

LKMS  
Date: 28/3/22

**Stratford Primary School**  
**Board Minutes –**  
**Monday 14th February 2022 5.30pm**  
**at SPS Staff room**

**1. Presentation: RT Lit and Accelerated Literacy Programmes - Helen Jenkins, Jo McLaren and Kath Cox**

Apologies from Karen  
Kath and Jo - accelerated literacy programmes 0-4yrs.

Children tested, to see what children need support. Early intervention. Only 5 yr 3's. Rest 0-2 children.

Early alphabet programme, structured literacy program. Structure is flexible, and is dependent on the children's learning journey.

40 children per day, which have 15 minute time slots (2-3 children per group). 65 children helped in class per day between Kath, Jo and Karen.

They are currently trialling adjustments based on MoE requirements.

Examples were shown by Jo. Phonological test carried out when children start. With 5 months work and early intervention, the child left the programme with 50 of the 53 sounds. Now the child, in class, is above in reading and writing. This is solely done at school. This is a very skilled job that Kath, Jo and Karen do, and is not that easy to be done by parents at home.

There is a new site word programme from MoE which was implemented in Term 4 2021. Learning and writing sight words. The example given was a child that knew 2 words. By the end, the child could write 16, and read 17 of the 18 words.

There is a total focus on the child's growth and wellbeing.

Deb - great initiative and communication with teachers. Always sharing. Have a lot of knowledge. Hard working and passionate ladies.

Helen acknowledging Debs Leadership.

Videos of the children's progress are shared with their teachers and family via Seesaw. Parents are encouraged to come along and see what their children are involved in. A notice goes home, so parents know that the child is entering the program and what that entails.

**2. Administration**

**2.1.** Appointment of the Board Chair (Presiding Member)

**2.2.** Discussion about the process. *Review board numbers prior to election.*

**2.2.1.** Decide who will facilitate

**2.2.2.** Appoint the Presiding Member - *Le-arna was nominated by Hayley. Seconded by Deb. Le-arna accepted.*

**2.2.3.** Confirm name e.g. *Rename to Chair from Presiding Member*

**2.2.4.** Confirmation of other committees.

- Personnel Committee *Principal, Nathan and Team Leader*
- Policy Committee *Deb, Jason and Fiona*

- Finance Committee *Le-arna, Fiona and David*
- Komiti Urangi *David, Nathan, Jack*
- Property Officer *Jack and David*
- Health and Safety *Held by Leadership plus Groundskeeper*
- Suspension *All board involved*
- Crisis Team *Le-arna*

*Conflicts of interest reviewed and all ok.*

*Effective immediately Le-arna Russ will be the new Board Chair (Presiding Member), she will now have authorisation over all that is required as per the previous Board Chair, this will include being a bank account signatory if required.*

- 2.3. Present: *Hayley, Jason, Fiona, Deb, Le-Arna, Nathan, Jack, David*
- 2.4. Apologies: *Sintina*
- 2.5. Public Present (no speaking rights): *none*
- 2.6. Declaration of interests (conflict): *none*
- 2.7. Matters arising from Previous minutes:
  - 2.7.1. *In Committee Minutes From December - Reviewed*
- 2.8. Confirmation of Previous Minutes (Chair to sign):

***The Board has reviewed the previous minutes to confirm the accuracy of the discussions which took place and to confirm the authenticity of the minutes.***

**Minutes/Motion:**

*Motion to confirm the accuracy and authenticity of the minutes held on the 1 December are a true and accurate record. Also that Le-arna Russ will have the authorisation and be a signatory for the school bank account.*

***Motion: Hayley, Nathan***

**3. Strategic Discussions**

**3.1. 2022 Board Plan**

- 3.1.1. Review Annual Plan. *Board agreed for the Principal to submit this to the Ministry.*
- 3.1.2. Board Work Plan for 2022. *Reviewed*
- 3.1.3. Revisit the Education and Training Act 2020 → 2023. *Discussed changes.*

*Motions: Approve 2022 Charter to be sent to the MoE by 1 March 2022.*

**3.2. Policies Review**

- 3.2.1.1. Financial Delegation Policy: *No changes required.*
- 3.2.1.2. Credit Card Policy: *No changes required.*
- 3.2.1.3. Enrolment Policy: *No changes required.*
- 3.2.1.4. Health and Safety Policy: *No changes required. Nathan will help with this policy if changes are required in the future.*
- 3.2.1.5. Conflicts of Interest Policy: *Reviewed*

- 3.2.1.6. Code of Behaviour Policy: *No changes required. Was printed off and board signed.*

*Chair and Principal need to sign 3.2.1.1 and 3.2.1.2. Board Work Plan will be updated.*

**3.3. Covid 19 Protocols**

3.3.1. Traffic Light System: Red: *Discussed*

*Ministry protocols regarding cleaning of the school if Covid is found in the school. Is it the Ministry's responsibility or Schools? What is expected? Jason has updated the Schools process and is available on the School Website under Whanau - Traffic Light.  
The Ministry is not consistent with their message.*

**3.4. SDC: Roding Plan. Discussed**

**3.5. OIA Requests (Follow ups from last time): N/a**

**3.6. Education Bulletin: Latest updates around Covid-19 and Home Learning**

*Motion: n/a*

**5. Monitoring (Principal report)**

**5.1. Current role: 380 students. 28 admissions. Withdrawals 0.**

5.1.1. *End of year projection: 420-430 students*

5.1.2. Term 1, 2022 Confirmed out of zone enrolments: *Completed, no ballot was needed.*

5.1.3. Out of zone students: *Yr 1: 4/20, Yr 2: 0/10, Yr 3: 1/9, Yr 4: 2/6, Yr 5: 1/13, Yr 6: 0/2, Yr 7: n/a, Yr 8: 1/8.*

5.1.4. Term 2, 2022 Out of zone enrolment has been displayed on the school website.

5.1.5. Tabling of RTLit Report for 2021 in March folder for Board to review.

**5.2. Curriculum Report**

**5.2.1. Annual Plan Updates:**

5.4.4.1 Writing: *The Board will be provided an overview of the Professional Development Plan for Writing with Murray Gadd.*

*The first session was held with all teachers on Tuesday 25 January. The session covered the essential tools in a writing programme and ideas for teachers to start the year. AP to share on the night further details about this professional development programme and how it will impact on teacher practice with the aim of accelerating students' writing progress.*

*Next steps: Include 25h for Culturally Responsive Practice. Add a further 25h for Writing. A one page plan developed and shared with Murray Gadd, Kathe Tawhiwhirangi-Perry and the MoE.*

5.2.1.2 Mathematics: Review the Annual Plan for 2022.

5.2.1.3 Te Reo Maori:

- *Session 1 with Damon Ritai (MAC Facilitator). Damon and Jason (Principal) worked with teachers in pairs over the day. The session involved considering how someone would know they were in*

*Aotearoa if they walked into their classroom. Teachers shared and talked about their Te Reo Māori Goal for 2022.*

- *Next step: Plan developed for Term 1 to raise the exposure of Te Reo Māori in the school through Waiata and deliberate teaching actions.*

### **5.2.2. Curriculum Updates:**

**5.4.4.1 Review of Schoolwide Assessment Trends:***Presented and discussed by Principal. Writing is the focus. Big skew (drop) in yr 7. How do we address this? What is happening with this year group? How do help change this trend? Are the boys not engaged? We need to see 3+ yr progress.*

**5.2.2.2 Review of the Analysis of Variance:** *Reviewed*

***Motion to accept the January/February Curriculum Report.***

***Moved: Le-arna, Fiona***

### **5.3. Self Review**

**5.3.1. ERO:** *The next planned meeting will be in March.*

**5.3.2. Update:** *Permission to destroy records that are 7+ years old. These have been added from the last meeting... Attendance Registers, Roll Returns, Personnel records except disciplinary records and financial records.*

***Motion to accept the January/February Self Review Report.***

***Moved: Le-arna, Fiona***

### **5.4. Personnel**

**5.4.1. Professional Growth:** *The Teaching Team has had further input into the Professional Growth Cycle for 2022. This will be shared with staff in Week 3 of the term, where it is personalised to their goals that were identified in 2021.*

*The Principal appraisal will be completed by Elg Anderson in 2022, with the Chair being part of this process.*

**5.4.2. Team Leaders and the Leadership Team:** *The Leadership Team and Team Leaders met on Friday 21 January to set the year up and connect as a team.*

**5.4.3. Professional Development:**

- **Kahui Ako:** *The Powhiri was postponed due to the Red Traffic Light Guidelines.*
- **DP/AP Mentoring:** *N/a*

**5.4.4. Staffing Update**

**5.4.4.1** *Heidi Welham has not started as a part time SENCO. Rachel Marshall-Smith has been appointed for one day per week in Term 1. This will possibly be extended into Term 2-4 for two days. The position is funded*

*through the MoE Staffing Entitlement. Rachel is currently working as a part time SENCO at Inglewood.*

***Motion to move the above appointment for 2022: David, Nathan***

**2.4.4.2 Employment issue to discuss: *N/a***

**2.4.4.3 Staff leave requiring BoT Approval: *N/a***

**5.4.5. Staff Wellbeing (Sickness of more than five days in a row): *1 (ACC)***

**5.4.6. Staff Wellbeing (EPA Services used): *0***

***Motion to accept the January/February Personnel Report.***

***Moved: Jack, Deb***

**5.5. Finance**

**5.5.1. Monthly Accounts Report from the Finance Committee *Discussed.***

***Motion to move the October Financial Report for 2021, and Motion to accept the November and December Financial Reports for 2021: Hayley, Fiona***

**5.6. Property**

**5.6.1. Junior Outdoor Area:**

*See the Board Folder around the deficits that occurred once the deck was laid.*

*Recommend getting Brad Gibbons to help check the final work before paying the last payment.*

*The Board has asked the Principal to not pay the final bill until a resolution is reached.*

**5.6.2. Block F Project (Yr 3-4 Block): *No further updates***

**5.6.3. Wall Linings: *The new wall linings have been installed in Room 15, the RTLB Office, Room 1-4 and the Senior Corridor. Waiting for the final work to be completed in the corridors and Meeting Room.***

*Hall: Look at a quote for the back wall to be covered with wall linings instead of painting. This will enhance the current carvings.*

***Motion to accept the January/February Property Report.***

***Moved: Nathan, Hayley***

**5.7. Health and Safety Report**

**5.7.1. Monthly Health and Safety Committee Report: *Report discussed***

**5.7.2. Tabling of the updated Hazard Register.**

<b>Major Behaviours Period</b>	<b>31/1/2022 - 04/02/2022</b>
<b>What are majors:</b> <i>Out of bounds, Swearing at staff, Theft/Vandalism, Off Task Behaviour,</i>	

*Swearing, Harassment, Defiance/Disrespect, One punch, pushing, shoving, kicking), Put Downs, Inappropriate Language, Intimidation, Refusing to follow instructions, Disruptive to Others Learning, Inappropriate use of ICT, Other, Climbing trees, Fighting.*

<b>Number of children who have had 6 or more major incidents:</b>		0 (%)		
<b>Boys:</b>	<b>Girls:</b>	<b>NZE:</b>	<b>Māori:</b>	<b>Other: 0</b>
<b>Number of children who have had 2-5 or more major incidents:</b>		0 (0%)		
<b>Major, Repeated Minor and Minor Trends</b>		<b>Area</b>	<b>Number</b>	
<b>Most Incidents by Ethnicity</b>		NZE = 5		
<b>Most Incidents by Gender</b>		Boys = 5		
<b>Most Incidents by Age</b>		9 Yrs = 3		
<b>Number of Incidents by Location:</b>		BBall Court, Red Court		
<b>Number of Incidents By Problem Behaviour:</b>		Off Task = 4		
<b>Possible Motivation:</b>		Peer Attention Obtain Items		
<b>Number of Social Media Incidents</b>		0		

5.7.3. Discussed in Committee:

*Moved into Committee at 7.18pm*

*Moved out of Committee at 7.20pm*

- *Follow ups from December 2021 (6 stand downs)*
- *Stand Downs: 0*
- *Suspension: 0*
- *Restraint: 0*
- *Student Surrender and Retention: 2 (6 for the Year)*

*Motion to accept the December/January Health and Safety Reports and Hazard Register.*

*Moved: Deb, Hayley*

## 5.8. Attendance

### 5.8.1.

<b>Report of concerns completed around attendance:</b>	<b>31/01/2022 - 04/02/2022</b>
i. Attendance Rate Per Half Day	91.1%
ii. Attendance Rate Per Session	89%
iii. Average attendance to date:	
a. Girls	89%

b. Boys	93%
c. NZE	94%
d. NZ Māori	86%
iv. Parent/whānau visits:	0
v. Letters sent home:	0
vi. Referrals to truancy service:	0
vii. Referrals to Oranga Tamariki for Non Attendance:	0
viii. Ongoing monitoring	0
ix. Family Group Conference	0
x. Number of students homeschooling in Red	2

*Motion to accept the January/February Attendance Report:*

**5. Administration**

5.1. Review the minutes

5.2. Discuss

5.3. Identify agenda items for the next meeting on Monday 28 March 2022 5.30pm

5.3.1. *Whos responsibility to deep clean school if there is Covid in the School? Jason to find out.*

5.3.2. *Future 2022 Meeting Dates: 23/5, 27/6, 15/8, 19/9, 31/10, Wednesday 30/11 (Dinner)*

**6. Correspondence**

**6.1. Correspondence In:**

6.1.1. Kelvin Squire: Te Wera Camp (Exemption for a closed camp e.g. students do not need to be vaccinated).

6.1.2. Opus: Deck Defects

6.1.3. Stratford District Council: Roading safety around SPS.

6.1.4. MoE: Ventilation

6.1.5. Compass: Near Miss with the Chicken Bone

6.1.6. Hazard Register Updated

6.1.7. Letter to NZ Fire re Fire Call outs.

**6.2. Correspondence Out:**

6.2.1. n/a

***Minutes/Motion:*** *Motion to accept the Correspondence. Moved:*

**7. Meeting Closure:** Meeting closed at 8.28pm

*Next meeting Monday 28th March 2022 at 5.30pm in the Staffroom.*

7.1. Report hours spent by individuals to Fiona so MOE Worksheet can be updated.

Jack: 4.5	Sinitina: 1.0	Hayley: 6.0
Le-arna: 5.0	Deb: 5.0	Nathan: 4.0
David: 4.0	Fiona: 5.0	

**STRATEGIC SELF REVIEW:**

Strategic evaluations focus on activities related to the vision, values, goals and targets of the school community. They aim to find out to what extent the vision is being realised, goals and target achieved, and progress made. For boards of trustees and leaders strategic evaluations are a means of answering such key questions as:

- To what extent are all our learners experiencing success?
- To what extent are improvement initiatives making a difference for all learners?
- How can we do better?
- Note: Because strategic evaluations delve into matters that affect the school as a whole, and the wider community, they need to be in-depth and they take time.

**Strategic Evaluation Framework For Accelerating Priority Learners:**

To what extent do the board’s processes contribute to improved outcomes for learners, particularly for priority learners?

Review: What does the board know about the achievement of students in their school? What is the usefulness of the information they receive?

Plan: How has the board used the information they receive to set targets, develop strategic and annual plans, allocate resources, and develop principal performance agreements?

Monitor: How has the board monitored their progress towards achieving targets for priority learners? Ongoing reporting of achievement data for board monitoring, principal appraisal.

Review: What does the board know about the impact of their decisions on accelerating the progress of these learners?