

Stratford Primary School
Board Minutes –
Monday 27th June 2022 5.30pm
at SPS Meeting room

1. Presentation: Aaron Moore: Mathematics Supporting Goal.

PAT Mathematics Snapshot from 2021

Basic Facts Programme

"If we improve the basics, then all aspects of math will improve"

All basic facts - addition, subtraction, multiplication.

Basics fact only - Speed based - 6 seconds per question.

Yr 3 - 74% below to 4% at Yr 8.

Stage 3 end of yr 1. Stage 8 by the end of Yr 9.

Stage 0: 20 questions in 2 minutes.

Table provided of the components involved to pass. Stage 4 (Yr2): 11 components.

Tracking kids progress from Term 1 to Term 2. Focussing on speed.

Is this going to equate to an improvement across all aspects of Math? Compared this to E-Astle. More than half of the children from the subject class have made a +ve shift.

Major Achievements:

100/285 made 1 stage progress in 1 Term.

1 sub level movement: 30 moved from 0-2 to 3; 31 from 3-4; 18 moved 4-5; 10 moved 5-6; 6 moved 6-7; 1 moved 7-8.

PLD funding to be applied for. Need to find someone to help us through this.

2. Administration

2.1. Present: Jack, Fiona, Le-arna, Hayley, Deb, Jason, David

2.2. Apologies: Nathan, Sintina,

2.3. Public Present (no speaking rights): None

2.4. Declaration of interests (conflict): None

2.5. Matters arising from Previous minutes:

2.5.1. Staffing Update - Table the appointments. Discussed later on.

2.5.2. Principal Sabbatical - Paperwork has been sent off. Just waiting on approval/confirmation.

2.5.3. Apology letter from an ex-parent regarding a previous complaint. Discussed.

2.6. Confirmation of Previous Minutes (Chair to sign):

2.6.1. 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: Motion to confirm the accuracy and authenticity of the minutes held on 23 May are a true and accurate record.

Moved: Hayley/Le-arna

3. Monitoring (Principal Report):

3.1. Current Role: 393 ākonga. 53 admissions. 12 withdrawals (7 of these have moved out of the area).

3.1.1. End of year projection: 410-420 (25 new entrants still to enrol).

3.1.2. Term 3, 2022 Confirmed out of zone enrolments Ballot closed 27th June. Spaces available: 5 Yr 0 from out of zone have been accepted.

3.1.2.1. Yr 1 (Up to 20), Yr 2 (10), Yr 3 (10), Yr 4 (10), Yr 5 (10), Yr 6 (None), Yr 7 (None), Yr 8 (None).

3.2. Curriculum Report

3.2.1. Annual Plan Updates

3.2.1.1. Writing: Murray Gadd completed two days of Writing PD with teachers. This has involved teachers modelling a session to Murray, with ākonga. As part of the process Murray provided teachers with positive feedback and next steps with their practice. Murray has been impressed with the positive attitude of staff to improve their writing practice.

3.2.1.2. Mathematics: Aaron Moore presented the current progress with mathematics.

3.2.1.3. Te Reo Māori: Teachers are beginning to embed basic phrases into their class routines. Each team has a phrase they are working on over a two week cycle. A group of local Principals will be visiting SPS to observe what teachers have developed around class treaties, Te Reo phrases and school tikanga. The Kapa Haka Roopu will welcome leaders on the day.

3.2.2. Curriculum Updates

3.2.2.1. Reporting to Parents: Learning Journey Reports and Individual Education Plans (IEPs) will be sent home on Friday 1 July.

3.2.2.2. \$25000 from Ministry for a project. \$25000 to High School. Counselling for children. Using Ross - Join the dots. Tabled.

3.2.2.3. School and Community Sport: Ākonga in the Year 5-6 Team have enjoyed their interschool sports. It was great to see senior ākonga coaching the Year 5-6 Rippa Teams.

3.2.2.4. Reporting Guidelines for School Charters are changing: Changes to planning and reporting, new legislation for school planning and reporting comes into effect on 1 January 2023.

Summary of changes

- School charters are being replaced with a strategic plan and an annual implementation plan.
- Boards will still have to produce an annual report.
- Boards will need to work in partnership with their community to develop a strategic plan.
- All three documents (The strategic plan, annual implementation plan and annual report) will need to be published on a website.

- *It is proposed that current (2022) charters will remain in place until 31 December 2023. Boards will need to update the annual implementation section of their charter for 2023.*

Next steps: Boards will be hearing more from the MoE as this work progresses.

- *The MoE will be undertaking a targeted consultation in May with several boards, principals and communities to help us develop the regulations and guidance for a new planning and reporting framework to support the legislation. If the Board would like to be involved in this, please contact your local Te Mahau office.*
- *Wider public consultation on the regulations will occur late 2022 to early 2023.*
- *Between July-December 2023 the MoE will support schools and communities to create their first strategic plan under the new framework, ready for 1 January 2024 (this proposed date will be confirmed in regulations by mid-2023).*

Motion to accept the June Curriculum Report.

Moved: David/Jack

3.3. Self Review

3.3.1. Receipting Process/Internal Controls: *This has been discussed at a Finance meeting.*

3.3.2. Abuse recognition processes: *The Principal shared the different processes e.g.*

- *HSWA - Child Safety Checks (Preventative)*
- *HSWA - Reporting of Suspected or Actual Child Abuse and Neglect*
- *Vulnerable Children Log*
- *Reporting to Oranga Tamariki*
- *Ākonga interviews*

Motion to accept the June Self Review Report.

Moved: Deb/Fiona

3.4. Personnel

3.4.1. Kahui Ako Update: *Discussed*

3.4.2. Proposed Pay equity settlement for school administration staff: *The MoE are pleased to announce that, together with NZEI Te Riu Roa, they have reached a proposed agreement to settle the pay equity claim for school administration support staff. Employees covered by this claim now have the opportunity to consider the proposed settlement and vote on whether to approve it. If approved by covered employees, the settlement would see more than 11,000 school administration support staff – mostly women – being fairly valued for the work they do and paid the same as people working in male-dominated roles of equal value.*

Subject to the settlement being endorsed by covered employees, the MoE will provide ongoing funding to schools and kura to cover the increased cost of the school administration support staff settlement. The MoE are currently working through the kaiārahi i te reo pay equity claim and hope to provide more information on an outcome soon.

Next steps: *Details of the proposed settlement will be widely communicated*

by NZEI Te Riu Roa to all school administration support staff covered by the claim before those employees vote on the proposed settlement later in June. NZEI Te Riu Roa will be running a series of webinars from 21-23 June to run through the details of the proposed settlement and answer any questions. School administration support staff can register for these on the NZEI Te Riu Roa website.

3.4.3. Staffing Update:

3.4.3.1. Employment for 2023:

- *Leadership Team: No change. Reappoint Jason Dombroski as Assistant Principal for 2023.*
- *Year 7-8 Team: No change.*
- *Year 5-6 Team: No change (Reappoint Finn Zeylemaker and Greer McQuay).*
- *Year 3-4 Team: TBC (Reappoint John Hight)*
- *Year 1-2 Team: TBC*
- *Next step: The Leadership Team will confirm placement for Portia Richmond and Phaidra Bastin-Lindsay (Term 3-4 2023). They will also confirm what happens with the current team teaching in Room 15. In early September, a further advertisement will be placed for one teacher.*
- *Jo McLaren - tendered resignation.*

The Principal tabled the recent employment process.

3.4.3.2. Employment issue to discuss: N/a

3.4.3.3. Staff leave requiring BoT Approval: N/a

3.4.4. Staff Wellbeing (Sickness of more than five days in a row): Staff affected by Covid this term..

Covid 19: 16(Including Teachers and Support Staff)

3.4.5. Staff Wellbeing (EPA Services used): 1

Motions:

Motion to grant Jason Elder a Sabbatical for one term in 2023, subject to being approved by TeachNZ.

Motion to appoint Jason Dombroski as Assistant Principal for 2023.

Motion to accept the April-May Personnel Report.

Motion: Staffing for 2023

Motion to appoint Finn Zeylemaker, John Hight and Greer McQuay on Fixed Term Contracts for 2023.

Motion to appoint Portia Richmond on a Fixed Term Maternity Contract for 2023.

Motion to appoint Phaidra Bastin-Lindsay on a Fixed Term Contract for Term 3 and 4, 2023.

Motion to extend Erin Mealey's LWOP for all of 2023.

Motion to grant Emily Bates LWOP for Term 3 and 4, 2023.

Motion to accept Morgan McSweeney and Lucy Peterson's request for Maternity Leave for 2023.

Motion to accept Jo McLaren's resignation.

Moved: Hayley/Le-arna

3.5. Finance

- 3.5.1. Donation scheme eligibility under the Equity Index:** *As Part of the 2022 Budget 2022, the Government announced that the MoE will introduce the Equity Index from 1 January 2023. The Equity Index will impact eligibility for a number of funding initiatives, including the school donations scheme. The MoE expects to provide more information including the new eligibility threshold in the coming months. However, for the 2023 year, all schools and kura who are currently eligible and still wish to be part of the school donations scheme should opt in as normal as part of their 1 July roll return. The MoE will provide a late opt-in process for schools and kura whose eligibility will change so that you have time to consult with their community about joining the donations scheme. Further information will be provided to newly eligible schools and kura in July 2022.*

Motion to continue as part of the School Donations Scheme in 2023.

Moved: David/Deb

- 3.5.2. Monthly Accounts Report from the Finance Committee (Refer to the Finance Folder)**

- *See the Finance Folder for the April Accounts.*
- *Auditor Report and uploading onto the website. Discussed.*
- *Confirmation of adjusted budget as discussed at April meeting*
- *Annual reports have been uploaded. They have been uploaded late, as we received late from the Auditors.*
- *Board is disappointed by the comments from the Auditors. Board feels like they were unjustly criticised. Board queries whether Auditors have read financial reports from Finance Meetings.*

Motion to move the resolution:

Motion to accept the April 2022 Accounts, Report from the Finance Committee and Adjusted Budget.

Moved: Fiona/Le-arna

3.6. Property

- 3.6.1. Junior Outdoor Area:** *Currently we are waiting for the handrail and code of compliance issues to be corrected.*

- 3.6.2. School Gate:** *The gate has been installed.*

Motion to accept the June Property Report.

Moved:

3.7. Health and Safety Report

- 3.7.1. Monthly Health and Safety Committee Report:**

➤ *See the attached Health and Safety Report for May*

- 3.7.2. Discuss in Committee:**

In Committee 6.49pm.

- *Stand Downs: 5... all vaping (2= Previous 2022).*
- *Suspension: 0 (1= Previous 2022)*
- *Restraint: 0*

■ *Student Surrender and Retention: 1 ... related to vaping (1= Previous 2022).*

Out Committee 6.52pm

3.7.3. *PB4L Report: Shared and Discussed.*

Major Behaviours Period				31/1/2022 - 18/06/2022
<p>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></p> <p>INCIDENTS PER MONTH: <i>February: 45, March: 22, April: 13, , May: 24, June: 18</i></p>				
<p>Number of children who have had 6 or more major incidents: Boys: 103 Girls: 19 NZE: 86 Māori: 31 Number of children who have had 2-5 or more major incidents:</p>				<p>3 (0.8%)</p> <p>Other: 3</p> <p>25 (6.4%)</p>
Major Trends				Area & Number
Highest Number of Incidents by Ethnic:				<i>NZE = 86</i>
Most Incidents by Gender:				<i>Boys = 103</i>
Most Incidents by Year Level:				<i>Year 7 = 28</i>
Number of Incidents by Location:				<i>Classroom = 33 Basketball Co =14</i>
Number of Incidents By Problem Behaviour:				<i>Harassment = 52</i>
Possible Motivation:				<i>Peer Attention = 60</i>
Number of Social Media Incidents:				<i>1</i>
Break down by syndicate				
Year Level	Number - B/G	Behaviour	Area	2 or more entries
Year 1/2	17 (17b)	One Punch (6)	Classroom (6)	6
Year 3/4	25 (21b/4g)	Harassment (12)	Classroom (8)	5

Year 5/6	30 (26b/4g)	Harassment (23)	Everywhere	6
Year 7/8	50(39b/11g)	Harassment (18)	Classroom (16)	11

Tracking Bullying - Victims

- 6 students have been the victim of an incident on 3 occasions or more this year. Of these, One receives break time supervision, Two are being monitored in class by the teacher as the incidents are happening in class, One has left school in term 1, One is being acted on currently by teacher and senior management and the other has been involved in incident where the behaviour has been mutual and working with our RTL. B.
- No additional students have been identified as a potential victim. The current ones continue to receive support in the way mentioned above.

Notes

- A significant reduction in major behaviour's on the basketball court, which was identified as a high risk area. Action was taken for more specific active supervision and there have been no incidents there in this period.
- Bullying behaviour is tracked. Teachers look for victims who are having regular entries as a victim. From here the teachers can see whether it is the same person who is initiating the behaviour. Above we have identified the students that have been the victim of recorded bullying behaviour and outlined the action taken on each one.
- Encouraging major behaviour reduction in the senior school.
- No additional potential bully victim - another positive.

3.8. Attendance

3.8.1. Attendance Weekly Trends: Covid related sickness has affected attendance at the end of Term 1 and the start of Term 2.

Overall Attendance Rates as at 20 June 2022:	
Attendance Rate Per Half Day	85.10% (Was 84.5%)
Attendance Rate Per Session	79% (Was 78%)
Average attendance to date (Half day)	
a. Girls (Half day)	85% (Was 85%)
b. Boys (Half day)	85% (Was 84%)
c. NZE (Half day)	88% (Was 88%)
d. NZ Māori (Half day)	80% (Was 79%)
Parent/whānau visits:	16
Letters sent home:	0
Referrals to truancy service:	1
Referrals to Oranga Tamariki for Non Attendance:	0

Ongoing monitoring: The Office Manager and Principal are closely monitoring the situation.	2
Family Group Conference	0

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

- *Overall, Year 1-8 were similar with schools of a similar decile. We were above the local Taranaki Schools average. Our Year 8's were the only group below the averages. Māori ākonga were above local Taranaki Schools and on par with schools of similar decile rating. NZ European were above schools of a similar decile rating and the Taranaki Average. These trends were also similar for girls and boys.*
- *Outcome: Our attendance rates are better than the Taranaki Average.*

Motion to accept the June Attendance Report

Moved: David/Jack

4. Strategic Discussions

4.1. Governance PD

- 4.1.1.** Feedback from the recent course on the Te Tiriti o Waitangi and Cultural Capacity. *Discussed. Deb, Nathan and Fiona attended. Le-arna attended Cultural Capacity.*
- 4.1.2.** Role of the Principal v Role of the Board. *Scenarios to consider... Is this a Governance or Management decision? What process should take place? How should the Board be kept informed? Discussed.*

David and Hayley left meeting 7.10pm.

- 4.2.** ERO Review: *Board to discuss the School Improvement Framework, the School Profile and the process with ERO. Change looks great. More informal. Great person to work with. Genuinely there to help the school to become better. Aligns to the plan. Coming into the school on multiple occasions, to provide support and advice. He understood the diversity of the school. The system has changed, so it is easier for boards and schools.*

5. Strategic Decisions:

5.1. Policies:

5.1.1. Principal Performance Agreement Policy

Does the Board understand this policy and follow it? Is there anything else that should be considered? Fiona, Deb and Jason will add further thoughts following the meeting. This will be sent out with minutes to the Board.

5.1.2. Next review: Curriculum Policy: Staff input needed around current practice.

5.2. Paid Union Meeting update. *Discussed*

5.3. Rawhitiroa Enrolment Scheme. *Discussed - Board happy with this.*

5.4. Finance: *Should we get out of the Painting Scheme now? Discussed. Finance committee will review this at the next meeting.*

5.5. OIA Requests: *N/a*

5.6. Board Elections: *The Returning Officer (Janine Gibbons) will keep the Board informed of the next steps over the coming months.*

5.6.1. Inform the community that the elections are coming up.

5.6.2. Flyers will be displayed.

5.6.3. Parent roll closed by 13 June

5.6.4. Call for nominations; Community members can be nominated; 400 word blurb.

5.6.5. Nominations.

5.6.6. Voting forms sent out.

5.6.7. Elections in September.

5.7. Property Updates: *Roading Plan and Draft SDC Plan; Shed concept for the top field. Discuss further with athletics club*

5.7.1. Discuss the letter from the SDC - *Board supports lowering of speed limits. Ask Janine to email the Council.*

5.7.2. Next steps for Jack and David.

5.8. Board Approval: Motion to destroy Sue Reports, Timesheets and staff files that are more than 7 Years Old.

5.9. Carbon Questionnaire: Janine has completed.

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

Minutes/Motions:

Motion to destroy Sue Reports, timesheets and staff files that are 7+ yrs.

Jack/Le-arna

6. Administration

- 6.1. Review the minutes.
- 6.1.1. *Ask Janine to send a letter confirming the Boards support for the speed limit to be lowered outside the school.*
- 6.2. Review the Board Annual Work Plan for 2022. *What needs to be prioritised for the next meeting? - Move dates for Enviro goals to September meeting. Board elections have been moved. Komiti Urangi meeting delayed until carvings completed. Writing PD has been going well, as has the Math PD.*
- 6.3. Identify agenda items for the next meeting on Monday 15 August 2022 - *farewell/thank you gift for exiting Board members. Board support gift for Jo McLaren. Dinner to farewell members stepping down - discuss at next meeting.*
- 6.4. Future 2022 Dates: 19/9, 31/10, Wednesday 30/11 (Dinner)

7. Correspondence

7.1. Correspondence In:

- 7.1.1. Apology Letter
- 7.1.2. Email cc from Jason Elder re: MoE and an excluded ākonga
- 7.1.3. Stratford District Council: Reducing
- 7.1.4. NZEI: Paid Union Meeting
- 7.1.5. MoE: Rawhitiroa School Zone
- 7.1.6. MoE: Authorisation Request as part of the Carbon Neutral Government Programme reporting.
- 7.1.7. Toyota Finance: Lease re RTLit Car.
- 7.1.8. Silks Audit

7.2. Correspondence Out:

- 7.2.1. Jason Elder - Sabbatical Approval

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

7. Meeting Closure: Meeting closed at 7.42pm

Next meeting Monday 15th August 2022 at 5.30pm in the Meeting room.

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

Jack: 3.0	Sintina: -	Hayley: 2.5
Le-Arna: 9.0	Deb: 5.0	Nathan:
David:	Fiona: 5.5	

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?

