

Stratford Primary School Board
Board Minutes
Wednesday 13 November 2024 at 5.00pm

1. Administration:

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

b. Apologies: *n/a*

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.

iii. Added Agenda Items:

Correspondence In:

Discussed a sponsorship proposal. Board have decided against it.

Lauren Giddy signed contract, 3 days per week.

Silks Finance Audit

Discussed the application for an NZCT grant of up to \$16000.00 to purchase new sports equipment for the 2025 School Teams.

Approved Presiding Member

GRUSS
Date: *10/2/25*

Minutes/Motion:

Motion: *The Board has reviewed the previous minutes from 21 October 2024 and confirm the accuracy of the discussions which took place and confirm the authenticity of the minutes.*

Motion: *To support the application for an NZCT grant to purchase new sports equipment for the 2025 School Teams.*

Moved: *Le-arna/Nathan*

2. Presentation

a. *n/a*

3. Strategic Decisions:

a. **Governance Matters:**

i. **Follow ups from the last meeting:**

- Anti Bullying Policy to update at the start of Term 1, 2025. Excellent feedback from Parents. *Discussed.*

ii. **New Policies to review:**

- *N/a*

b. **Spontaneous Reviews:** *N/a*

c. **OIA Requests:** *N/a*

d. **Education Bulletin**

e. **Other:** *N/a*

Stratford Primary School

Principal Report – 8 November 2024

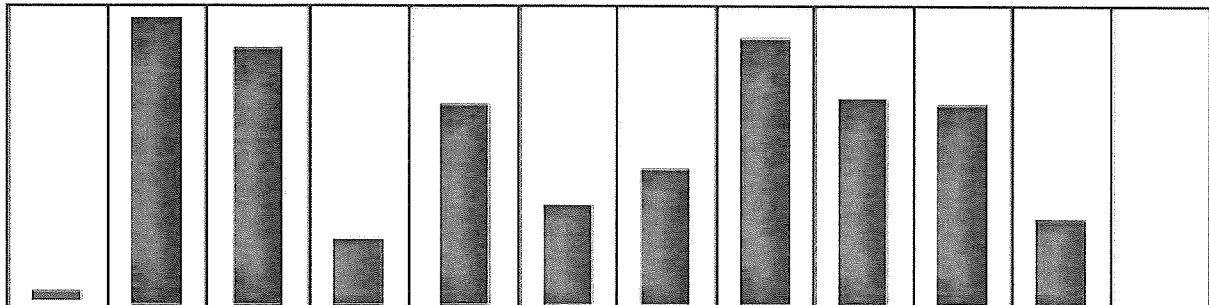
Curriculum Presentations by staff:	<i>n/a</i>
Current roll:	<i>Provisional Staffing for 2024: 412</i> <i>School Roll= 451</i> <i>Year 1-2= 128; Year 3-4= 102; Year 5-6=103; Year 7-8= 118.</i>
Admissions:	<i>As at 10 October 2024 = 97</i>
Withdrawals:	<i>As at 8 November 2024 = 30</i> <ul style="list-style-type: none"> ● <i>Moved overseas = 2</i> ● <i>Moved to a local school = 4</i> ● <i>Moved to new town/area = 17</i> ● <i>Moved to New Plymouth = 7</i> ● <i>School to be confirmed = 0</i>
End of year projection:	<i>1st March: 407</i> <i>1st July Projection: 426</i> <i>Predicted Numbers to 31 October 2024 = 447 (approximate)</i> <i>Currently 451</i> <i>Predicted number of Year 8 Leavers at the end of 2024 = 54</i> <i>Number of Year 1 so far this year = 56</i>
Enrolment Process:	<p><u><i>Term 1 Enrolment Spaces (likely spaces):</i></u> <i>First window (September to October): No enrolments were received for the first enrolment window for Term 1, 2025.</i></p> <p><i>The next window will be during January, just before school starts. Places will be confirmed later this term.</i></p> <p><u><i>Term 1, 2025: January Enrolment Window</i></u></p> <ul style="list-style-type: none"> - <i>Year 1 Spaces = 10 (32 students)</i> - <i>Year 2 Spaces = 4 (46 students)</i> - <i>Year 3 Spaces = 4 (50 students)</i> - <i>Year 4 Spaces = 7 (47 students)</i> - <i>Year 5 Spaces = 5 (55 students)</i> - <i>Year 6 Spaces = 6 (54 students)</i> - <i>Year 7 Spaces = 5 (49 students)</i> - <i>Year 8 Spaces = No spaces (63 students)</i> - <i>Special Programme: Year 1= 2 spaces; Year 2 = 2 spaces.</i> - <p><i>Starting Roll without Out of Zone applicants = 396.</i> <i>Potential new entrants = 40+</i></p> <p><i>Staffing (Confirmed) and Funding Roll: 438</i></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 8 November 2024

Major Behaviours Period							31/1/2024 - 8/11/2024																													
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>																																				
<div></div> <table><tr><td>2</td><td>57</td><td>51</td><td>13</td><td>40</td><td>20</td><td>27</td><td>53</td><td>41</td><td>40</td><td>17</td><td></td></tr><tr><td>jan</td><td>feb</td><td>mar</td><td>apr</td><td>may</td><td>jun</td><td>jul</td><td>aug</td><td>sep</td><td>oct</td><td>nov</td><td>dec</td></tr></table>													2	57	51	13	40	20	27	53	41	40	17		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
2	57	51	13	40	20	27	53	41	40	17																										
jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec																									
Number of children who have had 6 or more major incidents:											21 students																									
Boys: 361		Girls: 41		Males: 320		NZE: 208		Māori: 143		Other: 9																										
Number of children who have had 2-5 or more major incidents:											40 (9.2%)																									
Major Trends											Number																									
Highest Number of Incidents by Ethnic:											NZE = 208																									
Most Incidents by Gender:											Boys = 361																									
Most Incidents by Year Level:											Year 7 (89)																									
Number of Incidents by Location:											Classroom = 115																									
Number of Incidents By Problem Behaviour:											Intentional Physical Contact = 99																									
Possible Motivation:											Peer Attention = 177																									
Number of Social Media Incidents:											1																									

Break down by syndicate					
Year Level	Number	When	Behaviour	Area	6 or more entries
Year 1/2	42	First Block (9)	Intentional Physical Contact (19)	Classroom (19)	3 <i>Ministry Support Plan and Positive Behaviour plan (PBP)</i>
Year 3/4	92	Lunchtime - Outside (25)	Intentional Physical Contact (32)	Classroom (29)	7 <i>PBP in place</i>
Year 5/6	61	Third Block (16)	Intentional Physical Contact (28)	Front of school (12)	2 <i>No recent entries for either students. Plans seem to be working</i>
Year 7/8	166	Third Block (42)	Defiance (31)	Classroom (62)	9 <i>Three students on PBPs. The other 2 are being initiated.</i>
Tracking Bullying - Victims					
<p>We have had one instance of bullying we were able to track over time. It was clear the behaviour was targeted, intentional and the power imbalance was obvious. The target was also a member of our SENCO group. Given the repeated nature of the behaviour, the student was stood down for two days.</p>					
<p><u>Notes</u></p> <p><i>Moved: Nathan/Fiona J</i></p>					
<p>Health and Safety Committee:</p> <ul style="list-style-type: none"> - <i>October Health and Safety Report: Discussed.</i> 					
<p>Discussion in Committee:</p> <ul style="list-style-type: none"> - <i>Follow ups from the last meeting:</i> - <i>New Stand Downs: 1x harassment of another student + punch, 1x biting, 1x punch</i> - <i>Number of actual stand downs = 22</i> <i>1x Swearing/hitting; 4x Fighting; 7x Punching; 1x Not following teacher directions; 5x Alcohol; 2x Biting, 1x disrespect/disruption, 1x harassment of another student</i> 					

- **New Restraint Report:** n/a
Current total this year: 6. Note: Restraint from 30/4/24 was reclassified as a Health and Safety issue rather than restraint
- **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 5.18pm

Out of Committee 5.24pm

Total Stand Downs Report in 2024: 22	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: 6	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: 28 whānau have been interviewed with the Board's questions, which will help with their ongoing consultation process. 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) = 11 Enviro Reading, Writing, Math = 7 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	Community experiences Budgeting = 5 Cooking = 15 Basic Life Skills (Including home routines) = 4 Gardening (Enviro/animals) = 6 Woodwork = 7 Sewing = 4 Robotics/Computer skills/Laser Cutter/3D Printing = 7 Music/Art/drama = 5 Engineer (fixing things) = 3 Hut Building/survival skills Being creative = 1 Practical skills = 1 Cooking skills; What growing bodies need (nutrition, wellness etc); Woodwork;

Art/drama To be a good person Overall school experience =1 Kapa Haka = Yr 3+ Nutrition, the environment. Interactive, practical, hands on. Social and emotional development; academic Self confidence	Environmental focus; Gardening - growing food to survive. Having lots of options at a range of experiences. Mixture of everything - hands on, practical, less computers. Sports programmes, 3D printing, Building, Social Skills.
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What has been happening around the school:

Kāhui Ako Kapa Haka Festival: Stratford Primary School had their best year, receiving 4 placings including one first place and a special taonga. Next year - send through the live link via FB prior to.

Year 7-8 Production: The Production was of the highest standard. Jo, Jamie and the team are commended for putting this together with our tamariki. The performances from students were exceptional.

Gumboot Friday: SPS raised over \$230 for this great cause.

Kāhui Ako Assessment for PAT Reading, PAT Mathematics and e-asTtle Writing: SPS has worked with other local schools to complete the above assessment. This will now be analysed by the ASL.

Year 7-8 Camp to Forest Lakes: Parent Meetings

- Six parent meetings have been provided for next year's camp.
- 21 parents have shown interest in attending.

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.

<i>Every Day Matters Attendance Reports for 2024</i>	<i>National Goal 2024</i>	<i>Term 1</i>	<i>Term 2</i>	<i>Term 3</i>	<i>Term 4</i>
<i>Regular Attendance</i>	70%	75%	73%	71%	-
<i>Irregular Attendance</i>	19%	16%	17%	19%	-
<i>Moderate Attendance</i>	6%	4%	6%	5%	-
<i>Chronic Attendance</i>	5%	3%	4%	5%	-

Attendance Report for 2023: 29 January to 8 November 2024.	Current	MoE Target	Board Target
Percentage of ākonga attending school regularly (attending more than 90%, an average of 9 days a fortnight)	59% (N/c)	70%	75%
Irregular attendance = 81% up to 89%.	29% (-1%)	N/a	

	=	88% (Was 89%)	
Percentage of akōnga who are moderately absent (attending more than 70% up to 80%, missing two to three days a fortnight)	7% (N/c)	9%	
Percentage of akōnga who are chronically absent (attending 70% or less, missing three or more days a fortnight)	5% (N/c)	5%	

Attendance Monitoring: 29 January to 8 November 2024

Ongoing monitoring: The Office Manager and Principal are closely monitoring the situation.	10 (Families) 1 family has left
Referrals to Truancy Service	4 (Families)
Closed by Truancy Service - Back to School to monitor	2 - then referred to Truancy again
Closed by Truancy - No action required by School	2
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.

Annual Plan for 2025:

- *Improvement Goal 1: Mathematics.*
- *Improvement Goal 2: Writing.*
- *Supporting Improvement Goal 3: School Culture (Extension, Leadership, PB4L, Te Reo Māori, Attendance).*
- *Priority Learners: Writing and Basic Facts.*

Schoolwide Assessment Trends:

The Principal will also share reading assessment that compares reading progress for Term 1 to Term 3 2024 with the following cohorts:

- *Mathematics PAT Comparison between 2023 and 2024.*
Quick overview provided to the Board. Full report will be provided to the Board next year.
- *Writing Results: Term 1 compared with Term 3.*
Overview provided to the Board.

● *3+ Years at SPS with No IEP learners (135 students)*

	Well Below	Below	At	Above	Total % at or above
Overall (135)	5.9% (+1.5)	15.6% (-17.0)	55.6% (+11.2)	23.0% (+4.5)	78.6% (+15.7)
Girls (76)	3.9% (-1.4)	13.2% (-10.5)	56.6% (+9.2)	26.3% (+2.6)	82.9% (+11.8)
Boys (59)	8.5% (+5.1)	18.6% (-25.5)	54.2% (+13.5)	18.6% (+6.7)	72.8% (+20.2)
Māori (39)	2.6% (-)	20.5% (-23.1)	53.8% (+20.5)	23.1% (+2.6)	76.9% (+23.1)

**Brackets denote change since Term 1*

● *Current students (342) with No IEP learners (329 of these students were here in Term 1)*

	Well Below	Below	At	Above	Total % at or above
Overall (329)	5.5% (-0.9)	22.5% (-10.6)	55.6% (+5.8)	16.4% (+5.8)	72.0% (+11.6)
Girls (188)	3.2% (-1.6)	19.7% (-8.5)	58.0% (+5.9)	19.1% (+4.2)	77.1% (+10.1)
Boys (141)	8.5% (-)	26.2% (-13.5)	52.5% (+5.7)	12.8% (+7.8)	65.3% (+13.5)
Māori (89)	2.2% (-1.2)	27.0% (-14.6)	57.3% (+13.5)	13.5% (+2.3)	70.8% (+15.8)

● *All students (437) as at the end of Term 3, 2024.*

	Well Below	Below	At	Above	Total % at or above
Overall (432)	17.0% (-3.4)	30.7% (-6.9)	46.0% (+5.6)	13.1% (+4.6)	59.1% (+10.2)
Girls (219)	6.8% (-3.3)	22.7% (-6.3)	53.1% (+5.8)	17.4% (+3.9)	70.5% (+9.7)
Boys (213)	27.5% (-3.4)	25.0% (-7.4)	38.7% (+5.4)	8.8% (+5.4)	47.5% (+10.8)
Māori (128)	17.6% (-2.6)	27.7% (-10.1)	44.5% (+10.9)	10.1% (+1.7)	54.6% (+12.6)

NOTE: SPS has 81 students on IEPs, or have In-Class support or are ORS Funded, which is approximately 19% of the school role.

22 of the 35 (62.8%) new students this year in Yr 3-8 were assessed as being below or well below.

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

No new updates.

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:

No new updates.

Kahui Ako Professional Development:
<i>No new updates.</i>
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.
<i>n/a</i>
Legislative Areas not covered under the NELPS
ERO Review
<i>n/a</i>
Creative Commons Policy
<i>n/a</i>
School Year
<p><i>Cathie Newton from the MoE has checked our school calendar. We can proceed with the Teachers Only Days for 2025. The Principal will consult with the community in the next newsletter.</i></p> <p><i>Curriculum Days - They do not need to be made up:</i></p> <ul style="list-style-type: none"> • <i>Friday 7 March (Taranaki Anniversary).</i> • <i>Monday 20th June (Matariki Day) - potential option for Curriculum day</i> <p><i>Two further Teachers Only Days will be held in the year to support Priority Learners Progress and new Curriculum Updates. These days have already been factored into the Calendar and are made up.</i></p> <ul style="list-style-type: none"> • <i>Friday 22 August</i> • <i>Friday 24 October (Labour Weekend)</i> <p><i>Note: The Principal will consult other local schools before confirming the dates.</i></p> <p><i>School starts 27th January 2025 - Whanau Connection Day.</i></p> <p><i>Reviewed School Calendar for 2025</i></p> <p>Motion: <i>To approve the 2025 School Calendar:</i></p> <p>Moved: <i>Fiona R/Jack</i></p>
<u>Self Review: Board work plan review areas.</u>
<p>Completed Self Review Areas from the Board's Annual Work Plan 2024.</p> <p>Board Agenda:</p> <ul style="list-style-type: none"> • <i>Anti Bullying Policy moved to the next meeting in 2025.</i> • <i>Parent Surveys - Anti Bullying, Camp (See below). 174/290 families completed the survey (With still more to come) = 60%</i> <p>Principal Report:</p> <ul style="list-style-type: none"> • <i>Annual Plan Goals for 2025</i>

- *PAT Mathematics*
- *Writing Results: Term 1 compared with Term 3.*
- *October - November Property Report*
- *October - November PB4L Report*
- *Attendance - February to November.*
- *Updated 2025 Calendar.*

Q2

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Question: How safe do your tamariki (children) feel at Stratford Primary?

Answered: 174 Skipped: 0

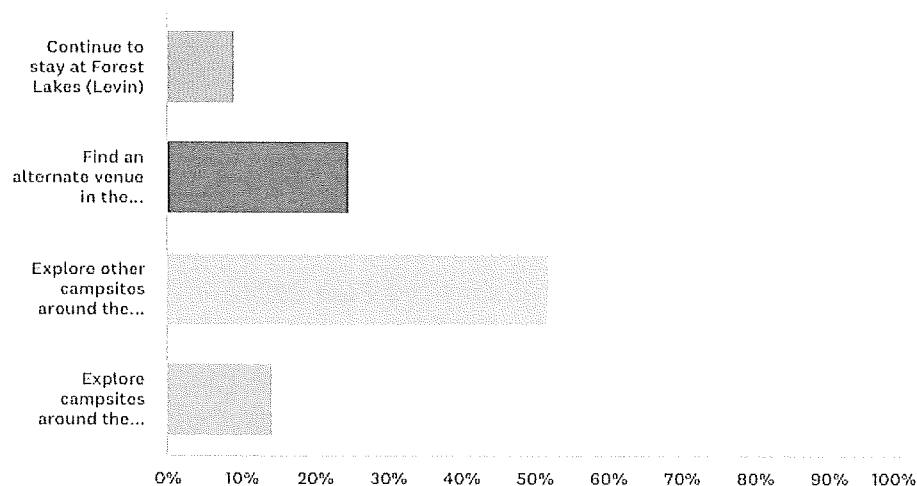
4.6★
average rating



	THEY NEVER FEEL SAFE AT SCHOOL	THEY RARELY FEEL SAFE AT SCHOOL	THEY SOMETIMES FEELS SAFE AT SCHOOL	THEY FEEL SAFE MOST OF THE TIME AT SCHOOL	THEY ALWAYS FEELS SAFE AT SCHOOL	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	2.30% 4	40.80% 71	56.90% 99	174	4.55

The Year 7-8 Camp is still planned for Forest Lakes in 2025. However, past this point we are looking to review camp organisation and locations. This is because camp costs are continuing to rise, while the camp facilities at the Year 7-8 Camp have not been upgraded for a while. What should we do past 2025?

Answered: 154 Skipped: 20



Personnel:

Equal Employment Opportunities (EEO):

- n/a

Teaching staff updates:

- We currently have a permanent floating position that is being advertised online.
- Motions:
 - To accept the resignation letter from Finn Zeylemaker.
 - To appoint the following Specialist Teachers who are on fixed term positions covering teachers who are on leave.
 - Erin Webb: 0.6 FTTE
 - Chris Garlick: 0.4 FTTE
 - Lucy Peterson: 0.6 FTTE
 - Alise Benson: 0.6 FTTE
 - Jessica Thomson: 1.0 FTTE until the end of Term 1.
 - To appoint Lorelee Chittenden to cover funding for specialist programmes (Tutor teacher, remedial etc): 0.4 FTTE

Motion: To accept Finn Zeylemaker's resignation and accept the appointments of the specialist teachers and appoint Lorelee Chittenden as above

Moved: Fiona J/Deb

Support staff updates:

- After previous discussions and advice from NZSTA is to make current fixed term teacher aides permanent:

Motion to move that the following Learning and Behaviour Teacher Aides are permanently employed from 2025:

- Kylie Dillion: 25h
- Jamie Bolger: 10h
- Jodene McCowan: 25h

Motion to move that the following SENCO Teacher Aides are permanently employed from 2025:

- Mel Robinson: 25h
- Tori Michael: 25h
- Sheree Robinson: 25h

Motion to move that the following Cleaner is permanently employed from 2025:

- Philip Murdoch

Moved: Fiona R/Nathan

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.

- One teacher aide continues to be away on ACC Leave. One teacher aide is on light duties, which is funded by ACC.
- One teacher has returned from ACC Leave.

Kahui Ako Staffing:

- *WSL for 2025: Chad Jacob and Tori Goble will be the WSL for 2025. Chad will be focusing on Achievement Challenge 2 = Wānanga → Supporting the teaching and learning of Physical Education and Health. Tori will also be focusing on Achievement Challenge 2 = Wānanga → Her inquiry will be centred on our Mathematics Goal.*

***Motion:** To move Chad Jacob and Tori Goble as the Within School Leaders for 2025.*

***Moved:** Le-arna/Jack*

Finance:

***Audit Preparation:** Throughout the year, the Finance Manager keeps a record of all audit requirements. The Principal is also keeping a record of the Principal Wellbeing Fund. The next stage will require a visit from the auditors to prepare for the 2024 Audit process.*

October Finance Committee Meeting - Date and time to be confirmed.

- *Group Mowing Scheme: We are currently looking for a new person to mow the school fields. Janine and Dean are looking into the employment process and what needs to be in place around any liability.*

Property:

5YA Projects:

- ***Year 3-4 Block:** The Principal has had a meeting with the Lead MoE advisor about the planned actions for the new building project. Next stage: Tuesday 22 October with John Hobbs from the MoE National Property Team.*
- ***10 Year Property Plan is being reviewed:** Jason and Jack meet with the MoE and Property assessors. The school is in a good position. They have identified Category Two Projects that need completing before any modernisation work can occur. A detailed maintenance plan will also be provided to the school. Funding will be confirmed later this year and ready for projects from 1 July 2025. Two thirds of the furniture grant will also be provided to the Board on 1 July 2025. This has been included in the draft budget.*
- ***Current issues:***
 - *Library leak has been sealed by the Caretaker: The Principal has sought advice from the Roof Company who are doing the 10YPP Review. **This will now be part of the 10 YPP.***
 - *Flooding is being reviewed around the Chicken Coop: Funding for \$3k has been approved by the MoE. **This project has been completed.***
- ***SENCO Space/Board is owed \$10k:***
 - *The Principal has followed up this project and reimbursement with the MoE Property Advisor.*

***Motion:** To accept the Principal Report for November.*

***Moved:** Deb/Fiona R*

4. Administration

- Review the minutes.** Secretary to share the key points and decisions made.
- Identify agenda items for the next meeting on Monday 10th February 2025 at 5 pm.**
 - Analysis of Variance*
 - Work Plan for 2025, including initial Policies and Board Roles confirmations*
- Correspondence (see below)**

5. Correspondence In: a. n/a		
6. Correspondence Out: a. n/a		
<u>Minutes/Motion:</u> <i>Motion: To move the correspondence</i> <i>Moved: Le-arna/Jack</i>		
7. <u>Meeting closure: 6.30pm</u> a. Report hours spent by individuals to Fiona so she can update MOE Worksheet		
Jack: 4.5 hrs	Deb: 4.0 hrs	Nathan: 4.5 hrs
Le-Arna: 8.0 hrs	Fiona.J: 2.0 hrs	Fiona.R: 2.0 hrs

