



Northland School Board of Trustees

Agenda/Minutes/Ngā Meneti

25 May 2021

Board

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

In attendance

Jane Batchelor (JB), Judith Urry (JU)
Jono Weir

Duration

7:00pm start and finished at 9.10

1. Welcome and Whakatauki

2. Apologies

Trevor Just (TJ)
Christina

3. Conflict of Interest Register

None

4. Minutes of the last Meeting (13 April)

- a. Review of action items - (unless covered elsewhere on agenda)
 - i. All actions completed or in progress.
- b. Other matters arising
 - i. BOT not school for Reading Recovery places to be amended in the minutes

The minutes of the 13 April 2021 meeting were agreed:

Moved: Emma **Seconded:** John

5. Principal's Report

- a. General Update: Attendance: if you are having conversation with people in the community, feel free to mention that children need to be at school in order to learn. We are tracking attendance and different cohorts. Looking at individuals and strategies to support students at school. Some students in Y5 have come into the school: might be some issues around anxiety, ongoing issues.

- b. Timeline for informing parents; timeline, teaching and assessment are not separate identities. Teachers need to be capable with the assessments and students need to know what their strengths and gaps are in their learning. Two points in time to see progress, template mid year and end of year will be the same throughout the school: view of learning and dispositions are important; more holistic, next steps for the students- how are they feeling. Share with the students as it is a conversation starter. Curriculum summary in Term 3 will be graphs for parents about how their child is progressing in relation to expected curriculum levels. (This is for adults so will come out separately).
- c. Information about the changes in the Informing Parents processes will be coming out in the newsletters. Encourage parents to come in and have conversations if they are unsure with classroom teachers or SLT.
- d. PATS are being completed differently this year and this data will be in the shared with the board as part of the Mid Year Progress and Achievement Report.
- e. Finance: continue to operate with reserves in excess of its policy position **(Moved by Andrew Seconded by Justin)**
- f. Family donations are tracking ahead of this time last year.
- g. Property: Andrea is starting to track the hours around the property and it is taking a lot of time. Two streams of work: Hawkins and Maynard Marks. Andrea has spoken with MOE about additional support for principals around this work load. Hall Construction: 2-3 weeks behind now. Property meeting next week to see how we can catch up with this. Communications: remind people about clear lines of communications: Andrea has reminded staff that she sends defects to MOE and then that information goes to Hawkins.
- h. ICT and AV in the hall: Decisions need to be made around planning for cabling and data projectors etc. Time is of the essence (Sitech, Architect, MOE) Need to think about future proofing, make decisions about what we can use but also need to think about what needs to be put in for community use as well as for school use. Bluetooth is the way to go in order to future proof the technology. **The BOT recommends that we go with the \$24k quote. (Moved by Andrew Seconded by Emma)**
- i. We will look at gifting the current projector to the Northland Community Hall.
- j. Complaints Policy: Doesn't identify the difference between a concern and a complaint or what is it for or who is it for. We need to do some work about making this very clear and easy for people to follow. Andrea has looked at the policies with Ann in our office and a sub - group needs to look at the policies that need to be updated. School Docs could be a good option (2.5k?). Justin, John, Kate are happy to be on the sub committee. Andrea will support this committee.
- k. Kahui Ako dates: August 10th and October 26th. Hautū Tool and Culturally responsiveness. As many people as could attend.
- l. Education and Training Amendment Bill consultations: Andrew had a look around zoning but there wasn't much change around siblings etc. Happy to not do anything at this time and not do the training at this stage.
- m. Annual Report, Analysis of Variance and Financial Statements 2020 – a brief verbal overview will be given at the meeting.

6. Portfolio Reporting (by exception)

- a. Human Resourcing
- b. Finance
 - i. April Accounts
 - ii. Audit
- c. **Property**
 - i. Building Projects - Trevor
 - ii. Playground Project - Kate/Trevor

Playground: Kate talked about the paper she tabled. Research with playground companies, council and sub committee has been discussed. Consultation with community, staff and students has been completed. Good to see there is a holistic view of the playground with landscaping, planting etc rather than just equipment. For the SIP funding we had plans done \$400k but now need to lock in our procurement strategy. \$100k needs to be spent before the end of the year. We will get three quotes from the company and then choose a design build as long as we are below \$250k.

Tim Mellsop will be the project manager for this work, as he knows the school well and currently manages other projects. We recommend putting together \$117K and \$100K and \$10.5k (recent fundraising) plus BOT loan of \$22.5k underwriting the fundraising for phase 1 (\$250k including contingency of 25%). Then plan for possible Phase 2 extra \$50k and Phase 3 \$40k. This will help with having a visual plan for the development in stages and also make sure we spend what we have now and hopefully fundraise more money in the future (including grants). Initial design plans will need to incorporate all the phases enabling the building work to be staged. **(Moved by Emma Seconded by Andrew)**

- d. **Health & Safety – Kate/Andrea**
- e. **Community - Kāhui Ako**

7. Strategic Items for Discussion

- a. Hautū Tool

Self review tool for BOTs to reflect on cultural responsiveness; leadership, meetings, school and community. As a BOT we are responsible for delivering on progress for students as Māori as Māori and how we can be more culturally responsive.

Looked at **Employer Role**

Staff Performance Management (23) **Emerging**

- Look at what culturally responsive practice within Professional Growth Cycle (SLT)
- Seek guidance from Teaching council
- Extend Professional Growth Cycle to non-teaching staff (SLT)

Staff Performance Management (24) **Emerging**

- Board Chair and Andrea have discussed performance management at this stage but have yet to discuss culturally responsive goal (Principal and BOT Chair, conversations with mentors from first time principal support)
- Revisit later in the year (Principal and BOT Chair)
- Document conversations with mentors from first time principal support

Recruitment, retention of staff (25) **Developing**

- Advertising could include a whānau support person at interview, Include te reo, the language we use (as appointments come up) (SLT)

- Identify a need if we need to recruit specific skills (SLT)
- Look at process of recruitment and see if there are aspects of the process that could be more culturally responsive (SLT)
- Continue to have powhiri to welcome new staff (SLT)

Recruitment, retention of staff (26) **Developing moving to Integrating**

- Being more deliberate around how we teach our Māori students and how we track progress (SLT)
- Have further conversations with whānau about how to share success and learning for Māori as Māori (Whānau group, Bob; Kaumatua)
- Ensure that funding is provided to **all** staff for PD for cultural responsiveness (include in Strategic Plan/ BOT and apply for funds)

Understanding good employer requirements (27) **Integrating**

- Principal report on staff capability within the Annual Plan under the three achievement challenges (in particular Challenge 2) (Principal)

b. Board Strategic Planning – Sub Committee Strategic Items for Discussion Meeting held tonight before the BOT meeting. We are creating a learning plan, identifying the need for community engagement through surveys or something else. Looking at key areas and questions, what would a process look like and also around staff and community engagement. Sub committee will meet again and report back.

8. Other Business

- a. Complaint Process Update (see notes above)
- b. Need to confirm date for walk around
- c. Set up Whatsapp for BOT
- d. Written summary/ update of BOT meeting for the newsletter and website. Andrew and Kate will write these.