



**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON MONDAY, 30 JANUARY 2017
AT 5.30 p.m.
IN THE BOARD ROOM**

Present: Debby Rosevear (Chairperson), Jacqui Pascoe (Principal), George Matheson (Staff Trustee), Gary Marshall, Brendan Cowles, Andrew Osborne, Riki Culley (Associate Principal), Tanya Joyner

In Attendance: Loren Treacy (Minute Secretary)

Apologies: Nil

Karakia Board

Declaration of interests: Nil

1. STRATEGIC DISCUSSIONS

The following documentation was tabled at the meeting and was spoken to by the Principal. The Board was requested to read the documentation and anything requiring clarification could be dealt with at the next meeting.

- Analysis of Variance 2016
- Student achievement against the National Standards for 2016
- National Standards NAG2a (B) commentary
- Maori Development Plan 2017
- Targeted Action for student achievement development plans for 2017
- Charter 2017
- ERO visit 13 February 2017
- ERO indicators

Analysis of Variance 2016

- For priority learners
- The next year's goals are achieved from this data.
- All children involved in these programmes achieved at least one sublevel of progress, some students made two or three.
- Aid for next step levels.
- There are three strategic goals per year and also targets for priority students.

Maori Development Plan 2017

- The majority of Maori students are achieving within the same standard as their European cohort.
- The target for 2017 is Written Language.
- 80% of students are achieving in Mathematics (national figure is 65.4%).
- 72% of students are achieving in Writing which is below their cohort (80%), (national figure is 61.6%).

- 84% of students are at or above in Reading which is slightly below their cohort (national figure is 68%).

National Standards

- A comparison of National Standards from 2013-2016 in Reading, Written Language, and Mathematics was tabled at the meeting for the information of the Board.

Charter

- A copy of the Charter is included on the school website.
- The Charter includes all action plans for 2017.
- Cultural inclusiveness is the major push for 2017.

ERO

The ERO visit is to commence on 13 February with three Review Officers; Julie Baxstone, Kellie Graham, and Lusila Tahaafe. They are to be welcomed with a mihi whakatau and will spend the morning with the leadership team and meet with the Board at 4 p.m. that afternoon. The Review Officers will meet with teaching staff on Tuesday 14 February in the afternoon. ERO will report back to the Board at 4 p.m. on Thursday 16 February.

2. PRINCIPAL'S REPORT

As previously circulated and spoken to by the Principal.

International Students

The Board discussed the subject of international students and were in agreement that with the current growth of the school, there was currently no need to be a signatory to the Code for International Students.

Motion: Moved Jacqui Pascoe/Seconded Debby Rosevear

That Marshland School discontinue being a signatory to the Code for International Students until further notice.

Carried

Teacher Inquiry

All teacher inquiry presentations have been completed. A facilitator has been organised to coach staff on collaborative inquiries this year.

Policies

The Education Outside the Classroom and Sun Protection policies have been reviewed.

Property

- Almost all defects have been remedied.
- The school has been issued with a building warrant of fitness.
- There are still some areas of Stage 1 that require to be fixed.
- The carpark is completed and a drop off point has been decided against in that area.
- The Kea crossing is to go before the Coastal Burwood-Pegasus Community Board in February.
- Staff will be on duty at the crossing and in the carpark.
- Planting out of the marsh area will need to be included in the budget.
- An irrigation system has not been installed despite being raised by the Principal on a monthly basis.
- A fence has been erected along the back and the side of the school with three safety gates included.
- Security cameras in the carpark area and shed will need to be a consideration in the future.

Stage 2

- The Principal is watchful for any defects.
- Meetings are held every 2-3 weeks.
- A mihi whakatau is to be held with Ferndale parents. Board members are welcome.

- Marshland and Ferndale still do not have a POD (Property Ownership Detail). The Principal will contact the Ministry of Education expressing the Board's concern with the consideration that as Ferndale are now occupying the site, they have agreed to Marshland School's terms.

Action: Jacqui Pascoe

Health and Safety

- Staff have undertaken a full, two-day, First Aid Certificate review.
- Trial evacuations are undertaken each term.
- There is new emergency evacuation documentation.
- An assembly point sign is to be obtained for the evacuation assembly point.

Action: Jacqui Pascoe

Motion: Moved Jacqui Pascoe/Seconded Gary Marshall

That the Principal's report be accepted.

Carried

3. FINANCE REPORT

The November financial documents were spoken to by Debby Rosevear.

Motion: Moved Debby Rosevear/Seconded Tanya Joyner

That the finance report be accepted.

Carried

Boxing Finances Summary

As tabled at the meeting and spoken to by Debby Rosevear. It was noted that an account has not been received from the Council for the hire of Cowles Stadium. Out of the \$100,000 raised by the event, \$33,000 will go to the school. The Board was in agreement that they would not wish to hold another event of this nature as a fundraiser for the school.

The Principal and Brendan Cowles will liaise regarding the purchase or lease of a van and also give consideration to sponsorship.

Action: Jacqui Pascoe and Brendan Cowles

4. EFFECTIVE COMMUNICATION STRATEGIES WITH PRESTONS COMMUNITY

Tanya Joyner outlined the strategies she had looked into to improve communication with the Prestons community.

- How does the school effectively communicate what is happening within the school environment with neighbours in Prestons?
- What percentage of students live in the Prestons community?
- How does the Board want to best gauge effective working relationships with the community?

The Principal advised that consultation engagement has always been a strength at Marshland School. As Prestons moves forward there is a need to look at what worked well in the past and what can be improved upon.

There is a need to look into how information is shared. Visual signage as previously used at the old site is a good way to display what is happening at the school to the community. Costing will be a consideration.

5. BOARD TALK

Board Talk has been sent out. Andrew Osborne advised that he will endeavour to send this out a few weeks prior to the end of the term in future. The next profile will be on Tanya Joyner.

6. MEETING ADMINISTRATION

Correspondence

Inwards

- NESE school zoning document focussing on secondary education issues in the north-east from Amanda Williams, Chairperson. A copy was circulated at the meeting.
- Education Gazette

Outwards

- Nil

Motion: Moved Jacqui Pascoe/Seconded Riki Culley

That the inwards correspondence be accepted.

Carried

Confirmation of the Previous Minutes

Motion: Moved Chairperson

That the minutes of the Marshland School Board of Trustees meeting held on 7 November 2016 be accepted as a true and correct record of that meeting.

Carried

7. GENERAL BUSINESS

Canterbury Cross-Sector Forum

The Board congratulated the Principal on being invited to be part of the Canterbury Cross-Sector Forum on raising student achievement.

8. NEXT BOARD MEETING

Monday 13 March 2017

The meeting closed at 7:30 p.m.

Minutes are approved

Board Chair

(or) Member on behalf of Board Chair

ACTION POINTS

Action	By Who	Reference	Due
Contact Ministry of Education regarding the Board's concern at the POD between Marshland and Ferndale Schools not being completed	Jacqui Pascoe	Meeting 30.1.16 Item 2, pg 3	February
Obtain an assembly point sign for evacuation assembly area	Jacqui Pascoe	Meeting 30.1.16 Item 2, pg 3	February
Meet to consider van purchase options	Jacqui Pascoe Brendan Cowles	Meeting 30.1.16 Item 3, pg 3	February