

Stratford Primary School
Board Minutes –
Monday 28th March 2022 5.30pm
at SPS Staff room

1. Administration

- 1.1. Present: *Hayley, Jason, Fiona, Deb (remotely), Le-arna, Nathan, Jack, Sintina*
- 1.2. Apologies: *David*
- 1.3. Public Present (no speaking rights): *none*
- 1.4. Declaration of interests (conflict): *none*
- 1.5. Matters arising from Previous minutes:
 - 1.5.1. From the last meeting move:
 - 1.5.1.1. View on the Website: Board Code of Behaviour Policy, Conflicts
 - 1.5.1.2. Presiding member (chair) role description policy
 - 1.5.2. *In Committee Minutes From February - Reviewed*
- 1.6. 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. Motion: Le-arna, Hayley

2. Monitoring (Principal report)

- 2.1. **Current role:** 382 students. 33 admissions. Withdrawals 3 (moved schools).
 - 2.1.1. *End of year projection: 410-420 students (25 more new entrants are still to enrol). Numbers are lighter due to the pandemic e.g. less movement and homeschooling.*
 - 2.1.2. Term 2, 2022 Confirmed out of zone enrolments: *Ballot closed on 28th March.*
 - 2.1.3. Out of zone students spaces filled for Term 2: *Yr 1: 5/20, Yr 2: 0/10, Yr 3: 0/9, Yr 4: 0/6, Yr 5: 1/13, Yr 6: 0/2, Yr 7: 3/3, Yr 8: 0/2.*

2.2. Curriculum Report**2.2.1. Annual Plan Updates:**○ **Writing:**

- *Teachers have now completed two sessions with an External Facilitator. This has involved unpacking what good teaching of writing looks like and then seeing it in action. Teachers have looked at how to motivate writers (e.g. hooking boys in), supporting students to have something to write about, supporting students to get ready*

for writing, and supporting students to know what they need to prove to be successful at writing.

- *Teams have planned explicit writing actions.*
- *Teams have also met as part of their Team Inquiry. Each team member has unpacked their hunch for priority writers in their class, what they need to do to support them and considered what success will look like for students.*
- **Mathematics:**
The Deputy Principal has completed assessing learners basic fact skills across the school. Teachers are now using this information to plan and teach as part of their classroom programme.
- **Te Reo Maori:**
The next session with an external facilitator has been pushed back until next term (Covid-19). Looking ahead, a simple aim would be to create a bank of phrases we use at school, and then replace them with Te Reo Maori phrases. For example, 'Put your books away becomes → whakapai ngā pukapuka (Waka-pie naa porka porka → dropping the 'h' in Taranaki).

2.2.2. Curriculum Updates:

Principal shared the tool for reporting Priority Learners in 2022:

Some children have not been at school due to covid.

Showed a snapshot about the tool to be used for the tracking Priority Learners.

- **SENCO IEPs:**
Have been placed on hold due to the current pandemic. A future date will be planned once the current situation with Covid-19 changes.
- **Reporting to Parents:**
Reports were scheduled for early Term 2. This will potentially be delayed with the large number of children away e.g. averaging around 100 pupils away at the moment. Interviews brought forward. Booking system and teachers will call parents.
- **Curriculum Review:**
As part of the ERO review, the Principal has highlighted next steps for the curriculum design. This change will require a Curriculum Policy change. The Board should involve the teaching staff in this process. For example, moving away from subject/unit based learning to concepts around big ideas. Next step: Review the Curriculum Policy in consultation with staff.
- **School and Community Sport:**
The recent Weetbix Tryathlon was a great success. A huge thank you to Nadine and Aaron Moore for making this happen. Aaron has also continued the Community Touch Tournament. We have had students involved in cricket coaching and matches against other schools. The Year 7-8 boys were placed third at their tournament. The girls and Year 5-6 boys tournaments have been rescheduled for Term 4.

Motion to accept the March Curriculum Report.

Moved: Fiona, Nathan

2.3. Self Review: *Board work plan review areas*

2.3.1. Health and Safety reviews that have been completed

- *Child Protection Procedures: The Principal has completed a thorough review of these processes. Procedures have been aligned to what we currently do and/or best practice.*
- *Evacuation and Emergency Procedures - all staff, including new staff, have been reminded about the processes we have in place for a fire and lockdown. A fire drill in the first few weeks reinforced these processes.*
- *Areas still under review: HSWA EOTC, 507 Pandemic (Alert Levels → Traffic Light Protocols), 518: Recycling and Waste Management. .*

Motion to accept the March Self Review Report.

Moved: Sintina, Hayley

2.4. Personnel

2.4.1. Professional Growth: *Teachers have completed their first part of the professional growth cycle. This has involved reflection on how they have established routines in their classroom, teaching around the ToW and looking at their hunches around priority learners and their next steps. The Principal has met with his external appraiser for 2022 and set next steps around his goals.*

2.4.2. Team Leaders and the Leadership Team: *The Leadership Team and Team Leaders continue to meet despite the current challenges with Covid-19. The focus has been on the annual plan goals of writing, basic facts, Te Reo Māori and Positive Learning for Behaviour (PB4L).*

2.4.3. Professional Development:

- **Kahui Ako:** *Teachers were involved in an online professional development around the new Aotearoa Histories Curriculum. Our Across School Leaders missed the online professional development due to Covid-19.*
- **DP/AP Mentoring:** *Eric Shaw has met with the Deputy Principal, Associate Principal and Assistant Principal. He has supported them to set specific actions around the Annual Plan goals for 2022.*
- **Writing Professional Development:** *Teachers have observed an external facilitator teach writing. After the sessions, teachers discussed what they observed and next steps in their practice. Further sessions are planned for later this term.*
- **Te Reo Māori:** *The Principal, with the support of an external facilitator from the Maori Achievement Collaborative, met with teams of teachers to discuss and plan around their Te Reo Māori Goals. Teachers were asked to consider how their class reflected Aotearoa. As an outcome of the sessions, staff are looking to promote the sound of more Te Reo Māori around the school.*

2.4.4. Staffing Update

- *Aaron Moore has requested some time leave in Term 3-4 so he can take up the role of Taranaki Bulls Manager. A release schedule will be developed with Aaron around this time. The benefit to Aaron is that this provides him with leadership opportunities in an area he has always been passionate about. The benefit to SPS is not only will this opportunity grow Aaron's leadership skills, the Associate Principal and Assistant Principal will be provided opportunities to grow their leadership skills. The school will also bank the time Aaron is away e.g. bank staffing one of the two days is covered by the Principal and Associate Principal.*
- **Employment issue to discuss:** *N/a*
- **Staff leave requiring BoT Approval:** *N/a*

2.4.5. Staff Wellbeing (Sickness of more than five days in a row): *1 (Dependent), 1 (Operation), 9 staff as Household Contacts, 4 Staff with Covid-19.*

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

Motion to accept the March Personnel Report.

Moved: Fiona, Jack

Motion to provide leave for Aaron Moore in Term 3 and 4. The Principal will work with Aaron to develop a release schedule.

Moved: Hayley, Le-arna

2.5. Finance

2.5.1. Monthly Accounts Report from the Finance Committee

See the Finance Folder for the January and February Accounts.

Next meeting: TBC re issues with meeting due to Covid-19. .

Motion to move the resolution: TBC

Motion to accept the January and February 2022 Accounts.

Moved: Le-arna, Fiona

2.6. Property

2.6.1. Junior Outdoor Area:

Jack updated the Board with the work around the Junior Deck. 1 issue. Gap in roof around Rm 13. To be resolved.

2.6.2. Wall Linings: *The work in Rm 15, RTLB, Senior Corridor and Rooms, and the Conference Room have been completed. Next step: Final check before payment.*

2.6.3. 5YPP: *The Office Administrator is currently working through the*

additional work that needs completing from the 5YA Project. This involves the heat pump in the conference room and upgrading two power boards. The boards are located in the Caretakers Shed and Enviro Room. Local suppliers have been sourced for quotes and Education Services are completing the paperwork

2.6.4. Shed on the top field: *A letter has been sent to the Athletics Club. The Group Mowing Scheme has agreed to the initial concept.*

2.6.5. *A Memorandum of Understanding has been developed by the Deputy Principal for outside sports clubs to use the school fields. The aim of this MoU is to support local clubs while also protecting the school fields and school property. Also a bond for the use of the toilets, so they can be cleaned without the school footing the bill.*

2.6.6. School Gate: *The Principal is still waiting for a quote for a gate to be designed.*

Motion to accept the March Property Report.

Moved: Nathan, Jack

2.7. Health and Safety Report

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

2.7.2. Discussed in Committee:

In Committee at 7.00pm

- *Follow ups (Recent suspension → discuss in Committee)*
- *Stand Downs: 0*
- *Suspension: 1*
- *Restraint: 0*
- *Student Surrender and Retention: 0*

Out of Committee 7.09pm

Major Behaviours Period				31/1/2022 - 04/03/2022
What are majors: <i>Out of bounds, Swearing at staff, Theft/Vandalism, Off Task Behaviour, 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.</i> FEBRUARY: 45 MARCH: 12				
Number of children who have had 6 or more major incidents:				0 (0%)
Boys: 43	Girls: 14	NZE: 36	Māori: 19	Other: 2
Number of children who have had 2-5 or more major incidents:				11 (2.9%)
Major, Repeated Minor and Minor Trends		Area		Number

- *Changed from 88.9 → 77.6% → why = Covid 19 has seen a recent drop of around 10% due to infections, Household Contacts and worried parents.*
- *Truancy: Has actually dropped from 4.6 to 2.4% (Note: The first report was for only one week)*
- *Home Learning (F): Has increased from 0.5 to 3.9% due to the current Covid outbreak.*
- *Explained has increased from 1.4% to 4.5% e.g. parents worried about Covid.*

Report of concerns completed around attendance:	31/01/2022 - 18/03/2022
i. Attendance Rate Per Half Day	85%
ii. Attendance Rate Per Session	79%
iii. Average attendance to date:	
a. Girls	85%
b. Boys	85%
c. NZE	88%
d. NZ Māori	79%
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	Increased from 2 to 105

Students are Home Learning because they have had to isolate themselves with Covid or as a Household Contact. Some families are Home Learning due to health issues in their families and because they are worried.

Term 4 2021 Attendance Report was tabled. The main findings from this report were:

- *In Term 4 of 2021 attendance was highest in the week of October 18, with students attending 94.9% of half-days. Attendance was lowest in the week of November 15, with students attending 84.0% of half-days. Average attendance in Term 4 of 2021 (90.2%) was lower than in the same term of 2020 (92.1%).*
- *The percentage of students attending regularly was highest in Term 1 of 2021 (79.6%) and lowest in term 4 of 2021 (65.2%). Fewer students were attending regularly in Term 4 of 2021 (65.2%) than in the same term of 2020 (74.6%).*
- *In Term 4 of 2021, Year 2 had the highest percentage of students attending regularly, with 78.6% of students attending this often. Year 8 had the lowest percentage of students attending regularly, with 47.9% of students attending this often.*
- *In Term 4 of 2021, the European/Pākehā ethnic group had the highest percentage of students attending regularly, with 68.4% of students attending this often. The Other ethnic group had the lowest percentage of students attending regularly, with 0.0% of students attending this often.*

- *In Term 4 of 2021, 69.5% of male students and 59.8% of female students were attending regularly.*
- *Students attending 0-70% of half-days had the highest proportion of unjustified absences, with 52.6% of their absences being due to unjustified reasons. Among students not attending regularly, the most common reason for absence was (M) Illness, accounting for 35.7% of their absences.*
- *Year 2 students had the highest proportion of justified absences, with 70.6% of their absences being for justified reasons. The most common justified reason for absence among these students was (M) Illness, accounting for 42.6% of their absences. Year 3 students had the highest proportion of unjustified absences, with 46.5% of their absences being for unjustified reasons. The most common unjustified reason for absence among these students was (T) Truant, accounting for 31.8% of their absences.*
- *Other students had the highest proportion of justified absences, with 72.6% of their absences being for justified reasons. The most common justified reason for absence among these students was (M) Illness, accounting for 36.8% of their absences. MELAA students had the highest proportion of unjustified absences, with 50.7% of their absences being for unjustified reasons. The most common unjustified reason for absence among these students was (E) Other Unjustified, accounting for 23.0% of their absences.*
- *Male students had the highest proportion of justified absences, with 63.2% of their absences being for justified reasons. The most common justified reason for absence among these students was (M) Illness, accounting for 42.1% of their absences. Female students had the highest proportion of unjustified absences, with 42.0% of their absences being for unjustified reasons. The most common unjustified reason for absence among these students was (T) Truant, accounting for 22.7% of their absences.*
- *Year 1 had the highest percentage of students arriving on time to over 98% of classes attended, with 93.3% of students being on time this often. Year 5 had the lowest percentage of students arriving on time to over 98% of classes attended, with 81.7% of students being on time this often.*
- *In Term 4 of 2021, 89.1% of female students and 85.4% of male students were on time to over 98% of classes attended.*

Motion to accept the March Attendance Report:

Moved: Deb, Jack

3. Strategic Discussions

3.1. Follow up from last meeting (Note: See the Self Review questions at the end of the agenda to guide further discussion).

3.1.1. How do we measure success for all our learners at Stratford Primary School?

Well rounded - Values/Learning values/as a person/emotional/social/time management

Output - motivated/self confident/happy/academic/choices/independent

MEASURES: Attendance/Priority Learners/PB4L Report/Home and School Partnership/Mutukaroa/IEP interviews/Whanau Day/Survey/Sports/

3.1.2. What do we need to do as a Board to enable success for all learners at SPS? What is not successful?

Capability of Teachers - children/staff feedback to the Board/Teacher knows my child

Accountabilities: Data/Priority

Learners/Academics/Relationships-Stewards/

Engagement-how do we increase this?

3.1.3. What would a long term plan look like?

Engagement - Is this in our strategic plan? How do we engage the other families? Fortnightly updates. Why are you on the board and what do you hope for your child's education?

The option for parents to ask questions to the board/school

3.2. ERO Review: *Postponed til Term 2*

3.3. Board Elections:

3.3.1. Board Composition: *Go back to the constitution and use 5 as the number elected.*

3.3.2. Janine selected as the Returning Officer

3.3.3. Close main roll: Wednesday 13 July 2022

3.3.4. Calls for Nominations: Friday 15 July 2022

3.3.5. Close Supplementary Roll: Wednesday 3 August 2022

3.3.6. Nominations Close: Friday 5 August 2022

3.3.7. Voting Papers Issued by: Wednesday 10 August 2022

3.3.8. Election Day: 12 September 2022

3.3.9. Count Votes: Tuesday 13 September 2022

3.3.10. Board Takes Office: 14 September 2022 → look at the Term 3 Board Meetings. Add in an induction meeting for the new Board.

4. Strategic Decisions:

4.1. Policies:

4.1.1. Complaints Log → *The Complaint Policy was updated to include the requirement of the Board to maintain a complaints register.*

4.1.2. Child Safety Policy: *Procedural information has been updated by the Principal.*

4.1.3. Future Policies to review: *RTLit, Principals Performance Management. Need to ensure we keep reviewing alongside the changes in the Education and Training Act.*

In Committee 7.00pm

4.2. Complaint: Discussed in committee

4.3. OIA Requests: Discussed in Committee

4.3.1. Follow up from the last meeting

4.3.2. Received 16/3/2022 regarding teaching of gender orientation.

- 4.4. **Trespass Notice:** Discussed in committee

Out of Committee 7.09pm

- 4.5. **Principal Employment:** *Letter and Job Description has been updated by Hayley and Le-arna.*

- 4.6. **Tabled:** *March Roll Return*

- 4.7. **Roading Plan and Draft SDC Plan:**

- 4.7.1. *Update from Jack and Jason. Just want to make sure there is a bus and special needs area.*

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

Motion: n/a

5. **Administration**

- 5.1. Review the minutes

- 5.2. Review the Board Annual Work Plan for 2022

- 5.3. Discuss

- 5.4. Identify agenda items for the next meeting on Monday 25 May 2022 5.30pm

- 5.4.1. *Jason to action fortnightly posts/section in newsletter regarding the board. A new board member highlighted each time.*

- 5.4.2. *Keep discussions going about how we keep the learning going*

- 5.4.3. *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. Aaron Moore: Taranaki Bulls

- 6.1.2. NZSTA: Board Member Information Updates

- 6.1.3. MoE: Quality Control Report (Junior Deck)

- 6.1.4. SDC: Roothing Updates

- 6.1.5. School Data Portal: Analysis of Variance uploaded on 15 February 2022

- 6.1.6. School Data Portal: Charter uploaded on 22 February 2022

6.2. **Correspondence Out:**

- 6.2.1. Stratford Athletics Club

Minutes/Motion: *Motion to accept the Correspondence. Moved: Le-arna, Nathan*

7. **Meeting Closure:** Meeting closed at 7.20 pm

Next meeting Monday 25th May 2022 at 5.30pm in the Staffroom.

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

Jack: 2.0	Sinitina: 1.5	Hayley: 4.0
Le-arna: 5.0	Deb: 3.0	Nathan: 4.0
David: 1.0	Fiona: 3.0	

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?

