



SCHOOL BOARD MEETING MINUTES
Wednesday 07 December 2022

1.0 ADMINISTRATION

1.1 Present - Shirley Porteous, Claire Mortimer, Katrina Bootsma, Stuart Cross, Seth Fischer, Raji Ragini, Dwayne Venn, Roz Whitley, Cath Kirkpatrick, Nicola Adams (Secretary)	
1.2 Apologies -	
1.3 Visitors - Amanda Prowse, Ruby Braam - welcomed to the meeting by Claire; Ruby is going to be the new staff trustee, with Cath leaving NPS	
1.4 Confirmation of previous Minutes - 09 November 2022 (action points for review below)	
Action Points from 09 November 2022 Meeting	Outcome
<ul style="list-style-type: none"> Fix typo in Minutes dated 21 September 2022 	Nicola - DONE
<ul style="list-style-type: none"> Update Board photos on website - new members to call into the school office for a photo to be taken, or submit a photo and personal summary to admin@newlandsprimary.school.nz 	Nicola Seth - DONE Raji - DONE
<ul style="list-style-type: none"> Shirley to contact Bruce at Men in White to assist with setting up a schedule and present at the next Board meeting. 	Shirley - DONE
<div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 20px; margin-bottom: 5px;"></div>	Shirley/Dwayne/ Nicola - Letter DONE
<ul style="list-style-type: none"> Part 1 Tikanga training; sign up Stu, Seth, Cath, Dwayne; check with Roz and Raji whether they would like to attend 	Shirley/Nicola - DONE
<ul style="list-style-type: none"> Investigate voting process for Presiding Member and Deputy 	Shirley/Nicola - DONE
<ul style="list-style-type: none"> Arrange catering for final Board Meeting 	Shirley/Nicola - DONE
<ul style="list-style-type: none"> Ensure all Board members have access to the Record of Hours document 	Nicola - DONE
Motion: Moved by Dwayne that the Minutes from the last meeting be accepted as a true and accurate record Seconded: Seth Motion carried	
1.5 Declaration of Interests <ul style="list-style-type: none"> Nil 	Presiding Member

2.0 MONITORING

2.1 Acceptance of Principal's Report - Principals Report <ul style="list-style-type: none"> Query who is Mary Jones; advised this is Shirley's appraiser 	Principal
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EOY Achievement Report - Reading, Writing, Mathematics 2022

- New way of data collection, so no comparison to previous years; NPS data only
- Links to parent EOY reports
- Interesting notes
 - Reading - Boys/Maori/Pasifika students identified for focus
 - Writing - Y5 boys identified for focus
 - Maths - looking for opportunities for extension
 - PAT beginning of year for baseline data; e-asttle throughout the year for specific progress
- Query re how we support with 'working towards' students - by way of differentiation in learning plans; students stay with age appropriate peers to grow the whole child
- 'Priority learners' parents are aware that specific assistance is being provided
- Query re transition to intermediate - full and thorough handover for each student is completed

Annual Goal Review 2022

- Presented to the Board end of each term; information has been added for terms 3 and 4
- List of achievements and used for designing next year's goals
- Claire said Shirley should be proud of all the work that has been achieved this year; Shirley advised this work was across the school and a team effort

SESCO Report 2022

- Fiona Schwarz has been SESCO since 2021; LSCs then joined the team; Shirley said Fiona does a stunning job for NPS
- SESCO report gives an overall idea of the work that happens across for those students with learning support requirements
- Page 3 shows 5 applications were made for funding, 2 received ICS (in class support); the remaining 3 did not receive funding, but they still get support
- Shirley advised when she started not enough students were identified for funding applications for ELL and we used to receive \$4-\$6k per year; this year we received \$40k due to applications made
- Claire asked for the Board's thanks to be passed on to Fiona for all her work as SESCO

e-Learning Annual Plan NPS 2023 and e-Learning Planning Framework

- This report gives an idea of how we monitor and track over time; we are making progress
- Sarah Spencer has been our lead IT teacher and she is now leaving; technical gaps now being identified to enable this work to continue
- Pedagogy side still to be decided (teacher to lead this); administration side of the work being discussed with Nicola (front end) and Rachel (back end); Rachel is working with Norrcom on the requirements
- Query regarding toolkit for apps and programmes; what is NPS policy about adding relevant tools - teachers choose what is fit for purpose
- Query asking what is Educa - this is a tool where learning will be shared online; all parents will soon have access to this; it is different to Edge

CRP PLD EOY Report 2022

- Sally Chamley prepared this report as she has been leading our culturally responsive practice
- Still have a lot of PLD hours available to use; Shirley contacted MOE to ask for extra time
- Teaching staff weekly meeting will now include Te Reo lessons

LSC EOY Report 2022


- Claire said the progress is 'leaps and bounds' ahead of the previous report
- Query regarding those who are gifted and talented, not just academically but across the curriculum or in cultural/social skills - Shirley explained that NPS has a strength based approach, EOTC (eg camp) shows strengths beyond academic; we also have a student leadership and cultural opportunities

Motion: Moved by Cath that Principal's Report be accepted

Seconded: Katrina

Motion carried

Amanda Prowse

<p>2.2 Personnel</p> <p>Principals Professional Growth Cycle - Executive Summary</p> <ul style="list-style-type: none"> • Claire said Shirley has had a really great year; school is very grateful to have her at the helm • Mary has indicated that it's time for her to not be Shirley's appraiser anymore after three years; Shirley is working with other principals on a professional growth cycle model across the cluster; Shirley has been working as a mentor for Angela Lowe at NIS this year to trial this model <p>Classroom organisation 2023</p> <ul style="list-style-type: none"> • On Monday students will visit their new classrooms and teachers; reports also go home on Monday and will include classroom and teacher information for parents 	<p>Presiding Member Principal</p>
<p>2.3 Finance</p> <p>Banked Staffing Report - 29 November 2022</p> <ul style="list-style-type: none"> • Looks good; nothing to worry about <p>Financial Management Report for - October 2022</p> <ul style="list-style-type: none"> • All looks fine <p>Motion: Moved by Raji that all Financial Reporting be accepted Seconded: Shirley Motion carried</p>	<p>Presiding Member</p>
<p>2.4 Property - Major Property Project Monitoring 2021-2022</p> <p>Painting plan - verbal update</p> <ul style="list-style-type: none"> • Men in White - Shirley to meet with Bruce in the new year • Painting touch ups to commence 09 December 2022 (National Group) <p>Roll growth classrooms - verbal update</p> <ul style="list-style-type: none"> • Plans set; getting to nitty gritty eg power points etc • Heating - Te Aro had under floor heating; staff there don't like it; now looking at ceiling radiant heaters and passive cooling; Karori West Primary have this; Shirley to call Karori West for their feedback <p>LSC renovations - verbal update</p> <ul style="list-style-type: none"> • Very happy with renovations; new flooring, new walls, has been painted; close to being completed - aim 13 December 2022 <p>Security - update</p> 	<p>Dwayne / Principal</p>
<p>2.5 Health and Safety</p> <p>Asbestos</p> <ul style="list-style-type: none"> • Asbestos Management Plan • Asbestos Management Survey Report • Rachel putting stickers around the school with warnings (eg boiler room) • Sign in procedures required 	<p>Dwayne</p>
<p>2.6 Board Assurances and Policy Reviews - School Docs Link (complete for Term 4)</p> <p>Board Documentation</p> <ul style="list-style-type: none"> • Board Work Plan • Plan to be updated for 2023 	<p>Principal</p>

3.0 STRATEGIC DISCUSSIONS / DECISIONS

3.1 Strategic Plan 2023 First Draft - to discuss <ul style="list-style-type: none"> Slide 7 - brainstorm around Training, Property, Te Tiriti not completed at this stage Community to be consulted - around vision and slide 2 Discussed and agreed extraordinary Board meeting to be held for this, perhaps with a facilitator; include manawhenua 	Principal
3.2 Feedback from - Giving Effect to Te Tiriti o Waitangi: Part 1 Tikanga workshop - slides attached <ul style="list-style-type: none"> Part of the same discussion (above); vision and goals; koha for getting professional expertise in budget for community consultation 	Principal
3.3 Accepting surplus staff member request from Westpark school - to be tabled <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div> Motion Carried	Principal

4.0 GENERAL

4.1 Presiding Member 2023 <ul style="list-style-type: none"> Expressions of interest - NZSTA email re advice on voting; additional advice is that we do not need to have a Deputy Vote for Presiding Member at first meeting of 2023 Vote for Interim Presiding Member (over summer) Resolution: That Dwayne Venn is acting Presiding Member over the summer holidays. Motion Carried	Presiding Member
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5.0 CORRESPONDENCE

Correspondence Item	Date
<ul style="list-style-type: none"> Letter of Resignation - Sarah Spencer 	14/11/2022

6.0 MEETING CLOSURE

6.1 Communication to Parents for - last newsletter 08 December <ul style="list-style-type: none"> Final farewell for the year Thanks to Claire as retiring Presiding Member 	Nicola
6.2 Action Point Review	Presiding Member
<ul style="list-style-type: none"> Thanks to Fiona from the Board 	Cath/Ruby
<ul style="list-style-type: none"> Check with Karori West School regarding radiant heating 	Shirley
<ul style="list-style-type: none"> Set up meeting to brainstorm Strategic Plan / Annual Goals 2023-2025 <ul style="list-style-type: none"> Review 2023 goals Work on strategic plan 	Shirley
6.3 Preparation for next meeting (including identifying Agenda items)	Presiding Member
<ul style="list-style-type: none"> Update Board Work Plan 	
<ul style="list-style-type: none"> Vote for new Presiding Member 	
6.4 Confirm date for next meeting (Wednesday 22 February)	Presiding Member
6.5 Complete School Board 2022 Record of Hours	Nicola / All

School Board Meeting Dates 2023 (Weeks 4 and 9 of each term - *Week 8 Term 4*)

- Wednesday 29 March
- Wednesday 17 May
- Wednesday 21 June
- Wednesday 09 August
- Wednesday 13 September
- Wednesday 01 November
- Wednesday 29 November

Meeting Closed: 8:05pm