



Board of Trustees Meeting

September Minutes

Thursday 01 October 2020

Meeting Started: 5.30pm | Meeting Closed: 9:09 pm

Present:	Fraser Pease, Joe Hassell, Tara Wrigley, Tui Kaa (Iwi Representative), Liam Coulden-Lavers (Staff Trustee), Amiria Drysdale (Student Trustee), Louisa Barham (Principal), Lisa Thomson; Anita Lucas (Zoom)
Apologies:	
Chair:	Lisa Thomson
Minute Secretary:	Hinemoa Rossi
Opening Karakia:	ALL
Conflicts of Interest:	NIL

Item:	Time:
1. Opening karakia COMPLETED	
2. Administration 2.1. Welcome 2.2. Present/Apologies 2.3. 5.30pm - 6:15pm - Links to Assessment Presentations: READING RECOVERY & STUDENT DATA/BEHAVIOUR PRESENTATIONS - Y0-6 by REBECCA HISHON/AMY HASWELL/SHEREE GIBSON/AROHA HOHEPA/CHANEL RUAWAI - MAORI ACHIEVEMENT. Amy Haswell - spoke to her presentation Y0-3. Comment re Y0-3: Recommends we also to look at celebrating our student successes as they happen e.g. progress made, value added - rather than measuring against their peers or against the National Standards e.g. weighing the pig, won't make it fatter. Rebecca Hishon - spoke to her presentation. Provided a 2page document of assessments for Reading Recovery progress with our students. One of the most positive outcomes this year is the parent involvement and support received, which helps to accelerate students progress. Please refer to links above.	Up to 1 hour



Sheree Gibson - spoke to her presentation - refer link

Yr4-6 classroom presentation - provided expectations, ensures that background information from the previous class/teacher for each student that enters her class is assessed - benchmarks to work from. Tracks Hauora/Wellbeing and using PB4L Data and guidelines as well as the norms of Reading Writing and Math. Spoke of the diverse learners that are within their cohort - ESOL/Most At-Risk/High Special Needs

Chanel Ruawai - Maori Achievement Y6-8 Y11-13 Maori Tutor

Overview of Assessment within the Roopu. Graduate profiles that evolve from the Kura values - where specific aspirations for each tamarki have been set. Spoke of the draft localised curriculum. Shared information of the Assessment Tools used within Te Rōpū Aroha ki te Reo and explained the individuality of the tools for Te Reo and also those used that are similar or aligned to English medium tools. An example of achievement within the classroom was given via their assessment system. e.g. 7 students were late to immersion but are progressing well. This does have an impact on those students who have come into the unit with maori.

TK Question: Localised curriculum - who did you speak with to establish this? Chanel advised it had a community voice and they were helped by local whanau. M Te Kanawa, S Ellison and others

TK Question: Would be interested in reporting/data regarding impacts of Maori achievement when comparing ECE / Kohanga Reo entrants into TRAKTR.

AH - Could provide this data from Te Waharoa Ararau. This programme has been developed by the Ministry of Education to assist with the collection of student progress and achievement in alignment with Te Marautanga o Aotearoa - Pāngarau and Te Reo Matatini.

Aroha Hohepa - Data

LT advised that if there are any questions from the Board regarding each presentation, they will be forwarded to each tutor individually once the presentations are assessed/assimilated.

What was established in the reporting from each tutor was that their reporting and assessment tools provide them with good analysis regarding their students and how to support them.

2.4. Approval of previous minutes [27 August 2020](#)

MOVE LT/JH

2.5. Matters arising from previous minutes

- (Items moved to General Business if in-depth discussion required)




<ul style="list-style-type: none">- Approval of In-Committee Meeting Minutes 27 August 2020- Approval of In-Committee Meeting Minutes 28 May 2020 <p>2.6. Correspondence - Inward/Outward LT/TK</p>	
<p>3. Monitoring</p> <p>3.1. Finance Meeting 28 Sep 2020 MOVE LT/JH Write That Essay payment \$9200.00 to be authorised. MOVE TK/JH</p> <p>3.2. Property Report - Verbal Louisa presented after the Property Team had a walk around the school site and discussed alternative options. 4 classrooms in the next 4 months and 2 further classrooms at a later date. Discussions about placements would be west-side (E Block). Propose the motion that the E block site would be the piece of land to use for 4 classrooms. Move: TK/JH</p> <p>Discussions to continue regarding the next 2 classrooms and where to site. Louisa discussed the second site that the property team were deliberating about and well as the options listed:</p> <ul style="list-style-type: none">- courts near E block to be resurfaced.- 2nd court by the M block to be covered by a canopy.- Anticipating that the M block courts would be doubled and the canopy would be same- Canteen area - quad area - to be included in the planning to be made more user friendly for the students in the area- AV/Music Room - removal over refurb ? - to be discussed in Masterplan- K block changes were suggested to provide collaborative teaching. e.g. removable or remove walls between classrooms.- Cultural design over buildings in response to the cultural narrative being undertaken by the School. TK would like to be informed of the work happening. LB will ask information that QB has regarding the cultural narrative to be added to the Board Drive for all to access and ensure actions going forward.- Fencing project - progress has been great however there are a few concerns and issues that require more board and school whanau input prior to the completion of the project.- Fencing Project expenses: to remove and replace fencing	Up to 1 hour



	<p>above the courts that border the Principal House for a cost of \$8322.00+GST - Defer to the Property Committee for decision.</p> <ul style="list-style-type: none"> - Waharoa - fencing discussions to be held. Marae Committee hui is 4 October should the school wish to have a conversation with the committee and relevant local parties. The fencing will be put on hold until sound conversations have been had. Aroha to instigate conversations with stakeholders. Include this into the cultural narrative hui. <p>3.3. Principal's Report - September 2020 Moved to 7.00 pm LT / JH</p> <p>Fraser & Anita to investigate the Oral Health Initiative - please if interested contact Brooke Stilwell (brooke@nzda.org.nz)</p> <p>TK suggested looking at the Te Atua Maori policies to be added to the PB4L Bullying Procedural Framework that is linked to the Principal's report.</p> <p>Strengthening Maori Medium pathways - TK to put forward Aroha Hohepa to be part of the conversations. Make it a focus.</p> <ul style="list-style-type: none"> - also to provide information for funds and grants for our school to implement Te Reo into our school. - Add these to the school strategic plan. <p>Action: TK</p> <p>TW asked re Yr7-8 classroom movements. LB advised that the structure is to ensure better use of our staff to meet the needs of our students in y7-13</p> <p>Aroha Hohepa to present Behaviour Data report (Edge)</p> <p>Move LT/FP</p> <p>3.4. Chairperson's Report - include Board input into our BoT Comms out to the community.</p> <p>3.5. Board To Do List Review - items o/stdg:</p> <ul style="list-style-type: none"> - Road Safety Policy & PTA Roading issues - work in progress 	
<p>4. In Committee Discussions -</p> <p>4.1. Principal report in-committee points</p>		<p>15 mins</p>
<p>5. General Business /Strategic Discussions-Decisions</p> <p>5.1. Teaching Staff Data Presentations:</p> <p>Motion: The Board values the contribution of the teaching staff and their presentations to the board, in particular with regard to student</p>		<p>1hour</p>



<p>achievement reporting. In order to keep the board meetings focused on governance issues and running to schedule, a half yearly Board-Staff engagement meeting is proposed. This Board-Staff engagement meeting will provide an opportunity for staff to make these types of presentations to the board to update on progress within the school. This meeting will be optional for Board Members and not minuted as a formal board meeting, simply a presentation to the board.</p> <p>- Tabled only and discussions had about how the Board would like to receive data regarding achievement. Outcome as follows:</p> <p>The Board discussed what they require e.g these are our strengths, these are our concerns, these are how we are dealing with it. With what was presented today, going forward LB will provide a snapshot across the school. In 2021 reporting data should be easier due to the new teaching structure.</p> <p>Ensure the Agenda is updated with the Annual plan to the Agenda for the Board to check.</p> <p>5.2. Enrolment Zoning Map - any further updates pending feedback from Maria Maniapoto MOE.</p> <p>5.3. Policy Framework to check for the Board - Triannual Review Programme and Meeting Checklist. To be actioned by BOT.</p>	
<p>6. Board Self Review</p> <p>6.1. Comments on meeting procedures and outcomes</p> <p>6.2. Individual Board Members monthly reflections and contributions</p> <p>6.3. Preparation for next meeting. Identify agenda items.</p> <ul style="list-style-type: none">- Change of Mission Statement (next meeting 29 Oct 2020)- Student Elections date/results Term 4 Announcement due- Master Planning Report- 10YPP Property Plan- Uniform - approve the logo design and decisions to be made on the uniforms. <p>6.4. BOT Attendance</p> <p>6.5. Closing Karakia</p>	5 mins
<p>Chairperson: L Thomson</p>	 29 Oct 2020