

Stratford Primary School Board
Board Minutes
Monday 2 September 2024 at 5.30pm

1. Administration:

a. Present: Jason E, Le-arna, Fiona J, Fiona R, Deb, Nathan,

b. Apologies: Jack

c. Public Present (No speaking rights): n/a

d. Declaration of interests (conflicts): None

e. Matters arising from Previous Minutes:

f. 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.
- ii. Confirm the agenda and review the Board's Annual Work Plan and Supporting Board Improvement Plan.

Approved Presiding Member

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Date: 21/10/24

Minutes/Motion:

Motion: The Board has reviewed the previous minutes from 29 July 2024 and confirm the accuracy of the discussions which took place and confirm the authenticity of the minutes.

Moved: Le-arna/Nathan

2. Strategic Decisions:

a. Governance Matters:

i. Follow ups from the last meeting:

- Follow up from the Self Review discussion from the last meeting
- **Kāhui Ako Leadership Role:** Do the Board have any questions for the Principal and Deputy Principal?
Principal and Deputy are happy with how it has been working. Will review next year.
- **How does SPS compare with the rest of the Kāhui Ako for Mathematics?**
Refer to the Principal Report.
SPS was below the rest of the Kahui Ako based on the assessment from last year, but have increased in the first 6 months of this year. The Kahui Ako have not yet done the test for 2024. SPS does this 2x per year. Board will review again in Term 4.
- SUE Reports - Presiding Member check → Discussed.
- Surrender and Retention Procedure → Discussed.
- School Year Calendar, including Board Meeting dates. Followed up from previous discussions → The Principal shared the updated Calendar dates.

ii. Self Review Tool: Partnership reviewed and discussed

- P5: n/a - more directed at Secondary Schools.
- P6: Embedding/Excelling. Good networks. Super Staff meetings allow teachers the opportunities to increase their networking. Supporting each other.
- P7: Embedding. Small groups are involved with sports. Whakapiri, Whanau Day. Opportunities are provided for all children.
- P8: Working towards/Embedding. Discussions still to be had with Iwi/Hapu.

Small and steady progress. Two Kapa Haka groups are going to Puanga. Opportunities for year 7 and 8 students to achieve their Cultural Band.

- iii. Policies to review: The Policy Committee have reviewed the following policies that are ready for approval.
- Personnel.
 - Appointments.
 - Protected Disclosures.
 - EEO Policy.
 - Reducing Student Distress and use of Physical Restraint Policy (Hard copy in packs)

iv. **New Policies to Review:**

- Whānau Consultation Policy - *Discussed.*
- Enrolment Zone Policy Update.

b. **Spontaneous Reviews:** *Government changes → how does this impact on SPS?*

c. **OIA Requests:** *No follow ups from the last OIA request.*

d. Education Bulletin

e. **Other:** *TET Trust application for 2025. Discussed.*

Discussed Suspension Meeting Training.

Board Social Event ?

Motion: *To move the Personnel, Appointments, Protected Disclosures, EEO Policy and Reducing Student Distress and use of Physical Restraint, Whanau Consultation and Enrolment Zone Policies. Board approval for TET Trust application.*

Moved: *Nathan/Fiona R*

Stratford Primary School Principal Report – 26 August 2024

Curriculum Presentations by staff:	<i>n/a - moved to next Meeting</i>
Current roll:	<i>Provisional Staffing for 2024: 412</i> <i>School Roll= 438</i> <i>Year 1-2= 120; Year 3-4= 99; Year 5-6=103; Year 7-8= 116.</i> <i>Monday 22 July = 435</i> <i>Year 1-2= 114; Year 3-4= 99; Year 5-6=105; Year 7-8= 117.</i> <i>Staffing increase will be 0.4 FTTE.</i>
Admissions:	<i>As at 26 August 2024 = 92</i>
Withdrawals:	<i>As at 26 August 2024 = 21</i> <ul style="list-style-type: none"> ● <i>Moved overseas = 2</i> ● <i>Moved to a local school = 1</i> ● <i>Moved to new town/area = 11</i> ● <i>Moved to New Plymouth = 7</i> ● <i>School to be confirmed = 0</i>

End of year projection:	<p>1st March: 407</p> <p>1st July Projection: 426</p> <p>Predicted Numbers to 31 October 2024 = 447 (+9 New Entrants)</p> <p>Number of Year 1 so far this year = 49</p> <p>Predicted number of Year 8 Leavers at the end of 2024 = 54</p>
Enrolment Process:	<p><u>Term 4 Enrolment Spaces:</u></p> <p>The following Out of Zone Enrolments spaces were made available for Term 4. This has been updated on the website and has been advertised in the local paper.</p> <p><u>Term 1, 2025:</u></p> <ul style="list-style-type: none"> - Year 1 Spaces = 10 - Year 2 Spaces = 10 - Year 3 Spaces = 6 - Year 4 Spaces = 6 - Year 5 Spaces = 4 - Year 6 Spaces = 8 - Year 7 = No spaces - Year 8 = No spaces - Special Programme: Year 1 = 2 spaces; Year 2 = 2 spaces. <p>This advertisement will be placed as a joint advert with other schools from the Kāhui Ako. Future advertisements only need to be shared via the website and School App.</p>

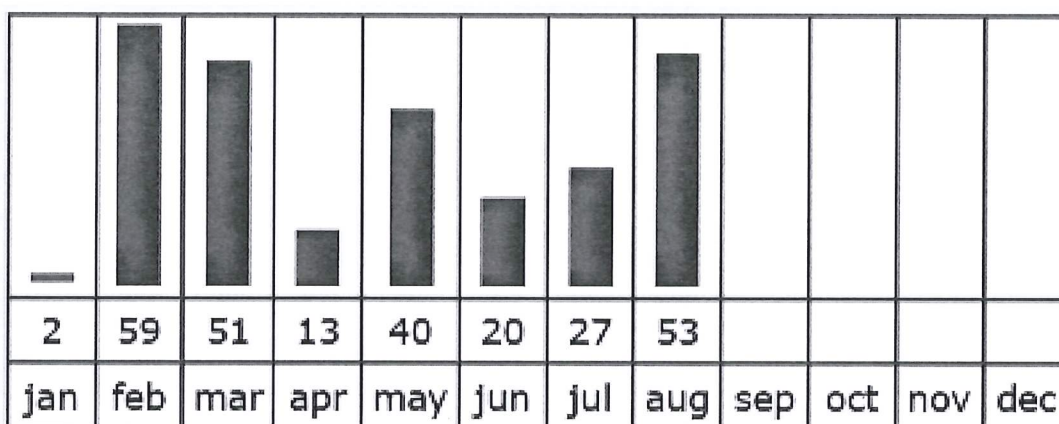
National Education and Learning Priorities (NELPS):

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: 29 January to 19 July 2024

Major Behaviours Period	31/1/2024 - 27/08/2024
<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>	



Number of children who have had 6 or more major incidents:					13 students
Boys: 232	Girls: 33	NZE: 156	Māori: 100	Other: 9	
Number of children who have had 2-5 or more major incidents:					18 (4.3%)
Major Trends					Number
Highest Number of Incidents by Ethnic:					NZE = 156
Most Incidents by Gender:					Boys = 232
Most Incidents by Year Level:					Year 7 (77)
Number of Incidents by Location:					Classroom = 78
Number of Incidents By Problem Behaviour:					Intentional Physical Contact = 75
Possible Motivation:					Peer Attention = 126
Number of Social Media Incidents:					1
Break down by syndicate					
Year Level	Number	When	Behaviour	Area	6 or more entries
Year 1/2	35	Before School (7)	Intentional Physical Contact (13)	Classroom (14)	2 Ministry Support Plan and Positive Behaviour plan (PBP)
Year 3/4	67	Lunchtime - Outside (16)	Intentional Physical	Classroom (19)	5 PBP in place

			Contact (26)		
Year 5/6	48	Third Block (13)	Intentional Physical Contact (22)	Front of school (9)	2 <i>No recent entries for either students. Plans seem to be working</i>
Year 7/8	115	Third Block (33)	Defiance (18)	Classroom (41)	4 <i>Three students on PBPs. The other is being initiated.</i>
Tracking Bullying - Victims					
No students have been the victim more than three times this year. This will be constantly tracked to identify any targeted behaviour towards students.					

Notes

Staff meeting held to go over processes and consistencies with behaviour. This included:

- Major/Minor behaviour clarification
- When and how to implement a Positive Behaviour Plan
- Classroom behaviour processes
- Escalating behaviour processes and support
- Parent communication around behaviour - regular with a team approach demeanour

Moved: Nathan/Fiona J

Health and Safety Committee:

- *July Health and Safety Report: Discussed.*

Discussion in Committee:

- *Follow ups from the last meeting: 3 (2x fighting, 1x swearing/hitting)*
- *New Stand Downs: 2x Fighting/Bullying*
- *Number of actual stand downs = 17*
1x Swearing/hitting; 4x Fighting; 5x Punching; 1x Not following teacher directions; 5x Alcohol; 1x Biting.
- *New Restraint Report: n/a. Current total this year: 5*
- *New Suspensions Report: N/a. Current total for this year = 1*
- *New Search and Surrender Report: N/a: Current total for this year = 1 (Potential Vape).*

In Committee 6.50pm

Out of Committee 7.00pm

Total Stand Downs Report in 2024: 17	Previous Years: 2023 = 26 (14 = vaping); 2022 = 17 (10 = vaping).
Total Suspension 2024: 1	Previous Years: 2023 = 0; 2022 = 2
Newly Directed Ākonga in 2024: 0	Previous Years: 2023 = 0; 2022 = 1
Total Restraint 2024: 5	Previous Years: 2023 = 5; 2022 = 2
Total Search and Surrender 2024: 1	Previous Years: 2023 = 5; 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.

Board Consultation with Whānau:

- What learning experiences do you think your tamariki should experience at school?
- What skills, programmes should we offer our Year 7-8 ākonga in the Technology and Arts Programme?

Questionnaire Feedback: 23 (3 new parents) have been interviewed with the Board's questions, which will help with their ongoing consultation process. (NOTE: items in italics are the new comments).

Themes for the two questions show:

Learning Experiences:	Year 7-8 Technology and Arts:
Hygiene at home Basic Skills (Life skills) = 3 Camps/river safety = 3 Practical activities for Boys (like what scouts do) = 4 Friendships (social skills/self confidence) = 9 Enviro Reading, Writing, Math = 6 Fun activities Critical Thinking Sports/sportsmanship = 5 Family Values (Respect/Collaboration) = 2 Music = 2 Budgeting Lots of opportunities to cater for all types of learners Current programmes Manual/Tech = 2 Art/drama To be a good person Overall school experience = 1 Kapa Haka = Yr 3+ Nutrition, the environment. Interactive, practical, hands on. Culture/History. Everything academic, social/emotional, Sports, PE, Arts, Technology etc. Social and emotional development; Literacy - definitely, having space for learning, having caring	Community experiences Budgeting = 5 Cooking = 15 Basic Life Skills (Including home routines) = 4 Gardening (Enviro/animals) = 6 Woodwork = 6 Sewing = 4 Robotics/Computer skills/Laser Cutter = 6 Music/Art/drama = 5 Engineer (fixing things) = 3 Hut Building/survival skills Being creative = 1 Cooking skills; What growing bodies need (nutrition, wellness etc); Woodwork; Environmental focus; Gardening - growing food to survive. Having lots of options at a range of experiences. Cooking, woodwork, building, hands-on learning. All of the above. Depends on their interests. Art; Working with wood, learning basic skills; Problem solving skills; Metal work; Basic life skills - cooking / sewing etc...

and understanding teachers → which you do!

What has been happening around the school:

It has been a busy term with a range of Interschool Sports events and other events.

Year 7-8 Girls were provided with Personal Safety Training. Girls were broken into groups and received training for two blocks of the day. This involved learning about how to be safe with stranger danger. Learning strategies to cope when someone is trying to physically hurt them. Being aware of online dangers.

Year 7-8 ākonga did well at the Seven Aside Rugby Tournament, with the Boys team making the final and the Girls team getting fourth.

Year 5-6 Finals: Our Rugby and Netball teams won the Large Schools Division for the Inter School Sports Finals. This was a major achievement.

Lead Conference: Senior ākonga attended the Lead Conference in New Plymouth. This was a conference designed to develop leadership skills through key presentations from motivational speakers.

School, Sports and Cultural Photos: The photos went well, which is a big organisation for the school. It was great to see the staff dress up for the Olympic Themed Photo. Hopefully, the staff photo is successful in being selected as the Photolife Cover Page for 2025.

Manukorihi Sports Exchange: Senior ākonga had a successful sports exchange with Manukorihi Intermediate. The highlight was the haka at the conclusion of the day. We had great feedback from our visitors that they felt welcomed and enjoyed the competitive sports day.

EPro8 Challenge: Year 5-6 and Year 7-8 ākonga have competed to be selected for this week's finals, which will be held at SPS. Epro8 is an exciting hands on learning programme, where ākonga solve Science and Technology challenges in teams.

Year 7/8 Sports exchange. Successful event. Girls netball making Burkhart Cup final and boys making Linkhorne Cup Final. Finals date TBC

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.

Attendance Report for 2023: 29 January to 26 August 2024.	Current	MoE Target	Board Target
Percentage of akōnga attending school regularly (attending more than 90%, an average of 9 days a fortnight)	56% (-4%)	70%	75%
Irregular attendance = 81% up to 89%.	30%(+3%)	N/a	
	=	86% (Was 87%)	
Percentage of akōnga who are moderately absent (attending more than 70% up to 80%, missing two to three days a fortnight)	= 9% (Was 9%)	9%	

Percentage of ākonga who are chronically absent (attending 70% or less, missing three or more days a fortnight)	= 5% (Was 4%)	5%	
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Attendance Monitoring: 29 January to 26 August 2024

Ongoing monitoring: The Office Manager and Principal are closely monitoring the situation.	9 (Families) 1 family has left
Referrals to Truancy Service	3 (Families)
Closed by Truancy Service - Back to School to monitor	1 - then referred to Truancy again
Closed by Truancy - No action required by School	1
Referrals to Oranga Tamariki for Non Attendance	0
Family Group Conference	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.

Provided appropriate career education and guidance for all students in Year 7 and above, with a particular emphasis on specific career guidance for those students who have been identified by the school as being at risk of leaving school unprepared for the transition to the workplace or further education/training?

- **Build a Business:** After the completion of Term 2's Build a Business Project, it is an appropriate time to review the above requirement with the Year 7-8 Team. At this level, it is not about gaining work experience but more about exploring the concept of work and various options that are in the workforce.

Worked towards offering students opportunities for learning second or subsequent languages (Years 7-10)? [The New Zealand Curriculum].

- **Te Reo Māori Extension:** We have one ākonga who is being extended through this programme. He is enjoying the programme where he speaks Te Reo for the full session. The ākonga also has the opportunity to enter a Te Reo Māori Speech Competition.
- **Japanese Extension:** 10 ākonga are involved in this weekly programme. Feedback has been excellent from tamariki. The only issue has been when other school events are on, ākonga have missed a session. Moving forward, the Year 7-8 Team will be consulted to see whether this continues as an option or whole class programme for 2025+.

Schoolwide Assessment Trends:

Question from last time: What was SPS' PAT Mathematics Assessment like in comparison with the Kāhui Ako in 2023? How have ākonga progressed since this time? The current Year 6's progress was lower. Where were the gaps? The Principal illustrated this as well as the progress of the different cohort groups in Year 6.

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

Parent Interviews were held earlier in the Term:

- See below for the percentage of whānau who attended the interviews or IEP Meetings in Term 2.
- Note*: Room 10 interviews will be scheduled for early Term 4.
- Teachers were asked why some parents did not attend: Teachers attempted to contact parents via text message, phone calls, and Seesaw messages. Some parents did not engage. Others have rescheduled interview times with classroom teachers.

Room 1	Room 2	Room 3	Room 4	
85.19%	90.00%	86.67%	85.71%	
Room 5	Room 6	Room 7	Room 8	
76.92%	96.30%	92.59%	91.67%	
Room 9	Room 10	Room 11	Room 13	Room 14
87.50%	0.00%*	81.82%	96.00%	91.67%
Room 15	Room 18	Room 19	Room 20	
91.67%	92.00%	76.92%	95.83%	

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

Professional Development:

Week 4 Super Staffing: Most of the teaching staff attended the Super Staff meeting. Conrad Smith was the guest speaker. It was a light, engaging presentation into Conrad's journey into becoming an All Black and what he learnt along the way.

Week 6 Writing PLD with Murray Gadd: Teachers were engaged in coaching workshops with Murray Gadd. This involved teachers teaching a workshop with peers viewing and then discussing what went well and areas to develop. At the Staff Meeting, teams shared their progress and take away over the last two to three years

Kahui Ako Professional Development:

The Kāhui Ako continues to offer a range of Professional Development opportunities for ECE, Primary and Secondary staff in the area. This term there has been:

- Network meeting with the Learning Support Team from the MoE (Week 2)
- Super Staffing Meeting with Conrad Smith (Week 4)
- Transition Hui for ECE and Primary teachers (Week 4)
- Across School Leaders Network Meeting with other ASL (Week 5)
- Writing for Beginning Teachers with Jasmine Millward (RTLit) (Week 5)

- *MAC Hui with the Inglewood Kāhui Ako (Week 5).*
- *Lead Principal Hui in Whanganui (Week 5).*

The Inglewood and Stratford Kāhui Ako are planning a Teachers Only Day in 2025. This will involve Taranaki Dio and Stratford High School. We are hoping Inglewood High School will also be on board with this day. A ToD will involve a Keynote Speaker and several breakout spaces. ECE Managers will also be invited. Teacher aides will be offered PLD along with the Keynote Speaker on this day.

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 → See above.

Legislative Areas not covered under the NELPS

ERO Review

n/a

Creative Commons Policy

n/a

School Year

- *n/a*

Self Review: Board work plan review areas.

Completed Self Review Areas from the Board's Annual Work Plan 2024.

Board Agenda:

- *Policies Reviewed: Personnel; Appointments; Protected Disclosures; EEO; Whānau Consultation Policy; OIA Privacy Policy; Enrolment Zone Policy (See below in the Property Section).*

Principal Report:

- *Annual Improvement Plan for 2025.*
- *Annual Plan Goals.*
- *Whānau Engagement Survey.*
- *Staffing for 2025.*
- *June Finance Report.*
- *PB4L Report: January to 26 August 2024.*
- *Property Report: July - August.*
- *Emergency Evacuation Process.*
- *2025 School Calendar.*
- *Attendance Report: February to August 2024.*

Emergency Evacuation:

- *The Principal will review the Emergency Evacuation Process during the next holiday break. At this stage, there are no obvious changes needed. Note to be added: Maryann Resthome will use the school for emergency accommodation in a disaster.*

Personnel:

Equal Employment Opportunities (EEO):

- n/a

Teaching staff updates:

- *The Principal has kept the Personnel Committee up to date with the recent employment advertisements.*
- *The employment process for internal positions has been completed. The following teachers have been re-employed on Permanent Contracts:*
 - *Jo Todd, Catherine Uhlenberg, Kim Chadwick, Aimee Woodhead, Melissa Stone (0.9 - SENCO/Mutukaroa) and Jo Patterson.*
 - *We had one external applicant. Lydia Barber has been employed as a permanent teacher. To move into Year 3/4.*
- *Chad Jacob has asked for Leave from his Team Leader role in 2025. Chad will begin a new role at SPS as a PE and Health teacher, as well as Leadership Support. Chad has requested LWOP for one day per week. Kim Chadwick will lead the Year 5-6 Team in 2025.*
- *Greer McQuay has requested Maternity Leave for all of 2025. Team Leader for the Year 3-4 Team. Discussed.*
- *Bronwyn Bazeley will retire at the end of Term 1, 2025. She will act as a release teacher in Term 1, 2025.*
- *Lauren Giddy has requested LWOP for 2025 as she pursues further study. She loves working at SPS and is looking to return in 2026. Discussed letter sent by Lauren. Policy to be created by Jason. The Board are supportive of her future studies.*
- *Emma Garlick will continue to work four days per week. She is requesting LWOP for one day per week.*
- *Lucy Peterson (0.4), Chris Garlick (0.4), Erin Webb (0.4-0.6) and Alise Benson (0.4-0.6) will be employed on Fixed Term contracts to cover Maternity Leave.*
- *Next steps: In the middle of September, the Board will receive the Staffing Notice for 2025. Once this has been confirmed, positions will be advertised in the Education Gazette. Likely positions are Year 1-2 (Permanent), Year 1-2 (Fixed Term), Year 3-4 (Fixed Term).*

In committee 7.30pm

Out of committee 7.38pm

Motion: *To confirm the above staffing appointments for 2025.*

Moved: *Le-arna/Nathan*

Motion: *To approve the above leave for Greer McQuay, Chad Jacob, Lauren Giddy and Emma Garlick.*

Moved: *Fiona J/Fiona R*

Support staff updates:

- N/a

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); n/a

Staff Wellbeing: *Number of staff who have had 5+ days away with sickness this month.*

- *Sickness continues to be a challenge, particularly when our relief/specialist teachers have been unwell or their children have been sick.*
- *Two teacher aides have been away on Sick Leave for 5+ days (Covered by ACC). One teacher has been away for the first five weeks of the term. One specialist teacher was away for 5+ days.*
- *One staff member has been supported with EAP.*

Kahui Ako Staffing:

- *The Principal has completed two terms of the current role. The Leadership Team believes this is working. The added advantage is that the Board is receiving 0.4 FTTE (Two extra staffing days per term).*
- *Release for Jason and Geoff: Geoff is now released every Wednesday and Thursday, which is working better for both teachers. Jason will also move to Wednesday and Thursday in 2025.*
- *Geoff (Across School Lead), Sonia (Within School Lead), Chad (Within School Lead) and Jason.E (Principal Lead) are all part of the Kahui Ako team.*

Finance:

June Accounts: Find attached the Finance Minutes from the last meeting.

- *Any further questions from Nathan, and Deb.*
- *Discussed sports room facility. Would need permission from the Ministry and/or Iwi.*
- *Jason to look into Rates Bill Address.*

Motion: *To move the June Accounts. Moved:* Le-arna/Fiona J

July Accounts: *Meeting week of 16th September. Jason to organise*

Property:

5YA Projects:

- **Year 3-4 Block:** *No further updates.*
- **10 Year Property Plan is being reviewed:** *The review of school property infrastructure has started. Areas that have been identified already include the heating in Room's 1-8 and all the heating infrastructure; Hot water to the toilets; Windows that do not open across the school; modernising of Room 1-8 classrooms.*
- **Current issues:** *Room 18 leak has been repaired by the MoE; Library leak has been sealed by the Caretaker; Flooding is being reviewed around the Chicken Coop.*
- **SENCO Space:**
 - *The Board still waits for the MoE to reimburse the \$10k for the SENCO Project. Mel at Education Services has been supporting the Principal to follow this up with the MoE. To support this project, the Special Programme has been included in the Enrolment Policy subject to final MoE approval.*
 - *Enrolment Policy wording will be updated to the wording provided by MoE.*

Motion: *To accept the Principal Report for August-September*

Moved: Nathan/Fiona R

Motion: *To change the Enrolment Policy based on MoE Guidance for Priority One:*

Moved: Deb/Fiona J.

3. Administration

- a. **Review the minutes.** Secretary to share the key points and decisions made.
- b. **Identify agenda items for the next meeting on Monday 21 October 2024 at 5.30pm.**
 - i. *Add to the Matters Arising from the last meeting.*
 - *Jason to look into the address on the rates bill.*
 - ii. *Review another area using the ERO Tool.*
- c. Correspondence (see below)

4. **Correspondence In:**

- a. Board update from Jason.E: Zoning for 2025.
- b. Maryann Rest Home.
- c. Greer McQuay - Maternity Leave for 2025.
- d. Lauren Giddy - Request for Leave in 2025 to undertake further study for one year.
- e. MoE: Darryl Leath - MoE Enrolment Zone Update.
- f. TOI Foundation: Approved Final Outcome Report - Counselling.

5. **Correspondence Out:**

- a. n/a

Minutes/Motion:

Motion: To move the correspondence

Moved: Le-arna/Deb

6. **Meeting closure: 7.50pm**

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

Jack: 3.0 hrs	Deb: 5.0 hrs	Nathan: 4.5 hrs
Le-Arna: 9.0 hrs	Fiona.J: 5.0 hrs	Fiona.R: 7.0 hrs

