



Northland School Board of Trustees

Agenda/Minutes/Ngā Meneti

7 December 2021

Board

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

In attendance

Jane Batchelor (JB), Judith Urry (JU)
Christina Young - Board Secretary

Apologies

Justin Parker (JP)

Duration

6:00pm start and finished at 10:15pm

1. Welcome and Whakatauki

Tungia te ururoa kia tupu whakaritorito te tupu o te harakeke — *(Set fire to the overgrown bush and the new flax shoots will spring up/clear away what is bad and the good will flourish)*

2. In Attendance - Christina Young - Board Secretary

3. Apologies

Justin Parker (JP)

4. Conflict of Interest

5. Minutes of the last Meeting (19th October 2021 and November)

Moved: JW **Seconded:** EC

- a. Review of action items
- b. Other matters arising

6. Principal's Report (Taken as Read)

a. Curriculum

Achievement challenges RTLB zones of regulation - all staff said they can already see the benefits of the school wide approach. Teacher only half day next year will focus on this.

Thursday the snapshot plus the summary will be sent to parents - pdf of the snapshot plus the curriculum summary showing mid year and end of year. Also available on Edge but we won't communicate this to parents.

Next week the classes will be communicating.

AR said it would be worth communicating tomorrow that the official information will be communicated next week. AP said they will word this carefully.

b. Self Review

c. Human Resources

Very happy with the number of people and the calibre of the people who applied. The two new teachers will be attending the transition meeting with the class for 2022.

Finance -

Draft Budget for 2022 was shared. This will be ratified in February.

Discussion on Parent Donations to be increased.

Resolution: It was agreed to increase the Parent Donations to \$310 for next year, 2022 and keep the same amount capped at \$800 for families with more than three children.

AP noted that teaching resources will be altered to reflect the strategy focus.

During the year, the budget is well tracked.

The Before school care costs will be reviewed mid year, this is due to the school covering the balance as an impact from Covid.

Resolution: The Board agreed to working on a Hall Hire agreement so this can be an income stream going forward.

Property and Playground

The outdoor work has been delayed and will not be completed until the end of Jan. AP will have another meeting with the Ministry on Dec 22nd and will have more information then.

TJ - the buildings are still having some temperature issues

Playground - KJ commented that there is a latest design from Creo. There will still be some minor tweaks and it will be built in phases. Hoping to begin the project in April. Phase 1 fundraising is done, there will be a focus on phase 2 fundraising next year (\$150,000).

JW raised if the board should have more involvement in the decision making on the playground. AR said the budget for phase 1 was given board approval and his view is that the decision making should be left to the sub committee.

Resolution: the playground sub committee will make final decisions within the design brief and within budget and that the sub committee will minute the final decision.

Moved: AR Seconded EC

d. Health and Safety

There will be continued communication from the MOH on the 5-11 age vaccination program. There will be a conversation about whether to have a public health nurse on site - this will be discussed with the board. AP will send through information as it is received. JW asked if there is a date

AP said there are currently public health nurses who come in to do other vaccinations. AP suggested it would be a good thing to organise the nurses to come onsite.

Resolution: In principal board members agree that public health nurses can use the school for administering Covid vaccines. AR and JW are happy to support Andrea on this.

Camp proposal - KJ mentioned that training certifications need to be up to date for all activities. Resolution: KJ will be involved in the decision for Health and Safety around OTC camp

Moved: AR Seconded: JW

e. Policies

f. Community and Communication

This has been very hard for us, teachers can't communicate face to face with parents. AP getting lots of communication from parents asking why events can't go ahead.

Kahui ako JB - streamlined reporting so there is one report that can go to the ministry and the board and teachers. Moving to 1 a term rather than monthly for board reports.

KJ asked about the LEXI program that is finishing - what is happening with the children who were supported with this. AP said they are being supported by a teacher aide. The LEXI program is now very outdated.

AR said the portfolio allocation and elections will happen at the start of next year.

Resolution: The board formally thanks Jeremy for his contribution to the board and his work on the community portfolio AR will write to him and send him a gift as a token of our appreciation.

7. Strategic Items for Discussion

- a. Strategic Planning and Community Engagement –**
- b. Confirm Strategy**
- c. Confirm 2022 Capital Operating Budget**
- d. Frequency of meetings, portfolio allocation and sub committees**
- e. Chair position for 2022**

8. Other Business

Parent survey

Huge number of people commented on the qualitative sections of the survey. Response rate was likely in the high 40%. This is a real testament to the fact that parents want to engage with the school.

A very common comment from parents was that 'I receive the right amount of communication about my children's learning' - there could be an opportunity here. My child is a confident learner - was a highest % of strongly disagree/disagree - JL said this is worth looking at further since this is a school value. There are some opportunities but overall it is a high average satisfaction. Nobody challenged the 3 pou so that confirms these should be the 3 areas of focus. JL suggested 3 areas of focus: Communication, Strategy, diversity (cultural, learning needs, more diverse teaching staff, whanau consultation), physical environment (the impact the physical environment was having on their child: cover, building work, open plan environments)

Process

AR - We need to get the strategy to the Ministry by the end of March. The Senior Leadership will draft the detail in the Pou areas. This will be shared with the Board in February. Staff will have input and this will be finalised in time for March.

Hautu Tool: The Board discussed aspects of the Hautu tool in relation to the parent survey information. All members identified the priorities for this work, and decisions will be made on the key actions for 2022-2025.

Other:

The remainder of the meeting was discussion on the Hautu tool, and proposed meetings for 2022.

Proposed meetings to be held week 3 and week 8 each term in 2022. Andrew will send out communications early 2022 to all Board members.

Board news for the last newsletter of the year. Andrew will complete this and send to Andrea.