



Northland School Board of Trustees

Agenda/Minutes/Ngā Meneti

Tuesday 17th May 7pm

onsite in the Staffroom

Board

Kate Jorgensen (KJ), Jono Weir (JW), Trevor Just (TJ), Rose Simpson (RS), Andrea Peetz (AP) (Principal), Emma Chapman (EC)

In attendance

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

Apologies

Andrew Royle (AR)
Justin Parker (JP)

Duration

7pm start and finished at 8.45pm

1. Welcome and Whakatauki

E oho ki runga
E oho ki raro
Ana

2. In Attendance - Christina Young - Board Secretary

Special welcome to Rose Simpson. The board sincerely thanks John Locker for his support and work on the board over the last 18 months.

3. Apologies

Andrew Royle (AR)
Justin Parker (JP)

4. Conflict of Interest

N/A

5. Minutes of the last Meeting

Moved: EC Seconded: JW

a. Review of action items

ACTION: AR to check the list of action items from previous board minutes. Discussion around creating a new document to have a running log of minutes. In addition list all actions at the end of each minutes.

b. Other matters arising

6. Principal's Report (Taken as Read)

Natalie Lecaude will be returning and will be teaching year 1 / 2 in Room 7 in T3 and T4. Emma Muirhead will continue in T3 and T4 in a fixed term position in Ruru.

7. COVID Response

Decided to keep with masks in T2 at least for the first couple of weeks. There are still active cases at the school. In the first week we had a staff member with COVID. AP said she would like to send out a brief survey to the community. Staff are happy to continue with masks. We would like to suggest to the community that it is a strong preference for children to keep using masks. We can also have mask zones e.g. the school hall. AP asked board members for feelings or suggestions. JW raised the issue of risk assessments in regards to the school as an employer. Worksafe has a helpful tool to work through this. Suggest that the school makes a decision on whether to mandate masks based on a risk assessment. Should use the Ministry language "masks are strongly

encouraged" RS raised that Covid is the new normal and there are negatives to children's wellbeing with ongoing mask use too - uncertainty etc.

ACTION: AP requested that JW and RS support with creating a draft for the newsletter informing parents the school decision around masks for children, staff and visitors. Recommendations to be in line with Ministry's orange settings

8. Self Review

9. Human Resources

Natalie Lecaude will be returning and will be teaching year 2 in room 7 in T3 and T4. Emma Muirhead will continue in T3 and T4 in a fixed term position in Ruru.

10. Finance

Request for additional funding for the TA will be talked about in Committee

11. Property and Playground

KJ updated on the playground - work has started. Creo have been good to work with. Still on target for delivery of phase 1 in 3-4 weeks. Paint work for netball and basketball markings cannot be done until September due to ground temperatures.

An extra days work and an extra piece of digging equipment is required (\$3k) due to concrete being thicker . EC said she has heard good feedback from children.

12. Health and Safety

13. Policies

ACTION: (Forward agenda item): Add a policy discussion for the next agenda

14. Health and Safety

15. Policies

16. Community and Communication

17. Items for Discussion

a. Strategic Plan and Charter

AP mentioned that the Strategic Plan will be presented to parents at next week's 'Learning in Action.' The Board acknowledged the detail and comprehensive document that clearly outlines the direction for the next 3 years. The one page overview will be displayed around the school. AP acknowledged EC for her skills in creating the graphic and to the strategy group for the months of work. AP emphasised that this is a working document and will be regularly reviewed. A small group of children will be working with AP and EC to create a short clip that will help bring this to life. It was noted that this has been a different approach that has provided more ownership for everyone throughout the process.

The strategy group have ensured that the community will see that they have been listened to and actions are clear for - Ako / Learning, Whanautanga / Relationships and Oranga/Wellbeing.

The Targets have been developed with all staff in response to the analysis of end of 2021 data. A full report on this data was provided and a break down of cohorts, gender, ethnicity, priority learners and comparison with 2020 end of year data.

JW raised how we will measure the 'acceleration' for Maori. AP mentioned that teachers have their class and team targets. Individuals are identified within these groupings. A discussion was held at the Whānau hui about Māori achievement and conversations will continue on the approaches that we are developing. We have to be careful how we talk about this group as it is a small number of children and so they are easily identified. Privacy and confidentiality are paramount when sharing anonymised information.

Jane discussed the learner pathway - the focus has been on years 7-8 and years 1-3 to capture the transition times ECE to year 1 and year transition to year 9. The learner pathway has dispositions for learning woven with the school values.

RESOLUTION: That the board approves the 2022-2024 charter plan and strategic plan, including our 2022 Targets.

Moved: KJ Seconded: TJ

ACTION: KJ to write the Board Update for May for the newsletter tomorrow to include the approval of the Charter, achievement, welcome to Rose and acknowledge John who has resigned.

ACTION: AP will organise for the strategic plan to be uploaded to the website.

b. End of 2021 Progress and Achievement Summary Report

A comprehensive analysis of curriculum level data was presented to the board. AP mentioned that teachers are working hard to adapt teaching styles to support the different learning needs of students. The Board acknowledge the overall high standard of achievement of our learners and the support that is given by our staff and leadership team to those that need extra support. This will be noted in the Board update.

18. Other Business

ACTION: For next meeting - how can we start to build more community involvement in the school.

19. In Committee (15min)

List of Actions

Date	Action / Resolution	What was agreed?	Whose further action (if any)?	Date completed
15/2/2022	Action	Review the financial delegations to ensure we have enough staff who can access logins for paying salaries during lockdown	AP	
22/3/22	Action	Create an action list with decisions made from previous meetings	AR	
22/3/22	Resolution	The Board agreed that approx. \$20,000 of the funds budgeted for the Block 1 project is made available now to complete the works in the administration block. And that the 5YA budget is to be amended to account for this transfer - allowing the Block 1 project to still go ahead	JW/AP	
22/3/22	Action	Schedule as a future Board agenda item discussion of the falling roll and other revenue streams that we could investigate in light of falling Ministry operating budget	AR/AP	
22/3/22	Action	Schedule as a future Board agenda item a presentation on the Learner Pathway	AR/AP	
23/3/22	Action	AR to talk to Katie about Tikanga for future board meetings (opening, closing etc.)	AR	
17/5/22	Action	JW and RS to support with creating a draft for the newsletter informing parents the school decision around masks for children, staff and visitors. Recommendations to be in line with Ministry's orange settings	JW/RS	Completed
17/5/22	Action	Add a discussion on policies to the next agenda	AR/AP	Completed
17/5/22	Resolution	That the board approves the 2022-2024 charter plan and strategic plan, including our 2022 Targets	None	N/A
17/5/22	Action	KJ to write the Board Update for May for the newsletter tomorrow to include the approval of the Charter, achievement, welcome to Rose and acknowledge John who has resigned.	KJ	Completed
17/5/22	Action	Upload Charter Plan and Strategic Plan to School Website	AP	Completed
17/5/22	Action	Add as a future Board agenda item discussion on building more community involvement in the school	AR/AP	