

**Minutes of the Board of Trustees Meeting held on
Monday 7 November 2016
at 7.00p.m.
at Titahi Bay School**

1. ADMINISTRATION

1.1 Present:

Kerry Delaney (Principal), Sarah Campbell, Lynn Lang (Secretary), Gaby Wesley-Smith, Lynette Renouf, Sharon Thompson, Scott Hemsley, Ria Tumoana

1.2 Apologies

Nil

1.3 Declaration of interests

Nil

1.4 Welcomes

Sarah welcomed

Lynn handed out the STA News.

4.1 DATA Target programmes – successes 2016

Chelsea talked to the Kakano data (Google Doc.) This data is to do with Entry as 5 year olds

*We need to continue to build up relationships with early childhood – what can they do to help with our programmes? How can we help and collaborate with early childhood.

*Chelsea advised there are few NE children starting school who are able to write their names.

*Maths – an area of concern – children not knowing their numbers to 10.

*Early words programme – children who are on this programme are progressing well and we will continue this next year.

Sarah thanked Chelsea for her presentation.

Rebekah talked to Reading Recovery. (Google Doc). She explained how Reading Recovery works. She explained the process for selection and how we decide on who goes on and also how we screen for other learning issues.

What we do if the child is not progressing. We can also screen with Tanya for dyslexia. We look at the child, look at attendance, look at other things in the child's life and analyse all these things. Also we do eye tracking work.

Sarah thanked Rebekah for her presentation.

Mike talked to the data around 6 year nets and the progress we have seen over the year and the areas we want to work more on like concepts about print.
(Google Doc)

Sarah thanked Mike for his presentation.

Sharon and Rebekah talked to Accelerated Learning in Literacy (Google Doc).
Some points: 30 students were seen from Years 3-6 and we are delighted with the accelerated learning. This was part of the MOE presentation.

- *Our approach
- *Fast feedback
- *Comments from classroom teachers and parents
- *Student voice
- *Explicit reading lesson
- *Other motivational approaches
- *Planning examples
- *The Results
- *What didn't work?
- *We are on this programme in 2017 starting in Term 1.

Sarah thanked Sharon and Rebekah for their presentation.

Jamie talked to the Term 3 Data 2016 and EastTtle Reading data Term 3 (Google Doc) for Years 3 – 6. Jamie identified trends and patterns and what we are doing. He shared Maths data and the successes that our programmes are making on achievement.

Sarah thanked Jamie for his presentation.

Kerry advised the Board that we will be doing the PACT/Writing tool next year and that we will be a mentor school for Wellington and getting some financial support for this. We have also been asked to work with the MOE on a piece of work around the PACT tool – pre Level 1 of the curriculum. The Ministry are very excited we are taking this on. Our staff are excited and it will change some areas of our assessment. We will need to work with our community to teach some new language.

4.1 SEPTEMBER FINANCES

Gaby talked to the September accounts. Things have looked healthy for a long time. We have gone over on our staffing budget but it is covered by ALL/homework money that isn't coded in this code for 2016.

Gaby moved a motion to pass the September accounts seconded Sarah.

DRAFT BUDGET

Kerry talked to the draft budget advising what has changed next year and what we need. The draft budget has been sent through to Education Services for a double check and they have said it reads well.

Kerry moved a motion: That the Draft budget for 2017 be approved./Seconded Gaby

4.2 BANKED STAFFING:

We are over in this area but it will come to a zero balance after the holidays.

2. STRATEGIC DECISIONS

2.1 PROPERTY – COOKING ROOM – ROOMS 12/13 TENDER

Cooking Room:

Kerry thanked Scott for overseeing the cooking room.

Gaby to organise with Carl to come in and connect the stove, etc.

Scott advised that he was disappointed with the overall finish but that we can do things to improve it further down the track.

Scott to talk with Lee Ashby and Pharoah Construction around final work and sign-off.

Kerry advised that Trust is paying for half of the kitchen.

We need a bill from Bunnings to Titahi Bay School.

Scott to organise \$5,000 to Delmira Homes and the rest to us.

Insurance – Scott to organise for an assessor to come in for insurance purposes and get back to Kerry. We need this done ASAP.

Lee Ashby has advised that tenders should be in next week for the Room 12/13 upgrade. We will wait in anticipation.

2.2 STRATEGIC PLAN

Kerry advised that the BOT should take control of this. There are two options we can go with – either get Lesley Moffat in to do it or ask Ria Tomoana if she would like to take it over. Sarah to contact Ria.

Later in January the BOT to do a day session with either Ria or Lesley to work on the Strategic Plan for the next 3 years. We will use community consultation and staff feedback into this.

2.3 SURVEY QUESTIONS

Some ideas for this:

*What is something you love about the school and what is something you would like to change?

*What are the areas that you feel are supportive?

*What do you think are the most important things to teach?

*What do you think about homework?

*What do you want in the 6 years that your children are at our school?

*What are the words that you want used to describe the year 6 Leavers?

- *How do you see the cooking room being used – community groups to use it?
- *The key competencies – ask parents what they think about it. Write down what they are.
- *We also need to ask our community about our Health programme –
- *What is important to teach in Health?
- *What experiences do you want your child to get at our school?

Keep it simple and keep it real. Think about what BOT really want to know. The BOT will meet in the next 2 weeks to have these questions all ready for Kerry and to use at the Kura on the green night. (Sarah to organise)

2.5 KURA ON THE GREEN

- *Home & School doing BBQ's (enough for 200) – Sarah/Gaby to control
- *Kerry to talk to Strat (Rutherford & Bond) re sausages, BBQ on trailer
- *Whanau – hangi – Miranda to contact Ria and Terry to see if a group can do this.
- *Kerry – salads, bread, water, etc.
- *Lynette to organise with Pasifika group food for 200.

School will pay for this.

There will be an agenda for the night events – e.g. 4.30 start – set up your picnic areas, Christmas raffle, children's performances, etc. We will ask families to bring their own water/plates, etc.

Sarah moved that the Strategic Decisions be passed – seconded Lynette

3. STRATEGIC DISCUSSIONS

Sarah moved a motion: that the Ballot Enrolment, as per Principal report, be part of our enrolment process.

3.1 Ballot Enrolment

Sarah talked to.

Sarah moved a motion: That we have 3 x Year 1 children balloted for next year. Kerry will put this on school website.

3.4 YMCA

Will start up in January and work all through January. Currently we have had over \$4,000 in payment for this in 2016.

Sarah moved that the Strategic Discussions be passed / seconded Gaby

6.ADMINISTRATION:

6.1 Confirmation of last minutes

On the motion of Sarah , seconded Scott, it was resolved that the minutes of the meeting held on Monday 19 September 2016 be taken as read and signed as a true and accurate record of that meeting.

6.2 CORRESPONDENCE – Principal's report

Kerry talked to the main points in her Principal report.

The fixed term Scale A position was advertised. Ebony Sushames has been appointed.

Motion: The Board ratifies the appointment of Ebony Sushames to the fixed term Scale A position for 2017.

We received the Attendance matters Term2, 2016 report from the MOE after BOT stuff given out – this is in Google Doc.

ICAS results for 2016 are also on Google Doc

COL SCHOOS

Candis and Sarah will represent our school on a group that will analyse the achievement information of the CoL schools. The group will analyse data to identify trends that will inform the achievement challenge for the CoL. All CoL data will have NSN and school identification attached. No student names will be available in the data.

Kerry moved a motion: That the BOT select Sarah Campbell and Candis Wood to represent our school at the Col Schools and they will feed back to our BOT any new information.

Year 6 Leavers Dinner/BOT meeting

It was agreed that the last BOT meeting for the year start at 5pm so that BOT members can attend the Year 6 leavers dinner.

Principal Appraisal – this is all completed – Kerry has been externally appraised – Appraiser was Mark Sweeney. The Principal Practising certificate has been signed off.

Comments of meeting:

- Full credit to the staff. Fantastic to see full commitment at this time of the year and to see they get more and more passionate. The school show was fantastic.
- Very excited about PACT. Looking forward to KURA on the green. Will be a fun night.

- Data presentation I found phenomenal and very important and very incredible what goes on behind the scenes. A big thank you to Scott for overseeing the new kitchen and helping Kerry with this.
- I am really impressed with the enthusiasm and excitement that the teachers have shown tonight. Going forward. Big up to Scott. So good hearing teachers do their presentation.
- Thanks Sarah for re-organising the meeting again. Exciting about the PACT stuff – surprised and excited. I love how the school constantly want to improve on their practice. Nice to see that the leadership team are really strong.

NEXT BOT MEETING WILL BE 5PM, 12 DECEMBER BEFORE YEAR 6 LEAVERS.

7. Meeting Closure

Meeting closed at 9.45pm

MINUTES READ AND CONFIRMED

Chairperson.....

Date.....