

Stratford Primary School Board

Board Minutes

Monday 15 May 2023 at 5.30pm

1. Administration: 5.30pm

- a. Present: Jack, Nathan, Le-arna, Fiona R, Fiona J, Deborah, Jason D
- b. Apologies: Jason E, Nathan, Sonia
- c. Public Present (No speaking rights):
- d. Declaration of interests (conflicts):
- e. Jason Dombroski secondment to BoT for Term 2 2023
- f. Matters arising from Previous Minutes
- g. Confirmation of Previous Minutes (Chair to sign):
 - i. 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.
 - h. Confirm the agenda and review the Board's Annual Work Plan and Supporting Board Improvement Plan. Any questions about the agenda before we start?

Approved Presiding Member

CRUSS

Date: 16 June 2023

Minutes/Motion:

Motion to move the March Minutes, and motion that Jason D is seconded to the BoT for Term 2.

Moved: Le-arna/Jack

2. Presentation:

- a. In School Leaders Chad Jacob: PE/ Wellbeing

Summary of 2021-2023 PE. Initial survey with Staff to get their point of view. It showed that teachers wanted support, they were time poor and approximately 80% of PE was unplanned.

Chad drew up some drafts at the of 2021.

Chad modelled PE plans, then found there was little to no follow through.

He then documented and modelled, so staff could lead.

Lots of work with Matt from Sport Taranaki. - They worked on revamping athletics day to ensure greater participation by more students.

Chad then made some plans - coloured code for each Team. Yr 5-6: Cooperative games. 4 Learning sessions. Learn the game - teach soft skills. Tips on how to modify games to make it easier/harder were also given. The focus was learning a skill a week.

2023: Teams pick their own games. Resources are provided.

WHAT NEXT?

Funding Tu Manawa funding. - Yr 0-2 and Senco. Equipment just for them, Own kit and own storage. Only for them.

Sustainable approach to PE.

Cross Country - Look at improving it to increase attendance.

- Fun run option. Colour run. Rewards - Prize end of term for leading house. Ensuring to keep resilience. Prize draws. Try to increase participation.

Sonia Rova: Maths - Apologies will attend the next meeting.

Stratford Primary School

Principal Report – 8 May 2023

Curriculum Presentations by staff:	<i>Chad - Pe/Well being report as per ASL role for Kahui Ako</i>
Current roll:	<ul style="list-style-type: none"> - School Roll= 404 - Year 1-2= 88; Year 3-4= 91; Year 5-6= 104; Year 7-8=121 . <i>Pourato confirmed staffing for 2023 will be available on 15 May.</i>
Admissions:	<i>55 (As at 11 May 2023)</i>
Withdrawals:	<ul style="list-style-type: none"> - 8 children - 1 child has since returned (is included in the 55 above) - 2 children changed schools within our area - 5 children moved out of the area
End of year projection:	<i>11th May: 404</i> <i>31 October: 20 New Entrants</i> <i>1 November: = 424</i>
2023 Out of Zone Enrolment Process:	<p><i>Term 2 Out of Zone advertisement:</i></p> <ul style="list-style-type: none"> - Year 1= Up to 20 - Year 2 = 12 spaces - Year 3 = 13 spaces - Year 4 = 5 spaces - Year 5 = 6 spaces - Year 6 = 2 spaces - Year 7 = No spaces - Year 8 = No spaces <p><i>Deadline for receipt of applications is 19 June. Ballot (if needed) = 21 June 2023.</i></p>
General School Information:	<p><i>On the last day of Term One, four teachers attended Emma Nahna Course on Strands of the Writing rope. The course compliments our learning journey in the Structured Literacy space.</i></p> <p><i>At the end of Term One, an assembly was held to unveil the murals that depict the story and history behind the carving in the hall. This was attended by Anna Marriner, Damon Ritai, Graeme Sands, staff and ākonga of SPS .</i></p> <p><i>Also in this week an assembly was held to commemorate ANZAC day.</i></p> <p><i>The SPS Enviro Tui's had a Trip to Brooklands. This was sponsored by Taranaki Enviro Schools. The day was focused on building a sustainable future and the children were involved with a number of hands-on activities.</i></p> <p><i>The Tui's also hosted a group of teachers from Opunake Kindergarten. Our Tui's received high praise for their strong presentation and knowledge around Enviro practises at SPS.</i></p>

In Week One of this Term, the Year 7 & 8 classes participated in River safety survival skills at TOPEC. - Fiona to send through a link for the can i swim here website (TRC) to Jason D.

Upcoming events:

Month of May:

- Staff 'Pancake and Coffee' breakfast morning
- Yr 7-8 League Tournament (Waitara) - Wednesday 17th May.
- Taranaki Rugby for Yr 5 & 6 syndicate
- Student Council meetings (occurring fortnightly)
- Pink Shirt day run by the School Council - Friday 19th May.
- Year 5 & 6 Sports Exchange vs West End School (home)
- Year 5 - 8 Speech Finals - Week 4 and 5.
- Bek Galloway working with staff; focus on developing deeper thinking skills
- IEP meetings continue
- Year 5 & 6 Rippa Rugby Tournament at SPS - Tuesday 30th May.
- Year 5 & 6 Sports Exchange vs Puketapu (AWAY) - Wednesday 31st May

Month of June:

- Kahui Ako Parents Cyber Safety presentation at SHS - Keep promoting.

National Education and Learning Priorities (NELPS):

LEARNERS AT THE CENTRE: Learners with their whānau are at the centre of education.

Priority 1: Ensure places of learning are safe, inclusive and free of racism, discrimination and bullying.

PB4L Report:

- See the attached PB4L Report - Jason D walked the Board through the report.

Major Behaviours Period					31/1/2023 - 4/5/2023
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. Feb: 38; Mar: 59; Apr: 17; May: 12					
Number of children who have had 6 or more major incidents:					2 students
Boys: 110	Girls: 16		NZE: 85	Māori: 18	Other: 3
Number of children who have had 2-5 or more major incidents:					9 (2%)
Highest Number of Incidents by Ethnic:					NZE (85)
Most Incidents by Gender:					Boys (110)
Most Incidents by Year Level:					Year 6 (34)
Number of Incidents by Location:					Top Field (29) Classroom (25)
Number of Incidents By Problem Behaviour:					Fighting (31)

Possible Motivation:					<i>Peer Attention (69)</i>
Number of Social Media Incidents:					0
Break down by syndicate					
Year Level	Number - B/G	When	Behaviour	Area	<i>2 or more entries</i>
Year 1/2	10 (9b/1g)	Morning Tea (4)	Fighting (5)	Playground (5)	6
Year 3/4	21 (21b/0g)	Morning Tea/Lunch time (8/5)	Fighting (8) One Punch (8)	Top Field (9)	11
Year 5/6	49 (44b/5g)	Morning tea (15) Third Block (13)	Harassment (13) Swearing (16)	Bottom Field (8) Classroom (8)	18
Year 7/8	46 (36b/10g)	Lunchtime (24)	Fighting (13) Bystanding (8)	Top Field (15)	28
Tracking Bullying - Victims					
<ul style="list-style-type: none"> <i>No students have been the victim more than three times this year. This will be constantly tracked to identify any targeted behaviour towards students.</i> 					
Notes: <ul style="list-style-type: none"> <i>Students seem to have taken the vaping presentation on board as there have been no vaping referrals since then.</i> <i>Staff were reminded of the importance of being on "active supervision." This involves engaging with students positively and frequently while on active supervision. Trying to be proactive rather than always reactive to issues.</i> <i>Using data from ETAP, we have made some subtle changes to our active supervision areas to gain better coverage of problem areas e.g. the bottom field was an area that regularly had incidents. It also had teachers coming and going from the student's view. One change is this field is now fully supervised. There have been no referrals in this area since the change.</i> 					
Health and Safety Committee: <ul style="list-style-type: none"> <i>May Report discussed</i> 					
Stand Down Report for 2023: 2 Stand Downs (Total for 2023 = 13 → 7 Vaping; 1=Behaviour disrupting the class; 1= Bullying behaviour; 4 = fighting)					
Total Stand Downs in 2022: 17 (10 were for vaping).					
Suspension Report: N/a			Total Suspensions for 2023: 0 (2022= 2)		
Newly Directed Ākonga in 2023: 0			Directed Akonga in 2023: 0 (2022 = 1)		
Restraint Report: 1			Total Restraints in 2022: 2		

Search and Surrender 2023: 0 (1) Total in 2022: 4

LEARNERS AT THE CENTRE: Learners with their whānau are at the centre of education.

Priority 2: Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and culture.

- *Meetings with whanau for children on Learning and SENCO IEPs are continuing.*
- *Teachers are currently contacting whanau (phone where possible) about their children's learning journey so far. Chance to discuss concerns, worries, and celebrating achievements. Phone calls are valuable to parents.*
- *Teachers are currently in the process of completing Mid Year Learning Journey Reports, which will go home in Week Nine.*

BARRIER FREE ACCESS: Great education opportunities and outcomes are within each for every learner.

Priority 3: Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs.

- *n/a*

Annual Plan Goal: Attendance

- *Term 1: 71.4% 2023 vs 69% 2022.*
- *72.1% (m) and 71.5% (f)*
- *0-70% half days - 66.5% unjustified reasons.*
- *Yr 7: highest justified absence (60% illness)*
- *Yr 3: 55.1% unjustified. Truant.*
- *NZE: 55.8% - justified*
- *Maori: 57.8% - unjustified (Truant 40.7%)*
- *Female 61.5% - justified*
- *Male - 52% - unjustified (truant)*
- *85.9% (m) and 82.1% (f).*

Attendance Report for 2023: 30 January to 11 May 2023

Discussion: Term 1 2023 Attendance Report How are we tracking over time?

Attendance Rate Per Half Day: School Cohort	88.70% (was 87 %)
Attendance Rate Per Session: School Cohort	83% (was 80 %)
Average attendance to date (Half day): Girls	89% (was 87 %)
Boys	89% (was 87 %)
NZE	90% (was 88 %)
Māori	86% (was 85 %)
Ongoing monitoring: The Office Manager and Principal are closely monitoring the situation.	23 (Involving 16 families)
Referrals to truancy service	1
Referrals to Oranga Tamariki for Non Attendance	0

BARRIER FREE ACCESS: Great education opportunities and outcomes are within each for every learner.

Priority 4: Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy.

Annual Plan Goal: Priority Learners for Writing

- *Deb will share a summary of the Student Voice collected from our Priority Learners (writing). Children from yrs 3-8 - 33 children.*
- How good are you at writing? 3 boys rated themselves between 1-4.*
- How good do you think your teacher thinks you are? Most children thought that their teachers would rate them higher than what they saw themselves at.*
- What do they find easy about writing? Ideas. Spelling and Punctuation (it's either easy or hard).*
- What do you find hard? Ideas. Punctuation and Spelling. If they don't have anything to write about, they find it hard.*
- What does good quality writing look like? Ideas, Vocab, Punctuation (over-represented)*
- Do you share your writing with anyone outside of school? No: 21. Yes: 12.*
- What do you like to write about? Made up stories. Personal Experiences, Own choice. Non-fiction.*
- Do you find it easy to concentrate on what you do in class? (1-no -> 10-yes). 8 at 4(no). 7 at 7(yes). 50% of boys really struggled. Girls were a bit higher.*
- Do you find it easy to talk to your teacher? Yes. Class - not so much.*
- Do you look forward to coming to school? Yr 3 & 4: 5 children rate a 5 or under. Yr 7 & 8 was very high.*

Priority Learners: Writing Milestones have changed recently.

NOTE: Some stages are only small increases.

Yr 3: all making good progress to get to 1A

Yr 4: 2 making good progress already, should be able to get to 2A.

Yr 5: Good progress by one child to stage 3A already.

Yr 6: Aim to get to 3A. Need to keep pushing them

Yr 7: 3 already at 3A.

Schoolwide Assessment Trends: PAT Mathematics Trends, Term 1, 2023

- *Jason D shared a summary of the trends for basic facts from the Term One Markbook data.*
- Well below: 55.2% (2022) and 53.9% (2023).*
- Below: 36% (2022) and 29.9% (2023)*
- At: 8.8% (2022) and 12.3% (2023)*
- Above: 0 (2022) and 3.9% (2023). This is all about number knowledge and it is a timed test.*
- Students at Stage 0-2, have dropped from 45.5% in 2022 to 21.2% in 2023.*
- Students working within or exceeding has increased from 9.3% in 2022 to 16.4% in 2023.*

Amber conducts 15 minute sessions with children that are most in need (Stages 0-4). She makes games. Leaves them to play independently. 6 kids per class each day. Twice a week. She is continuing to provide support for teachers.

QUALITY TEACHING AND LEADERSHIP: Quality teaching and leadership make the differences for learners and their whānau.

Priority 5: Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning

Culturally Responsive Practice and Te Reo Māori Professional Development:

In Week Two, teaching staff had their last professional development day with Kathe Tawhiwhirangi. The purpose of the day was to complete the SPS Cultural Capacity Self Review Tool and co-construct an action plan to go forward. Kathe worked with syndicate teaching teams. Each team reviewed the tool and voted on a key focus area. From here an action plan was created to achieve the key focus. Moving forward Kathe suggests the following:

“At the end of the year or at the beginning of next year, take a copy of your CRP framework - empty out the ticks, colours and initials and you will have a template to use for the next self review.

Perhaps calendar an update at the start of Term 3 re: how the teams are getting on? And maybe again at the end of the year also?

If these are scheduled events, there is a better chance of this kaupapa staying on people's radar and not gathering virtual dust!

“It's been a real pleasure spending time with you and your staff.”

QUALITY TEACHING AND LEADERSHIP: Quality teaching and leadership make the differences for learners and their whānau.

Priority 6: Develop staff to strengthen teaching, leadership and learner support capability across the education workforce

Writing Professional Development:

- *Teaching teams met on our Callback day to discuss Priority Learners and next steps in the teaching and learning process.*
- *Team Leaders observed their teams and gave feedback around the six goals we are working to embed in Week Three.*
- *Murray is scheduled to work with us again in Week Ten of this term.*

Kahui Ako Professional Development:

- *This was postponed due to varying factors (High School strikes, road closures, clash of dates). This will be rescheduled later in the year.*
- *Kahui Ako Super Staff Meeting was going to be held on Thursday 11 May.*

The purpose of this Super Staff Meeting was for similar year groups to come together and moderate writing, talk and discuss their conclusions and ideas. The hope was to generate a better understanding of how each school moderates their writing and have more consistency between and across all schools. It was also to open up constructive discussions between different year groups and expectations for students writing as they go through different year levels.

FUTURE OF LEARNING AND WORK: Learning that is relevant to the lives of New Zealanders today and throughout their lives.

Priority 7: Collaborate with industries and employers to ensure learners/ ākonga have the skills, knowledge and pathways to succeed in work.

N/a

Education and Training Act 2020

- *Callback day saw the start of the Learning IEP meetings. The remainder will be completed between weeks three to five.*
- *SESCO IEPs are being held in Weeks Two to Four.*
- *A printed copy of all IEPs will be sent home to parents in Week Nine with Learning Journey Reports.*
- *All teaching staff have been contacting parents via phone or within an IEP meeting to provide an update on ākonga progress. The aim is to make contact with 100% of parents by Week Five.*
- *Teachers are currently writing Learning Journey Reports, which will go home in Week Nine of this term.*

Legislative Areas not covered under the NELPS

ERO Review

- *Frank Hale receives all relevant documents around writing. His feedback and questions are always really useful to our ongoing development and monitoring.*

Creative Commons Policy

- *New Policy. No issues to report.*

School Year

- *N/A*

Self Review: Board work plan review areas.

Further reviews occurring this term:

- *Health Education (Term 3)*
- *Asset Register reviewed by the Finance Team (Term 3)*
- *The Anti-Bullying survey will be shared with whānau when the Health Education survey is shared (Term 3).*

Completed Board Monitoring for May:

☒ *N/A*

Personnel:

Equal Employment Opportunities (EEO):

N/a

Teaching staff updates:

- *Tara Gray has started with us this term. She completes two days each in Chad and Sonia's classrooms. The third day is as a specialist teacher in various classes across the school. She is doing an outstanding job ensuring consistency across all classes.*
- *The NZEI Te Riu Roa primary teachers' negotiation team have received a third offer from the Ministry of Education to settle the Primary Teachers' Collective Agreement. This offer follows ongoing action from primary teacher colleagues.*

- *In Week Three, 8-11 May, worksite reps held in-school discussions and then teachers voted on the offer. Results from the vote have come in and the teachers have rejected the offer. Next steps will be communicated out in Week Five.*

Support staff updates:

- *Tyler Gripp resigned on Tuesday 10 May. She is leaving Taranaki to return to Levin. Deb, Melissa and Sheenagh will look to appoint a new teacher aide in this role.*

Staff Leave: Staff requiring Board Leave approval as they have had 5+ days over the year or require an extended break of 5+ days in a row):

- *Talia May requires six days LWOP for 25th Wedding Anniversary Trip in July*
- *Sarah A requires six days LWOP for a family trip overseas in November.*

Motion: *To approve Talia May's and Sarah Austin's leave without pay request.*

Moved: *Jack/Fiona R.*

Staff Wellbeing:

- *Number of staff who have had 5+ days away with sickness this month = three staff.*

Kahui Ako Updates:

- *Please read the Kahui Ako Panui Term One*

<https://mailchi.mp/effdad49e40e/te-khui-ako-o-taranaki-mohoao-pnui-5920491>

- *Cyber Safety Evening*

This will be held at Stratford High in Week Seven. As a school we are keeping this at the forefront of our communication to school whānau. Education for parents is the key for cyber safety.

Finance:

Annual Accounts Reviewed

Motion: *To accept the March 2023 Monthly Accounts and Reports from the Finance Committee.*

Moved: *Fiona R/Le-arna*

Flowers purchase for Janine G - bereavement.

Donation of \$100 made to Give a Little Page - Brenda Buchanan

Wedding Present \$50 Mitre 10 voucher for Angela and Dean Robinson

Property:

5YA Projects:

- *A,B,C,D,E,G,H Roofing Replacement: confirmation of Design Fees Release. This is not confirmation of full project funding or approval for the project to commence. It is an acceptance to release 10% of the estimated cost for design, consultancy and cost estimation purposes only.*

School Projects:

- *Junior Roof Project: Katy Flintoff form MOE is recommending that we obtain consent and put heat detectors/sensors so that equipment can be stored on the decking area.*

Motion: *To accept to proceed with applying for a building consent. Moved: Jack/Jason D.*

- *Block A (Library) Leak: It was originally thought the causes were severe conditions (heavy rainfall) and spouting / flashing issues and possibly a secondary historical leak beside the window. Upon a second visit to view the issue, it was found the leak was still present without the*

heavy rainfall. Glen Law has been contracted to fix the issue. No action required for Board and full set of documentation sent to MOE.

- *Asbestos Survey: The management plan for asbestos surveys to be updated. The costs for this are to be covered by the Board, other than that for Block F as this is being considered through the weathertightness remediation work for this block. This will be carried out on Saturday and Sunday 13-14 May.*

Motion to accept the April Principal Report:

Moved: Le-arna/Fiona J

3. Strategic Decisions:

- Education and Training Act:
 - Haatū Tool to review.*
- Policies to Review:
 - Reducing Student Distress and Use of Physical Restraint Policy.*
- Audit Process and Updates: N/a
- OIA Requests: N/a

Minutes: Prior to this meeting, the Physical Restraint Policy had been developed by the Principal before the 7 May 2023 deadline. This policy is based on the MoE template.

This policy continues to approve staff to restrain (as a last resort). The Board currently receives monthly reports on restraint.

All staff will complete online training by 7 February 2024. New staff from this date onwards will need to complete the module before working with tamariki. Staff will complete two modules:

- *Mandatory Module*
- *Physical Holds and Release training.*

Motion to move the updated Physical Restraint Policy.

Moved: Le-arna/Deb

Self review – Gathering the evidence

Use the questions below to **identify the evidence** your board has for the representation governance area, in relation to Māori enjoying and achieving education success as Māori.

REPRESENTATION – gathering the evidence

Rapa of the hoe represents
the face of the community



Guiding questions:

What evidence is there that the board works in genuine partnership with parents and whānau, around the governance of the school, giving effect to Te Tiriti o Waitangi and supporting Māori students to enjoy and achieve excellent education outcomes as Māori?

What evidence do you have that whānau, hapū and iwi participate in making decisions about the education of Māori learners, ensuring that local tikanga Māori and mātauranga Māori are reflected in school plans, policies and curriculum?

Focus

Evidence

Engaging with our Māori community	IEP's, one on one meetings for whanau and their tamariki Whānau Day and the Hangi (122 people) Sports Events Unveiling of the carving and mural Powhiri on first day Seesaw - regular connection with the classrooms Whanau Liaison Officer - positive connection
Actively seek and consider the voice and aspirations of our Māori community	Whānau: Ākonga survey:
Actively seek Māori input into our governance	
Responsiveness to Māori parents and whānau concerns	As a Board how do we support staff to do these things Feedback from writing Teachers are doing <ul style="list-style-type: none"> - Seesaw - we want the conversation to be two way - IEP's meeting - co-construction. Explain goals for their children. - Phone calls home before reports - Year 5 / 6 goal and capacity tool - team meetings - sending text msg to a family each time. - PD Cultural capacity training - Whanau Surveys - Staff - Te Reo Maori Language course (3 staff attending). Board supports the release of teachers during teaching term to undertake this training. - Damon Ritai - Powhiri - Unveiling - Whanau Day - Hangi - Incorporating Maori language in their day to day.

4. Administration

- a. Review the minutes. Secretary to share the key points and decisions made.
 - i. Fiona J to send link to Jason D and Deb - can i swim here website
- b. Review the Board Annual Work Plan for 2023. Have we missed anything from the plan? What needs to be prioritised for the next meeting?
 - i. Presentation - Sonia Rova - Within School Leads
- c. Identify agenda items for the next meeting on Monday 19 June at 5.30pm.
- d. Future Dates 2023:
 - Term 1: ~~13 Feb~~; 27 March
 - Term 2: ~~15 May~~; 19 June
 - Term 3: 7 August; 11 Sept
 - Term 4: 30 October; Wednesday 29 November at 5pm (Dinner 7pm). End of Year Assembly (Wednesday 15 December)
- e. Correspondence (see below)

Minutes/Motion:

5. Correspondence In:

- a. Resignation letter - Tyler Gripp

Correspondence Out:

- a. n/a

Minutes/Motion:

Motion: To move the correspondence

Moved: Deb/Fiona.R

6. Matters arising:

A question arose around the consistency of ICT use within teaching teams and across teams - general discussion.

ICT is another tool for teaching. Google classroom sprung from covid. Yr 5 and 6 used this in 2020.

There is no consistency for the school. Teachers use whatever tool works for them and their class.

Different schools of thought of Chromebook vs writing.

Deb and Jason D will have a discussion with Team Leaders to see what their expectations are for their teams.

In Committee: at 7.47pm

Out of committee 7.58pm

7. Meeting closure:

- a. Report hours spent by individuals to Fiona so she can update MOE Worksheet

Jack: 3 hrs	Deb: 10 hrs	Nathan: 1 hrs
Le-Arna: 5 hrs	Fiona.J: 4 hrs	Fiona.R: 5 hrs
Jason D: 4 hrs		