



**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON MONDAY, 12 JUNE 2017
AT 5.00 p.m.
IN THE BOARD ROOM**

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

In Attendance: Jean Pearce (Tui Team Leader)
Loren Treacy (Minute Secretary)

Apologies: Nil

Karakia Board

Declaration of interests: Nil

1. STRATEGIC DISCUSSION

Tui Student Achievement Data Report – Years 3 and 4

Jean Pearce presented collated assessment data to date for Reading, Writing, and Mathematics.

- Year 4 Reading will be at standard or above by the end of the year. Girls are achieving at a higher level than boys.
- Year 3 Reading has 6 students who are not likely to reach standard but have individualised programmes to meet their needs. Boys are performing lower than girls.
- Writing is a school-wide focus.
- 20% at Year 4 are unlikely to reach standard but have individualised programmes to meet their needs. Four extra sessions are also being provided per week. Boys are performing lower than girls.
- With so many new students to the school, concerted effort is being placed on establishing happiness and wellbeing for their new environment; establishing strong friendships and peer groups; taking time to get to know these students; and then the focus will shift to their learning.
- 7% of Year 4 students are unlikely to meet standard in Mathematics. Girls are performing better than boys. There are 3 priority learners who have targeted strategies. Three students are well above standard.
- 3% of Year 3 students may not reach standard in Mathematics. There are 7 students new to the school. Three students are above standard.

Jean Pearce was thanked for her presentation and left the meeting at 5:35 p.m.

2. VAN UPDATE

The new van will arrive this week. Signage on the van has been undertaken by Paul Reeves at no cost. A special ceremony is to be held at 9:30 a.m. on Tuesday 20 June. The garage has been cleared to house the vehicle and a policy has been formed for its use.

3. ZONING

The Principal advised that the school is no longer able to accept out of zone siblings. A request has been received from the Ministry of Education to amend the Enrolment Zone slightly. A copy of the proposed amendment was tabled at the meeting. Children who currently live in the proposed amendment area will come under the Grandparenting Clause.

Motion: Moved Jacqui Pascoe/Seconded Debby Rosevear

That the Board accept the amendment to the school's home zone in the School Enrolment Scheme by removing Belfast Road, east of Crawford Road; Lower Styx Road up to, and including, Old Windsor Lane (instead of up to Heyders Road). The Board does wish to retain the enrolment of staffs' children in their enrolment process. **Carried**

A letter will be drafted, for signature by the Board Chair, to consult Belfast and Ouruhia Schools regarding the proposed change. The Ministry of Education will then be advised of the change.

Action: Jacqui Pascoe

4. STRATEGIC DISCUSSIONS

Learning Support Report

The Learning Support report was presented by Riki Culley who took over the SENCO role last year. In this role:

- Work is undertaken with the whanau and children who have special educational needs.
- Ensures the best outcome for students' needs.
- Students receive targeted programmes.
- Consistency across the school.
- Students are being monitored and tracked.
- Liaison is undertaken with all concerned.
- Testing is undertaken on students and results are analysed.
- Administration tasks are undertaken.
- Organisation of Professional Learning Development. Professional Development is being looked into for Teacher Aides and Teachers to ensure consistency in teaching.
- A systems referral has been put into the RTLB for support for Teacher Aides and Teachers around practice and IEPs.

Kapa Haka Report

The Kapa Haka group has been accepted into the Christchurch Primary Schools' Cultural Performance to be held on Thursday 17 August. A total of 61 students are involved in this group. They will put on a special performance in front of the whole school to welcome the new school van.

Samples of the boys' and girls' Kapa Haka uniform were presented at the meeting.

Education Act Update

Documentation on the Education Act update was tabled at the meeting.

Enabling Schools to Introduce Cohort Entry

This includes giving Boards and communities the option of cohort entry instead of children starting on their 5th birthday. The idea behind this option is that it is believed that children may cope better if they enter school as a group. This also means that children could start before they turn five.

The Principal advised that the teaching staff are not entirely in agreement with this structure. Consultation was undertaken last year with the community on this topic and it was 50/50 for and against. It was her recommendation that no action be undertaken to introduce this proposal and wait and see what other schools in the cluster are doing. The Principal will keep the Board updated on this issue.

Requiring Compulsory Attendance at School for Under Sixes

The Principal believes this is a good option as parents knew that legally their children did not have to attend school until they were six and were able to keep them home, which can lead to bad attendance habits which are difficult to break.

Improving the Management of Enrolment Schemes

This gives the Ministry of Education more authority.

Clarifying BOT Roles and Responsibilities

This brings everything into one area and makes clear that the Board has a governance role and responsibility under the Treaty of Waitangi.

5. BOARD TALK

Content required by the end of the term.

- Profile on Debby Rosevear
- School van
- Kapa Haka
- ERO review
- Leaders' trip to Parliament.

6. PRINCIPAL'S REPORT

As previously circulated and spoken to by the Principal.

Strategic Goal 2

Bully Free Week – bullying is a big focus this term. This is managed by keeping it to the fore; talking about it; and creating a culture of children knowing what to do if this occurs. It is okay to tell. Any issues of bullying are followed up with a set process which the Principal outlined to the Board with due diligence being followed.

NAG 2 and 2A (also NAG 7 and 8)

Policies for Review in Term 2

- Documentation and Self Review
- Employer Responsibility

Strategic Goal 3

School Community Group

- The fair has been put back to February as the fields are being re-sown.
- Currently raising money for blackout curtains in the hall.
- Good numbers and new faces are attending meetings.

NAG 4 – Property

- The fields are to be re-sown in September.
- The Kea crossing is likely to be completed in the next holidays.
- The Futsal court will also be completed in September.

NAG 5 – Health and Safety

- The Board discussed student safety in light of the recent events in the neighbourhood.
- Carpark duty will cease in Term 3.
- Road safety message has been reinforced regarding scootering.
- Water is still pooling at the end of the courts and there is a need to go back to the Ministry of Education regarding this.
- Discussion is proposed with staff on making a small change to the carpark to make it one way through both parts. This would be achieved by removing the barriers.
- The Principal outlined details of a student with high needs who potentially may be enrolled at the school. The Board will be kept informed.

Motion: Moved Jacqui Pascoe/Seconded Riki Culley

That the Principal's report be accepted.

Carried

7. FINANCE REPORT

The Finance Committee meeting minutes were tabled at the meeting.

- Camp money is nearly all in.
- \$10,000 to go on activities but this is still coming in.
- Maintenance is well up and will be reviewed at the end of June as this may have been under-budgeted.
- Donations almost 100% of budget.
- Ground maintenance is up but this should balance out over the year.
- The Council plan for undertaking maintenance is on track.
- Banked staffing has been signed off. This is a little in deficit but will resolve itself.
- Consideration being given to doing GST return 2-monthly rather than 6-monthly.
- All batch payments have been signed off.
- Profit and loss documentation was available for viewing at the meeting.

Motion: Moved Debby Rosevear/Seconded George Matheson

That the finance report be accepted.

Carried

8. MEETING ADMINISTRATION**Correspondence****Inwards**

- Ministry of Education regarding school zone
- Ministry of Education regarding the field
- Education Gazette
- Education Review magazine

Outwards

- Nil

Motion: Moved Jacqui Pascoe/Seconded Gary Marshall

That the inwards correspondence be received.

Carried

Confirmation of the Previous Minutes**Motion: Moved Debby Rosevear/Seconded Riki Culley**

That the minutes of the Marshland School Board of Trustees meeting held on 8 May 2017 be accepted as a true and correct record of that meeting.

Carried

Matters Arising

Nil.

9. GENERAL BUSINESS

LEADERS' DAY

The Board raised the possibility of all students having the benefit of attending the recent Leaders' Day. The Principal advised that this can be given consideration but there would be a need to look into the cost.

DATE FOR NEXT WHANAU HUI

This is to be placed on the next agenda.

Action: Jacqui Pascoe

10. NEXT BOARD MEETING

Monday 14 August at 5 p.m.

The meeting closed at 6:55 p.m.

Minutes are approved

Board Chair

(or) Member on behalf of Board Chair

ACTION POINTS

Action	By Who	Reference	Due
Arrange Board induction meeting	Jacqui Pascoe	Meeting 8.5.17 Item 2, page 1	Ongoing
Draft letter to Belfast and Ouruhia Schools regarding the proposed change to the enrolment zone	Jacqui Pascoe	Meeting 12.6.17 Item 3, pg 2	August
Meeting date for next Whanau hui to be placed on the agenda	Jacqui Pascoe	Meeting 12.6.17 Item 9, pg 5	August