will need to be reviewed due to the increase in staff wages as a result of the living wage implementation.
- The school's cash position is good.
- Finalisation of the GSNS budget for 2020 (adjustments having been made) was presented for the Board's information.
- Funding is to be allocated by the Ministry of Education for a Learning Support Coordinator space in the school.
- Foreign fees are tracking well.

Ken was thanked for his finance summary.

9. Property

Points Noted:

- Che summarised items discussed at the recent Property committee meeting.
- Several defects in the girls' toilet and makerspace are to be attended to.
- The final report relating to the proposed Junior school redevelopment project, as prepared by Logic Group, was presented to the Board by Che. Che is to meet with Barry Sleeman, School Property Advisor, to discuss next steps.

Moved that Che meet with Barry Sleeman to present the report relating to the Junior School, as prepared by Logic Group, with Leanne to also attend the meeting

1 Maree

Votes: All in favour Carried

- A lease agreement has been given to Aart Brusse of Saturday Morning Music Classes, for signing.
- A lease agreement with Leith Valley Church is a work in progress.
- Lease agreements need to be reviewed each year.
- The senior school boiler issue was discussed.
- A space for the Learning Support Coordinator is to be progressed.
- The Government has provided all New Zealand schools with extra funding. Schools are to provide information on what the funds will be used for before funding is allocated. The GSNS Property committee is to formulate a list of priorities for spending these funds.

10. Georgies

Points Noted:

- The Georgies report, as prepared by Bex Vine, was discussed.

Moved to In Committee 9.05pm

1 Maree

Votes: All in favour Carried

Out of In Committee 9.28pm

11. Policy Reviews

Governance 9 - Chair's Role Description

Points Noted:

- The policy was presented for review and was discussed.

Moved that the revised Policy Governance 9 - Chair's Role Description be adopted with the suggested amendments

1 Ken 2 Michelle T.
Votes: All in favour Carried

Governance 11 - The Relationship between the Board and the Principal Policy

Points Noted:

- The policy was presented for review and was discussed.

Moved that the re-formatted Policy Governance 11 - The Relationship between the Board and the Principal Policy be adopted, with an amendment to Delegations to include delegating the day to day relationship between the Board and the Principal to the Chair

1 Ken 2 Che
Votes: All in favour Carried

Governance 23 - Reports/Documents Register

Points Noted:

- The policy was presented for review and was discussed.

Moved that the re-formatted Policy Governance 23 - Reports/Documents Register be adopted as proposed

1 Che 2 Michelle T.
Votes: All in favour Carried

Governance 20 - Concerns and Complaints

Points Noted:

- The policy was presented for review and was discussed.
- The number of complaints received by the school is to be added to the dashboard of the Principal's report for the Board's future information.

Moved that the format and content of Policy Governance 20 - Concerns and Complaints Policy be adopted as proposed

1 Ken 2 Michelle T.
Votes: All in favour Carried

Ken was thanked for his work on the Policy reviews and recommendations.

Moved to In Committee	9.52pm	1 Maree
		Votes: All in favour Carried
Out of In Committee	10.28pm	

12. Minutes

Moved that the Minutes of the George Street Normal School Board of Trustees meeting dated 10 December 2019 be confirmed

1 Maree
Votes: All in favour Carried

11. Future Agenda Items

- Road safety

Date of Next Meeting

Board of Trustees Meeting Tuesday 24 March 2020 6.30pm Staffroom

Meeting Closed 10.30pm

Signed _____ **(Chairperson)**

Date _____