



Northland School Board of Trustees

## Agenda

Tuesday 16 February 2021

Minutes/Ngā Meneti

### Board

Andrew Royle (AR), Jeremy Seed (JS), Kate Jorgenson (KJ), Trevor Just (TJ), John Locker (JL), Emma Chapman (EC) Staff representative, Andrea Peetz (AP) (Principal)

### In attendance

Jane Batchelor (JB), Judith Urry (JU)

### Duration

7:00pm start and finished at 9:40

### 1. Welcome and Whakatauki

AR welcomed everyone in te reo and English and also shared a whakatauki. AR informed us that Suzanne is unable to take minutes any more. Will advertise in the school newsletter for a Board Secretary.

### 2. Apologies

Justin Parker

### 3. Conflict of Interest Register

None

### 4. Minutes of the last Meeting (December)

- a. Review of action items - (unless covered elsewhere on agenda)
  - Any other business: Meetings Not 16 May but 11 May
- b. Other matters arising
  - AR 16 March meeting about the Hautū tool and we will have to think about what we do with the March meeting. Decided we would have a longer meeting in April.
  - JL shared a proposal of a possible portfolio 'evidence-based learning and practice' portfolio to add to the portfolio suite in his role on the Board of Trustees.

The minutes of the December 2020 meeting were agreed:

**Moved:** EC **Seconded:** KJ

## **5. Principal's Report**

### **a) General Update:**

AP noted that 2 staff only days took place at the beginning of the year. We connected our work with Kāhui Ako. Turangawaewae will be our main focus for the year across the school. Looked at the values and vision.

At the beginning of the year an external facilitator worked with the Senior Leadership Team and Team Leaders to review our direction for the next three years including assessment procedures, sms systems, reporting to parents. A SMS system includes academic and personal information about students. The system we currently use Edge is not as effective with inputting and collating information as well as organising useful data. There are a number of SMS systems available that provide more connections with student learning and enable us to collect student data.

### **Unit Holders Descriptions for 2021**

Five responsibility units (fixed term for one year) were advertised and staff applied for units and interviews/discussions were held with all staff that had applied for these positions. Appointments were made and letters of acceptance were sent out to members of staff. This was the first year we interviewed staff for these roles. The Units were changed from last year and were responsive to the needs identified. The Digital Technologies curriculum unit was changed from being held by two people to one position to be held. There was also a unit for Student Leadership and Engagement. This is a new and exciting role. The Cultural unit is going to be shared with two people. There are also two units being held for Sport and PE as these are big roles. The Senior Leadership Team is working closely with these unit holders to ensure they receive support in their roles around being a leader and how to influence others. Each of these unit holders receive one unit (\$4000) for remuneration as well as a small amount of release time each fortnight.

The Senior Leadership Team is providing support to Team Leaders and meeting with them on a regular basis to provide timely support.

### **Professional Development**

Staff will be continuing to work with Kathe Tawhiwhirangi from Core Education. She began working with us on Turangawaewae (Our place) connecting our Kāhui Ako

Cultural Responsive work. Along with the support of our whānau group and Matua Bob we will be working together with a focus on creating a school pepeha.

### **Novopay Update**

Unfortunately support staff were not able to be paid over the last two weeks. It took time for AP to be added into the Novopay system as the Principal. This has now been resolved by Novopay and everyone will be paid in the next pay round.

Thank you for the warm welcome at the pōwhiri. AP said she is meeting many of our parents when out on road patrol at the crossing. There was an open afternoon to meet the Senior Leadership Team however no one attended. Other opportunities will be arranged.

AP will be working with AR on an Appraisal 360

AP would like us to consider whether the Student Council is something we want to continue. How else could we have a group of student leaders who want to lead by our values, gratitude and for our local and global community.

### **b) 2020 – Analysis of Variance**

Will be submitted on March 1st. JE has written most but AP has looked at small changes to this document especially in areas thinking about SMS and the school data and how it is being inputted. AP has reframed the targets into positive language rather than in a deficit manner. Overall outcomes from the initial analysis show that students have shown progress against the goals but the data which has been used was numerical rather than at individual student level. Teaching staff have looked at during a staff meeting this afternoon to look at end of year data (within teams) to look at student progress against curriculum levels. Each team has drilled down into the data and then begun to set goals within each of the teams around student progress. From here we will then take the data and write two main targets for the school which will form part of the charter. The main school targets will overarch the team targets to ensure that tracking and checking at team level happen on a more regular basis.

AR asked about tools (e.g. PACT) that can be used for data collecting. A new SMS system should help with the accuracy of data, help with the input of this data and this in turn will then help with overall teacher judgements and that there is consistency with moderation e.g multiple evidences used but with the right tool for the right time. There should be a one point entry with multiple ways that the data can be reported.

AP said that PAT tests will be done in Term 2 not in term 1 for 2021. It may not be the whole cohort and we will make a decision about the appropriateness of these tools to show progress. Teams will have individual plans for the appropriate tools for assessments. This is the beginning of changes not only in the process but also in pedagogical understanding of formative and summative assessment.

**c) 2020 End of Year Data to inform 2021 Targets for Raising Student Achievement**

The focus for the staff meeting on today. When we have collated the data AP will write it up and then share with the BOT. The overall picture was presented to the Board in December 2020. The data will then be written into the goals. On first look there looks like a goal around literacy in Year 4 and Year 7 and in Mathematics: Looking at groups within cohorts which are not meeting expectations and one which is a group exceeding the expectations in Mathematics. Hubs need time to get to know all students because it is different from single cell classrooms.

AP answered a question about real time reporting and we are not ready for this yet but will look at SMS choices to see if we have a better place for data collection than EDGE offers us at the moment. The functions need to be set up well for a SMS and LMS to provide us with useful and timely information.

**d) 2021 Annual Plan Overview**

The annual plan and charter is in draft form. JE and AP discussed this document at the handover meeting in January. The National Education Learning Priorities (NELP) are to be used from 2023 so it is important we start using this language from NELP in this charter. Whilst this document is ready to go to the Ministry as it is, AP would like more time to look at this with staff and review some of the indicators in the draft to be more succinct and know we are clear about expectations and feel success at the end of 2021. Andrea wants to make sure our key Kāhui Ako achievement challenges are explicit in the charter and the links are very explicit.

The Board is happy for AP to review the charter and come back with a one page document that is clear, easy to follow, and includes a smaller number of objectives that can be easily reviewed. All Board members agreed that less is more and achieving a small number of important objectives would be beneficial for staff. From 2023 NELP will mean that the charter will look very different and be a working document.

**e) See Principals update above**

## **6. Strategic Items for Discussion**

### **a) Board roles and responsibilities**

Need to have a conversation with JP about allocation of Finance Role. AR will discuss this with him. See Action Plan.

### **b) Building Project**

TJ talked about fire egress at the edge of the Junior courtyard. Legally we are not allowed to put a gate on a temporary exit. Wording has been provided by Hawkins to communicate this with the community. This will be in the next newsletter.

Parking outside the front of the school: this is an ongoing issue. Unfortunately it is a shared driveway. Some concerns about the speed the scooter is exiting the driveway and concerns around safety. Will try and get the registration number and possible mail drop.

Currently sorting out issues with Torque IP around IT and CCTV re. Stage 2 and what might have been in the contracts. Hawkins is also looking into this too. AP will contact JE when he is back from holiday.

Planting and irrigation: MOE will pay for the planting and Northland School will pay for the irrigation.

Hawkins has provided a noise schedule. Issue around finding the foundations of the old swimming pool and having to put deeper piles in as taken longer than expected.

External defects still on the outside of the buildings but some will have to wait until the joining Stage 2 onto Stage 1. Fan needs to be in the lift shaft until the hall has finished.

Ongoing defects list being worked on. Need to know about the location of carpet tiles that are lifting. Issues around wall coverings in the end stairwell are being looked at also. Teachers need to continue taking photos of the defects and these will be addressed each property meeting.

Stage 2 at this stage has an end of November 2021 end date.

Leaking stairwell in office block, caused by the gutter being wide but the exit for the water is quite small: Maynard Marks has suggested the roofline is reconstructed to fix the internal gutter. It could be temporarily replaced at this stage and then the roofline could be altered at a later date using 5YP money. 79K left in 'special fund' and this fund might finance the temporary fix then it could be fixed with the redesign of the roof although this would be quite expensive. However it is a health and safety issue. AP/ TJ

will seek further information about costs and whether this work is financially viable at this stage.

The mould has been treated but the wall is still fragile. There are issues with it being the only access for the lower part of the school while the work with Hawkins is in progress. It has only been temporarily fixed and may not work in the longer term. Maynard Marks are happy to project manage the work (may be useful to have them complete the work as they are already doing the other projects within the school)

#### **c) Playground Project**

The Ministry Project Manager has been talking with TJ around concept designs and plans for the playground so she is aware of where structures would be secured into the ground with consideration to where pipes and drainage from the new build is. It is important that we consider involving the project manager in playground meetings.

#### **d) Health and Safety**

As discussed during the meeting: COVID, Gates, Parking. H/S walk arounds with Tony will be scheduled for three times and term and student H/S committee to be reconvened. KJ to speak with AP about this.

#### **e) 2021 Strategic Plan and Charter**

Covered in Principal's report

### **7. Portfolio Reporting (by exception)**

#### **a) Finance**

We finished the financial year in the expected financial position. 75k is acceptable for the Ministry and it is important we keep above this position in our capital budget. We received 142% more income than expected last year. The Operations budget could be tight if we started spending more. The Teacher Aide budget is the budget we tend to overspend on so it is important we keep an eye on this during the year.

#### **December and January Accounts**

The January report has not been received yet.

#### **2021 Donation and EOTC Letter**

The donation will be capped at \$800 per family.

#### **Treasurer position**

AR looked into whether it was appropriate for him to hold the financial portfolio as well as holding the Board Chair role. There was no evidence that this wasn't ok. AR will continue with the finance portfolio.

#### **b) Policy**

AP and AR have talked about the policy reviews and these will be reviewed in the latter half of this year. KJ asked a question about ERO and if there was anything that needs to be reviewed for this. AR feels that the bulk of the reviews have been done but this will be checked. AP has some communication from ERO about the different ways they undertake reviews and she will send out the information for this. We have not had any further information about dates for an ERO review.

#### **c) Human Resourcing - Board Secretary**

Thank you to Suzanne Mace for being our minute taker for our Board of Trustees. We will thank her officially in the newsletter and Emma will organise flowers and a card to be sent to Suzanne.

We also have two Teacher aides to farewell as we didn't get enough time to properly farewell them at the end of 2020.

#### **d) Property**

Discussed as above in strategic items for discussion.

#### **e) Community - Kāhui Ako**

JB has provided the BOT with information about the March meeting presenting the Hautū Self Review tool on Tuesday 16th March at Wellington College. It is a good chance to make connections with other BOTs and also to see that we have a place within the Kahui Ako. Please RSVP to Jane by the end of February.

All Across School Teachers have had the first meeting of the year. Northland School hosted and it was good to have the opportunity to meet with them and to build relationships.

Thursday 1st April there is a TOD for the whole Kahui Ako (about 600 staff). There will be opportunities at this teacher only day for teachers to share their expertise in workshops. Will be good for all teachers to see that they belong to the Kahui Ako.

We sent our teachers out to investigate Wellington (Te Whanganui-a-Tara) on our first teacher only day and will be looking at creating a resource on Google Earth about local

artifacts and stories within Wellington. This ties into the Cultural Responsiveness work as part of the Kahui Ako.

## **8. Other Business**

TJ talked about an issue with a child not being supervised at after school care. This matter has been handed to the after school care provider and the parents but we are keeping an eye on the safety of the students. The school was not at fault as the child was handed over to the provider.

JS brought up an incident regarding student behaviour down on the Tiger Turf. JU has reassured him that the matter has been discussed and is being dealt with within school.