

In Attendance

Present: Nicolette Hansen, Michelle Webb-Atkinson, Ryan Pilkington, Rachael Findlay-Clarke, Jonathan Stirling & Benji Potvin.

Apologies: Grant Murray & Natalee Scripps-Hawkins

In attendance: Shanta Basu (Board secretary)

Administration

Confirmation of the minutes of the meeting held on 3rd March 2020. Nicolette moved and Ryan seconded it
Correspondence -Gazettes

Next meeting - Nicolette proposed changing the meeting to the 4th Tuesday of every month after the finance report is released on the 20th.

The proposed future dates are: 28/7, 25/8, 22/9, 27/10, 24/11 and 8/12.

Nicolette also proposed that the last meeting will be a dinner only not preceded by a meeting.

Monitoring

Principal's Report

In the absence of Principal Grant Murray, Nicolette presented the report.

Attendance of students and staff are back to normal levels.

Jonathan asked how the students were doing. Ryan said that Covid 19 had taken a toll on them in some respects.

Benji felt as long as the teachers have the right tools it was best to let leadership team to evaluate Covid 19's influence.

Half yearly student reports – mid-year testing is complete and full reports will be sent out to the parents. The Board will need to see the assessment data with some analysis as discussed for last year's end of year data. Especially around: a comparison of 2019s year 7s with their yr 8 results; and an understanding of why underachieving students are at that level, what is being done to support them and info on radar students.

The Finance budget shows a surplus of 22k. This is due to cancellation of school trips and reduced staff P.D. due to Covid 19. The school camp is still on but is not in the budget.

Property – a new grounds person is painting the low areas. Her wages are from the school's maintenance budget and works out cheaper than using a painting contractor.

Block 3 –John Collins the Ministry of Education property officer, has indicated that the renovation of Block 3, including toilets is going to happen. Should have conformation before the end of July.

Benji said the H&S Risk register should come to the board meetings.

Hand sanitizers - The Board wanted to know now that the school is in level 1, what are the Ministry of Education guidelines around cleaning and how long does it need to continue as it is quite expensive. Grant to find out.

Strategic Plan – Goal 1

There is a mention of “Our target groups have been set in each Block and programmes continue to operate to accelerate the progress of these students” Some more elaboration is required by the Board around this point. What is actually been done and is it working.

Strategic Plan – review of Goal 2

To ensure the school math and English curriculum aligns with the NZ curriculum - it was felt that a review of these 2 big curriculum areas is a giant effort to push through in 6 months. Bernadette is the curriculum director. Benji said the staff – teachers/ team leaders must be consulted with to see if this is achievable. This must be reviewed and then the Board needs to be informed at the next meeting what is a realistic and achievable target for 2020. Also the document presented didn't tell us much on what was happening. The Strategic plan presented to the Board needs work as it is very confusing and unclear in places. Needs fleshing out with realistic goals, info on target students and plan around how to accomplish - Grant to consult with senior leadership team and come back to the Board.

Strategic Plan

BOT needs an update on this and how the work to develop it is going. Would like at least a clear “vision statement” and draft goals. Grant to update us.

Discussion & review

PD opportunities for staff.

Some of the budget has been reduced, however we still have a small excess which we may be able to utilise. Grant is looking out for leadership courses for senior leadership team.

Ryan has had some staff asking about P.D.

Rachael wanted to know what is happening with in school P.D. now that Jacqui Allen has gone. Specifically, what was the learnings gained and embedded from her teachings? Is there a wider active learning programme? The school must establish a graduate profile for which it needs the data on target students. If it has been collected, the board has not seen it.

From a board perspective it is important to know what P.D. has been requested for and approved and the benefits to the school. There is no record at present to show that any P.D. is happening nor being applied for. Staff need to be aware that this is available and supported by the Board. As such a P.D. register in to be set up and maintained by Ryan. He will bring the monthly P.D. requests to the board meeting for approval. There are also online free pd courses the staff can do.

Sports funding

The Board resolved that an application be made to Blue Sky Community Trust \$8k, Four Winds Foundation \$4k, Grassroots Trust \$8k for sports uniforms and equipment. Ryan moved it and Rachael seconded it.

School Docs Policy Reviews due:

Concerns and Complaints, Documentation and Review, Employer responsibility. BOT to review please

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password: becroft.

Nicolette has sent a thank you letter has been sent on behalf of the Board to all staff who worked during lockdown. This was appreciated.

Grant organized a thank you morning tea for staff, from the BOT.

Nicolette also suggested the BOT paying for, or at least contributing to, the staff end of year event.

Meeting closure

The motion to adjourn was made at 7.20pm and passed unanimously. The Board went into Committee time.

The above minutes are true and correct.

Signed:

Chairperson of the board:

Dated:

Next Meeting

28th July 2020 – 6.30pm ~ school staff room.

Action Point Summary

Action Point	Owner	Due Date
Email staff PD plan to board	Grant	7/6/20 7/6/20
Report on mid year data with breakdown of why students not achieving and what is working well for all.	Grant	28/7/20
MoE guideline around increased cleaning at level 1. Do we need to continue?	Grant	28/7/20
Strategic Review goal 2 – what do teachers feel is a realistic goal target for 2020.	Grant	28/7/20
Strategic Review goal 2 – review and rewrite	Grant and SLT	28/7/20
Strategic Plan update	Grant and Natalee	28/7/20
Staff Professional Development register	Ryan	28/7/20
School Docs reviews	All	28/7/20