

Northland School Board of Trustees

Minutes/Ngā Meneti

21st September 2021

Google Meet due to Level 2

Board

Andrew Royle (AR), Jeremy Seed (JS), Kate Jorgenson (KJ), Trevor Just (TJ),
Justin Parker (JP), Jono Weir (JW), Andrea Peetz (AP) (Principal),

In attendance

Jane Batchelor (JB), Judith Urry (JU)

Apologies

Emma Chapman (EC) Staff representative

Duration

7:00pm start and finished at 8.25pm

1. Welcome and Whakatauki

“Ehara taku toa i te toa takitahi, engari he toa takitini”
My strength is not as an individual but as a collective

2. In Attendance - Christina Young - Board Secretary

3. Apologies

Emma Chapman (EC) Staff representative

4. Conflict of Interest Register

None

5. Minutes of the last Meeting (17th August 2021)

a. Review of action items - (unless covered elsewhere on agenda)

b. Other matters arising

i.

Moved: Seconded:

6. Principal's Report (Taken as Read)

Applications for the ballot for Term 1 2022 close on October 22nd. We can have a ballot every term or once a year. We'll be guided by our roll as to how we go about that. **a.**

Curriculum

AP said she has included answers from some of the questions that were brought up at the last BOT meeting about the mid-year learning report. If anyone wants more clarification on any of this then we can arrange a meeting to discuss this further. Jono asked a question re: mid year achievement report - was there something specific people needed reassurance about? AP stated that the reassurance was about giving more information and answering the questions that were raised.

AR stated he will be adding some information in the newsletter tomorrow on the mid year report. Recognised there needed to be a balance between recognising the good position we are in and being ambitious to improve as well.

b. Self Review

Majority of challenges are around Covid. AP said she is satisfied that staff are doing the best they can. Teachers are communicating with parents through phone conversations or google meets. A low key approach has helped children adjust to being back to school. Decided against having a survey on how the school's communication around learning during lockdown as we have the larger survey coming up. Parents were offered to email Andrea with any feedback and two emails were received from parents to affirm the changes that had been made since the lockdown during 2020 and staff have provided feedback on changes made during 2021 in relation to communication, consistency of messaging across teams and the organisation of Bubble School.

c. Human Resources

Staff morale has been low partly due to fatigue from the construction disruptions, noise etc. There has been some resistance to change from some staff members - new building, new learning environments, new principal, changes to how we do things. There have been good conversations with teachers about this. Each staff member will be given a half day leave in Term 4 to support their own wellbeing and acknowledge the difficulties. Discussion followed on leading change and developing the school culture, with the emphasis on the need for discussions on philosophies of teaching, teaching environment, curriculum change. Culture can slow down strategic change. This is something we may need to think about more in our strategizing work. AP said that as a leadership group we are very aware of the changes coming. E.g. NZ history, digital technologies curriculum. The open conversations we are having with staff is helping and reminding all of our vision and achievement challenges that underpin our strategic plan.

JW acknowledged the importance of prioritising staff wellbeing. Asked what can we as the board do to help encourage staff e.g. walk throughs? AR mentioned Kate had the idea to repeat the board visit for morning tea on the 1st October, it's a small thing but shows support from the board. The only hesitation with morning tea is that parents can't come in at level 2. AP agreed the board being more visible would be a great thing. AP shared the mid year report to the teachers to reassure them that there are good learning results. Some teachers were concerned they wouldn't be able to achieve the same standard within the new learning environment. JU mentioned that a card or a letter could be just as good as seeing people in person. AR said If parents can't come onto the school grounds on the last day of term he can still organise morning tea to be given to teachers.

AR asked if anyone would have an issue with the learning report going out in the newsletter? No one had an issue.

AP said the school can have 10 x call back days during a year. There is a call back day organised during the holidays for a PD session for staff to work on learning

environments.

d. Finance

JW - nothing further to add at this stage

e. Property and Playground

TJ - Mentioned that the tent is due to be taken down in the next 2-3 weeks so we will have a good sense as to the size of the hall at that stage. Still having some issues with heating - there has been a lag getting it to heat up with the school being closed for so long.

KJ - update on the playground. There was a meeting last week. Tim (project manager) has told Creo that they are the preferred supplier at the moment pending a few things.

f. Health and Safety

AP said Tony has been making sure we have plenty of hand sanitiser, hand towels etc. He is also going through all of the compliance that has come from ERO.

g. Policies

KJ and AP are putting together a flowchart to illustrate the process to raise concerns or complaints about the school or staff.

Whanau hui cancelled due to covid. If we are in level 2 for an extended time, we may need to think about how else we can connect. AR said we can pick this up in the conversation around strategy. JU mentioned that the powhiri next term may also need to look different.

JS asked if there is any update on the pie fundraiser - how have sales been? AP said there have been 720 pies ordered - made \$2,800 and orders are still open.

JL asked to what extent would the board be involved with the work with ERO as he has an interest in being involved with this. AP said that Christine (contact at ERO) will be able to come to a Board meeting but this is yet to be confirmed. The work with ERO is primarily with the board chair and senior leadership but it can then be opened up to the board. AP mentioned that overall ERO's aim is to leave the school with tools to help - it is a partnership rather than a compliance process now.

Kathe Tawhiwhirangi- Perry will facilitate a session on the Hautū Tool at our next Board meeting on 19th October.

7. Strategic Items for Discussion

a. Strategic Planning and Community Engagement - Sub Committee

JL - strategy sub group has had 4-5 meetings now with initial discussions on high level areas of focus. Looking at current strategic work - aligning discussions with the work already done. Put forward 3 areas of strategy to focus on (learning, relationships and wellness). Collected teacher, student and BOT views on these areas which have been

positive. The plan is to send out the survey right at the start of T4 - it will be piloted with the BOT first to seek feedback. Once everyone is happy we will make any changes and send them out to parents. We will use survey monkey. It will be in the field for 3-4 weeks and we will push it quite hard to get a higher response rate. JL will look at responses daily and John/Andrea will organise communications out to parents to get a good response rate.

KJ commented that when it comes to communicating it would be good to have some marketing collateral such as posters around the school. The ticker running along the school website is also good. AP noted that the Website is already set up with a page

for Community Survey and an overview and prompts will be posted on here at the start of Term 4.

JW asked what would be a good response rate. JL said a typical response rate would be around 15% but he would hope to get at least 35%. It's difficult to say what a meaningful response rate would be because of the family nature of respondents e.g. two parents in a household - the survey will be sent out to both email addresses but they may only send back one response after having a conversation together. JL said it's good to understand the limitations of surveys but it's a good start for an ongoing conversation.

AP stated that if covid levels allow, we will also provide an opportunity for parents to have conversations with teachers during the 3-4 weeks the survey is running. If we are not in level 1 then we can organise online google meets. AP said she would like parents to get a paper copy of the survey. It is important to follow up with outcomes and further actions post survey - it will be important for parents to hear what the follow up is after they have filled in a survey.

8. Other Business