



Northland School Board of Trustees

Minutes

Tuesday 13 April 2021

Minutes/Ngā Meneti

Board

Andrew Royle (AR), Jeremy Seed (JS), Kate Jorgenson (KJ), Trevor Just (TJ), John Locker (JL), Justin, Emma Chapman (EC) Staff representative, Andrea Peetz (AP) (Principal), Jane Batchelor (JB), Judith Urry (JU)

Duration

7:00pm start and finished at 9.15pm

1. Welcome and Whakatauki

AR welcomed everyone in Te Reo and English and also shared a whakatauki. AR introduced Christina the new board secretary.

2. In Attendance

Christina Young- Board Secretary

Karen Sturgeon –Reading Recovery Programme Overview

3. Apologies

No apologies

4. Conflict of Interest Register

None

Karen Sturgeon –Reading Recovery Programme Overview

The Reading Recovery Programme is an intervention for 6 year old children who have not met the requirements after a year at school. The goal is to get them to the standard within 20 weeks. Karen gave an overview of the testing process including concepts about print (how books work, left to right, punctuation etc.), word tests, hearing and recording test. There are three places available (the school funds two places and the Ministry funds one).

Parents are invited along to watch a tutoring session. These are 30 minutes long split into 3 sections. There needs to be 90-95% accuracy to move up a level.

Once the child finishes with reading recovery they are “discontinued.” These children continue to be monitored for three years. There is a big buddy programme where year 8 children work with a child in reading recovery each week. The programme is very popular with the year 8s. A question was asked about what the need is within Northland school and what happens to children who don’t get one of the 3 places. JU responded that those children are supported in class through small group work, teacher aides etc. On occasion there has been flexibility to include an additional child since some of the places are board funded.

A question was asked if the board was able to fund more places. AP responded that as need arises a discussion would be had. JU also commented that children can be referred to Resource Teachers of Literacy programme if they are not making progress through reading recovery.

5. Minutes of the last Meeting (February)

a. Review of action items

The minutes of the February 2020 meeting were agreed:

Moved: EC **Seconded:** JS

b. Other matters arising

Decision to remove solar panels from the roof (AP)

Update from AP that the hazard register has been updated (digital and paper).

Planning a lockdown procedure for next term, going through the processes for that now. Will report back next meeting.

It was suggested that all documents are collated in a shared folder and sent out to Board Members.

All documents that are included in the board pack to have relevant heading and numbered for quick reference.

6. Principal’s Report

a. General Update – Taken as Read

Members found the new report format easier to read and liked the narrative format. Portfolio updates included in the one document was preferred. This format will be used for the remainder of the year.

b. 2021 Annual Plan

AP gave an overview of the new strategic annual plan which is to be submitted to the Ministry.

Positive feedback was given to Andrea for her work on this. There were also comments that there are a lot of items in the strategic plan and that it will be a challenge to achieve everything. **This has been condensed and shared with staff as a working document. Some actions will continue into 2022 and 2023. An update on actions will be provided at each meeting with a traffic light visual.**

c. Camp Evaluation – Taken as Read

June/July will be the time to make a decision on the next camp. AR suggested having a discussion on this in good time - to be included in the June/July agenda.

7. Portfolio Reporting

a. Finance

- February Accounts

We are still in excess of our financial reserves

Moved: EC **Seconded:** JS

AP to email data regarding how family donations are tracking this year

b. Policy – Enrolment Ballot Scheme

The Ministry has recommended to continue with the enrolment process as is. Suggested that a change be made to the enrolments scheme so that numbers can be allocated to any year rather than being specified to a particular year. There are 15 spaces currently available.

Decision: Agreement from the board to make this change.

JU raised that these places will need to be advertised. There are some families who were previously not eligible who will likely still be interested.

AR and AP to sign the 2021 Review of Enrolment Scheme document and send to the MOE.

c. Human Resourcing

d. Property

- Building Project - Trevor

The work is tracking well for December but there is no guarantee it will be finished by the 5th Dec. A booking has been made at the Northland hall for the end of year assembly.

T J mentioned the need to talk to children around caring for the new buildings as there has already been some damage i.e. doorstops. There will be communication to go out in the newsletter for people not to use the school as a playground during the school holidays due to fumes in the stairwell.

The leak in the stairwell will not be fixed these holidays but it should still be useable. Hoping to have confirmation of a quote by this Friday.

Defects are being addressed during the holidays and staff will not be on site until the second week. All families have been informed of the work taking place and health and safety on the grounds.

- Playground Project - Kate/Trevor

The project is tracking along well. The playground subcommittee are meeting fortnightly and have met with Wellington City Council and Playgro and Creo playground companies. Looking like Creo will be good as they also include a landscape architect. Have had community consultation through an online survey. EC has had input from students as well. There will be some decisions to make at the next meeting.

e. Health and Safety – Kate/Andrea

A date will be confirmed for a Term 2 Health and Safety walk around.

f. Community - Kāhui Ako

1st June is the next Whanau hui. Tweaking the format to encourage better engagement.

Next teacher only day Friday 4th June

8. Strategic Items for Discussion

a. Hautū Tool

Suggestion from Justin to work through part of the Hautu Tool at each board meeting (approx. 25 minutes on one section each meeting).

b. Board Strategic Planning

Operating budget is due November, Capex budget by Dec. The strategic plan will be drafted in November from feedback from staff, parents, community. This will be confirmed in the February meeting as the strategic plan is due to the MOE by 1st March. A suggestion was made by AR to have the strategic plan ready by Sept/Oct before budgets are due. There was a discussion around when to do community consultation, policy reviews (data privacy) and the Hautu tool. Comment from JL that we should be pushing surveys harder to try and get a 45% response rate and that focus groups should be used to gain more qualitative data.

AP talked through options for community consultation: focus groups, survey, open school for parents, board walk through the school, school assembly. **The school vision and values were developed through a consultation process 2019/2020. These will remain.**

AR, JS, JL, AR to work together on the community engagement project. Plan to work on this June/July/August.

c. Board Roles and Responsibilities

Confirmed that Justin cannot act as treasurer on the board due to a work conflict. Board agreed to co-opt someone onto the board to fill this role. AR will research how to go about that.

AR and AP will draw up a timeline for Board actions across the year.

9. Other Business

a. Complaint Process Refresher

Discussion that each board member needs to understand the complaints process. Justin suggested this should be more visible on the Northland School website.

AP to review the current policy and highlight any changes that should be made. AP to also ensure school office staff are aware of the process.

b. Recommendations – Enrolment Scheme, Treasurer Position, Finance

TJ has a \$10k quote for preventative maintenance checks. These are required to keep warranties valid. TJ asked for the boards permission as the Ministry will not fund this.

Decision: Board approval for entry into preventative check contracts with Stay Safe systems for electrical and mechanical maintenance.