

Stratford Primary School

Board Minutes –

Monday 19th September 2022 5.30pm

at SPS Meeting room

1. Election of New Members:

- 1.1. Election of Board Members: Motion. *Accepted*
- 1.2. Appointment of the Presiding Member Policy. *Reviewed and passed by the Board.*
 - 1.2.1. *Jack called for nominations for Presiding Member. Fiona J nominated Le-arna. Deb seconded. Le-arna accepted.*
- 1.3. Board Member details to update - *discussed email tree setup and messenger group.*
- 1.4. Board Members to complete this link for NZSTA. *Completed by Board members.*

2. Administration

- 2.1. Present: *Jason, Le-arna, Jack, Fiona R, Fiona J, Nathan, Deb*
- 2.2. Apologies: *n/a*
- 2.3. Public Present (no speaking rights): *None*
- 2.4. Declaration of interests (conflict): *None*
- 2.5. Matters arising from Previous minutes: *None*
- 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.*
- 2.7. Confirm the agenda and review the Board's Annual Work Plan

Minutes/Motion:

Motion: *Motion to confirm the accuracy and authenticity of the minutes held on 15 August are a true and accurate record.*

Moved: *Deb/Le-arna*

3. Strategic Decisions:

- 3.1. Discussion around Board composition.
- 3.2. Read, discussed, moved and signed the updated Board: Code of Behaviour Policy.
- 3.3. Read, discussed, moved and signed the updated Board: Conflict of Interest Policy.
- 3.4. Confirmation of Board Committees:
 - 3.4.1. Suspension: Full Board
 - 3.4.2. Finance: Principal, Presiding Member, Fiona R, Fiona J
 - 3.4.3. Property: Jack
 - 3.4.4. Personnel: Principal, Deb, Nathan
 - 3.4.5. Health and Safety: Principal
 - 3.4.6. Policy: Principal, Deb, Fiona J
 - 3.4.7. Board Secretary: Fiona J
 - 3.4.8. Komiti Urungi: Principal, Nathan, Jack
- 3.5. Policy: 100 Enrolment Classification of Ākonga (Students) Policy → Draft).
Discussed

- 3.6. Policy: Curriculum Policy. *Discussed*
- 3.7. OIA Requests: N/a
- 3.8. Education Bulletin:
- 3.9. Principal Appraisal Report: *Will be presented at the October meeting*

Motion to accept the Code of behaviour and conflict of interest policies. Moved: Deb/Fiona J

4. Monitoring (Principal Report):

4.1. Current Role: 402 akonga. 72 admissions. 22 withdrawals - no change (14 of these have moved out of the area).

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

4.1.2. Term 4, 2022 Confirmed out of zone enrolments
The ballot closes on 19 September. Three applications have been received so far for Year 1 (2) and Year 4 (1).

4.1.3. 2023 Out of Zone Enrolment Process
This advertisement will be displayed in the Stratford Press next week.

4.2. Curriculum Report

4.2.1. Annual Plan Updates

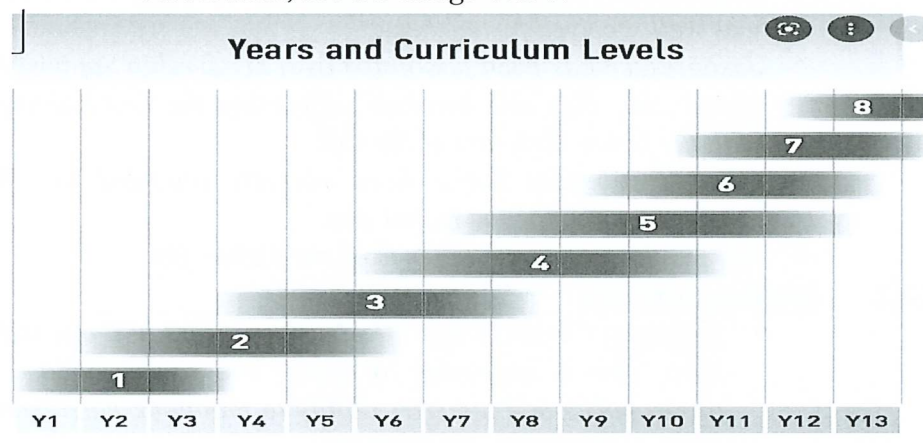
- **Writing:** *Teachers used the recent Ministry of Education Teachers Only Day to review the progress of their priority learners.*
- **Mathematics:** *Teachers are currently retesting Basic Fact Assessment and Strand Assessment for Term 3. They will use this data to compare progress over the year.*
- **Te Reo Māori:** *This year, we have strengthened the Powhiri Process for when we welcome visiting schools to Stratford Primary School. This was evident with the recent exchange with Manukorihi Intermediate, where our tamariki were exceptional in welcoming a school with strong tikanga.
 Teachers have been offered to enrol in Te Ahu o te Reo Māori over the last few years. Geoff Dingle has asked to enrol in this course next year, which has been approved by the Principal. Sheenagh Fairclough will be attending the Māori Achievement Cluster National Conference in Term 4, alongside our MAC Facilitator Damon Ritai.*
- **PLD Application:** *We are still waiting for confirmation around next year's Professional Development Application for Mathematics and Writing. **Confirmation received: Have been approved for 100hrs for a year.***
- **Curriculum Assessment change for 2023:** *The process for determining schoolwide Curriculum Milestone data will be changed in 2023. This will be reflected in the end of year 2022 school results for Reading, Writing and Mathematics. Currently, we have been using the old National Standard benchmarks. We will be moving to the New Zealand*

Curriculum benchmarks. See the table below, which explains the changes.

Curriculum Milestones	Current Benchmarks	New Benchmarks
Year 2	Level 1p	Level 1b, 1p, & 1a
Year 4	Level 2p	Level 2b, 2p, & 2a
Year 6	Level 3p	Level 3b, 3p, & 3a
Year 8	Level 4p	Level 4b, 4p & 4a
b= beginning	p = proficient	a= advanced

How will this impact on schoolwide data for Year 2, 4, 6 and 8? Discussed.

- Ākonga at a 'beginning' level will move up from 'Working Towards' to 'Working Within' the Curriculum Milestones.
- Ākonga who are at the 'advanced' level will drop from 'Exceeding' to 'Working Within' the Curriculum Milestones.
- Note: This will mean our Milestones align to the New Zealand Curriculum; see the image below.



- **Professional Growth Cycle with Teachers:**
Teachers should have completed their reflections for Term 3, Week 5. This includes:
 - Following up on Term 2 feedback from their coaches
 - Reflecting on the Schoolwide SPS Standards
 - Completing a video of their teaching around writing and reflecting on their practice. This includes identifying next steps.
 - Reviewing the progress of their priority learners for writing, including reflecting on their teaching practice that supports these tamariki.

4.2.2. Curriculum Updates

- **TET Grant:** An application has been sent to the TET. The quote for covering the deck area is around \$40k. We have asked for the TET to contribute \$25k. Normally, the TET Fund is around \$7500.

- **Year 7/8 Forest Lakes Camp 2023:** School camp was discussed with the board and they approved the camp to go ahead for Term 1, 2023.
- **NZCT Grant:** The Board agrees to support a grant application to the NZCT for the purchase of 100 new netball uniforms/dresses. To replace and replenish the depleted stock and bring them up to date with correct school logos.

Motion to accept the September Curriculum Report, including the TET, NZCT grants for covering deck area and netball dresses, as well as the Year 7/8 school camp to Forest Lakes. Moved: Jack/Fiona R

4.3. Self Review

- 4.3.1. **Asset Register:** This was reviewed at the last Finance Meeting by the Finance Committee. See the July Finance Report.
- 4.3.2. **Health and Safety Audit:** No changes.

Motion to accept the September Self Review Report. Moved: Nathan/Deb

4.4. Personnel

4.4.1. Kahui Ako Update:

- Staff recently attended a workshop on wellbeing with Lisa Tamati. This was well received by teachers.
- Jason Elder has been appointed as a Leadership Support Person for the Kahui Ako. This role involves supporting the Led Kahui Ako Principal with the future direction of the Col.
- Chad Jacob and Sonia Rova recently attended the Within School Leadership Hui for the Kahui Ako.
- Here is the latest newsletter from the Kahui Ako.

4.4.2. Staffing (update):

- **Sickness:** Covid-19 has affected 4 teachers and one teacher aide this term. This is beginning to impact on teacher release, continuity of programmes and teachers ability to maintain learning momentum for those ākongā who need it most.
- **Employment for 2023:**
 - Two jobs have been advertised. One is for a full time teacher. The other position is for a part-time teacher. The Principal will provide an update at the meeting.
 - Dean Robinson will be moving to part time 3 days per week next year; with Angela Hampton coming back full-time and working in Rm 8.
 - **Teacher Aide Appointments for 2023:** The Principal would like approval to update support staff positions who are on fixed term contracts. The Principal will provide an update at the meeting. Please note, most support staff are on permanent contracts.

Motion to move the staff appointments: Fiona R/Deb

- **Employment issue to discuss:** *The Principal would like to share the recent issues with sick leave. Discuss in committee.*

In committee 7.01pm

Out of Committee 7.02pm

- Staff leave requiring BoT Approval: *N/a*
- Staff Wellbeing (Sickness of more than five days in a row): *1 (Term 3)*
- Staff Wellbeing (EPA Services used): *2*

Motion: To accept the Personnel Report for September. Fiona J/Le-arna

4.5. Finance

- 4.5.1.** Monthly Accounts Report from the Finance Committee (Refer to the Finance Folder)
- *See the Finance Folder for the July Accounts.*
 - *Plan the next Finance Meeting for the August Accounts.*

Motion to move the resolution:

- *Motion to accept the July 2022 Accounts and Report from the Finance Committee.*
- *Motion to move the updated Board Budget: 19 September 2022.*

Moved: Jack/Deb

4.6. Property

- 4.6.1. Junior Outdoor Area:** *The handrail has been taken away to be changed on the ramp. Another handrail will be added to comply with SDC regulations.*
- 4.6.2. WRN Notice has been received:** *Issue: A number of WRN Notices have been received in regards to the yearly audit report. The Principal has reported many were over the top. This has been followed up with Argest.*
- 4.6.3. Ministry of Education Room 17-20 Roofing Project:** *A meeting has been arranged with the MoE for Tuesday 20 September. It is highly unlikely the MoE will fund an additional classroom. This means the wharenui and library will need to become classrooms for a period of time that is yet to be determined.*
- 4.6.4. 5 Year Property Plan Projects:** *Minor roofing work projects will be completed as part of the 5YPP. Education Services will organise the schedule for this work. Increasing costs will have an impact on the 5YPP Budget. Education Services will follow this up with the MoE.*
- 4.6.5. Library:** *There has been a leak in the library. This has been reviewed by WSP as part of their previous work. The MoE is looking to add this project to the Room 17-20 Project or it may be added to the current project noted in 'e'. Education Services will investigate the issue around the internal gutter. An insurance claim for the internal damage is another possibility. Cladding*

needs replacing on the outside bay window. This will be completed in the Summer school holidays.

Motion to accept the September Property Report. Le-arna/Nathan

4.7. Health and Safety Report

4.7.1. Monthly Health and Safety Committee Report:

➤ See the attached Health and Safety Report for August

In Committee at 7.07pm

4.7.2. Discuss in Committee:

- Stratford Primary School has been directed to enrol a student → follow up.
- Stand Downs: 3 + 2 follow ups; (9= Previous 2022).
- Suspension: 0 (1= Previous 2022)
- Restraint: 0
- Student Surrender and Retention: 1 (2= Previous 2022).

Out of Committee at 7.12pm

4.7.3. PB4L Report: To be shared on the night.

Major Behaviours Period				31/1/2022 - 15/09/2022
<p>What are majors: 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.</p> <p>INCIDENTS PER MONTH: February: 44, March: 22, April: 13, May: 24, June: 39, July: 14, August: 51, September: 27</p>				
Number of children who have had 6 or more major incidents:				6 (1.5%)
Boys: 203	Girls: 31	NZE: 160	Māori: 68	Other: 6
Number of children who have had 2-5 or more major incidents:				50 (12.4%)
Major Trends				Area & Number
Highest Number of Incidents by Ethnic:				NZE = 160
Most Incidents by Gender:				Boys = 203
Most Incidents by Year Level:				Year 8 = 54
Number of Incidents by Location:				Classroom = 83

Number of Incidents By Problem Behaviour:				<i>Harassment = 77</i>
Possible Motivation:				<i>Peer Attention = 115</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	22 (22b)	One Punch (10)	Classroom (7)	<i>6</i>
Year 3/4	47 (40b/7g)	Harassment (16)	Classroom (17)	<i>11</i>
Year 5/6	64 (60b/4g)	Harassment (35)	Classroom (19)	<i>16</i>
Year 7/8	99 (79b/20g)	Harassment (26)	Classroom (38)	<i>17</i>

Tracking Bullying - Victims

- *9 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, and one has left school in term 1. Having read up on the other incidents, these were based around retaliation and targeted and intentional. Providing social coaching and support about responding more appropriately was deemed the more important next step.*

Notes

- *The large increase in numbers include 2 students; one who has received 12 incident reports since August 10 and another that has received 16 incident reports. Both of these students are under the support of Join the Dots counselling service and the teachers are working closely with the parents to identify behavioural triggers and how best to respond when these students get to the "Fight or flight" mode. Both students have plans in place and continue to be monitored.*

Motion to accept the August Health and Safety Reports.

Motion to accept the September PB4L Report

4.8. Attendance

4.8.1. 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 13 September 2022:	
i. Attendance Rate Per Half Day	86% (Was 85.1%)
ii. Attendance Rate Per Session	80% (Was 79%)

iii. Average attendance to date (Half day)	
a. Girls (Half day)	86% (Was 86%)
b. Boys (Half day)	86% (Was 86%)
c. NZE (Half day)	89% (Was 88%)
d. NZ Māori (Half day)	83% (Was 80%)
iv. Parent/whānau visits:	25 (Involving 8 families)
v. Letters sent home: (We avoid this now and use Damien to connect with families in a positive, informal way. This keeps the relationship intact.	0
v. Referrals to truancy service:	2
v. Referrals to Oranga Tamariki for Non Attendance:	0
viii. Ongoing monitoring: The Office Manager and Principal are closely monitoring the situation.	6 (three families)
ix. Family Group Conference	0

Motion to accept the September Attendance Report. Moved: Deb/Jack

In committee 7.18pm

Out of committee 7.21pm

5. Strategic Discussions

5.1. Governance PD

5.1.1. Treaty of Waitangi: What are the Board's obligations? *Board has attended Kahui Ako w/shop. And Board have attended Treaty of Waitangi w/shops*

5.1.2. Unpacking the NZSTA Tool: Hautū Question One. *Discussed*

Question: Do we need a policy on the Treaty of Waitangi? And are we weaving/referencing the Treaty of Waitangi in each of the Policies?

How do the Board know that we are implementing this?

Board to review School page re Kaupapa Maori

<https://stratfordprimary.school.nz/aim-high-3/kaupapa-maori-at-sps/>

More research is required and will discuss this at the next meeting.

Principal shared survey questions that will be going out to the school community.

Fiona to send a reminder 2 weeks prior to the next meeting so Board members can do some research and come prepared.

5.1.3. Reference Points: Refer to page 6 of the NELPS e.g. what good looks like?
Use a PMI approach; FULL-NELP-TES-November-2020.pdf (education.govt.nz)

6. ERO Review Questions: Moving forward, the school will prioritise:

- *Staff involvement in writing PLD to strengthen their collective knowledge and delivery of effective practice*
- *Exploring and developing strategies that extend partnerships with parents and whānau to support their learner progress and achievement.*
- *Gathering the voice of learners to inform evaluation into the impact of changed*

*practices on their engagement.
Share with Frank the PLD carried out so far.*

7. Administration

- 7.1.** Review the minutes. Secretary to share the key points and decisions made.
Fiona to remind everyone 2 weeks prior to the next meeting to research and come with some thoughts about the Treaty of Waitangi. How to best incorporate it in our policies?
- 7.2.** Review the Board Annual Work Plan for 2022. *Have we missed anything from the plan? What needs to be prioritised for the next meeting? Discussed.*
- 7.3.** Identify agenda items for the next meeting on 31/10
- 7.3.1.** Treaty of Waitangi policies. *Board to do some research prior to the next meeting*
- 7.3.2.** Co-opt as we need, depending on their skill set.
- 7.3.3.** Future 2022 Date, Wednesday 30/11 (Dinner)
- 7.4.** Correspondence (see below)

8. Correspondence

8.1. Correspondence In:

- 8.1.1.** Joining the Dots: Letter of support for Stratford Primary School
- 8.1.2.** TOI Foundation: Milestone reporting has been received.
- 8.1.3.** Sabbatical: Teacher Study Awards

8.2. Correspondence Out:

- 8.2.1.** n/a

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

7. Meeting Closure: Meeting closed at 8.06pm

Next meeting Monday 31st October 2022 at 5.30pm in the SPS Meeting room.

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

Jack: 2.5	Deb: 3.5	Nathan: 5.5
Le-arna: 6.5	Fiona J: 3.5	Fiona R: 4.0

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?