**Minutes of Turitea School Board**

**Meeting held on 14 April 2021**

**6.00pm at Turitea School**

***Meeting opened at 6p***

**Present:** Beth Tootell (Chairperson), Glenys Murphy, Brad Cassidy, Glen Kerr, Trish Molloy,

Liam McBride, Anna Stephenson, Liz Bellis (Whānau representative)

**Guest:** Anna James

**In Attendance:** Janene de Ridder (Minutes Secretary)

**1. Apologies:**

**2. Ngā mihi**

Liz Bellis led the Board through Karakia Tuwhera to open the meeting.

**3. Property Update**

Beth Tootell had attended the last PTA meeting. Notes from a meeting with James from BSM, and Veronica from the MOE have been provided to the Board.

Beth noted that as the Turf is a Shovel Ready Project (SIP) the funds allocated need to be spent by the end of the year. The budget for the original plan had blown out so a suggestion had been made to move the turf to the staff carpark and reduce it to a half-size turf. This option will be significantly cheaper, no retaining wall etc and it is possible that it could be done within the SIP funds. If the parking issue is resolved, the turf could potentially be extended in the future. Two quotes were received for the revised plan – Isles Construction $232,000 and Lee Builders $236,000.

The Board discussed the two quotes and considered:

* the timeline for the work to commence (possibly June, 16 weeks);
* the use of volunteer labour to reduce costs; what funds could be left and what they could be used for;
* what work can be completed without MOE approval (up to $35,000 per project), noting that if the PTA pay for a project then it wouldn’t be looked at by the MOE;
* the turf will become an asset to the school, so need to prove that can cover maintenance costs
* ideas to minimise the impact on the school; classrooms will need to be moved into the Library and Tane Mahuta. It was noted that Production will also be underway. Brad suggested investigating the use of a large army tent for production.

**ACTION: Glen Kerr to investigate the possibility of borrowing an army tent.**

The Board briefly discussed the Learning street and refurb of classes; noting there comes with a lot of risk, and front end costs, particularly if a modulink is installed, will need to put up a whole new wall.

Anna James advised she had surveyed the community for their feedback to prioritise the 3 main projects and received 58 responses, the outcome of which is:

1. Turf; 79.3% selected the turf project as their first choice

2. Beautification (rubber matting, shade sails) – 20%. Anna will come back to the Board once options for this have been identified.

3. Potential storage was the least preferred option.

Glenys had surveyed the kids, they also preferred the turf.

Glenys advised that if the school proceed with the modified turf option the 10YPP and SIP funds will cover the project, leaving the PTA funds to assist with other items – goalposts, shelter, car parking, fencing etc.

**Beth Tootell MOVED that the Board approve the half court turf project and ask BSM to proceed with a scope**

**of work on that basis.** Seconded by: Trish Molloy

**Beth Tootell MOVED that the Board confirm Isles Construction as the preferred contractor.**

Seconded by: Glenys Murphy

Anna James explained that the school meet the Army’s criteria to be considered for volunteer labour on projects. James is happy to project manage if volunteer labour is sourced, this would reduce the costs by around 20%.

**ACTION: Glenys Murphy to ensure these decisions are communicated with the school community via the**

**Newsletter**

Glenys noted the new pool cover has arrived, but they will hold off installing it until next summer. The cost of this is $2289.25, Beth asked if the PTA could cover this. Glenys will complete the PTA application form so can be discussed at the next PTA meeting. It has been stored in the girl’s changing room, they took the old cover away.

Anna James thanked the Board for their support, particularly Beth and Glenys for attending meetings and keeping lines of communication open.

Anna James left the meeting.

**4. Minutes of Previous Meetings**

**4.1 Meeting held 9 March 2021**

Taken as read by: Beth Tootell Seconded by: Glenys Murphy

 **ALL AGREED**

Confirmed as a true and correct record of the meeting by: Beth Tootell

Seconded by: Anna Stephenson

 **ALL AGREED**

**4.2** **In committee Minutes from meeting held December 2020**

 Taken as read by: Beth Tootell Seconded by: Glen Kerr

 **ALL AGREED**

 Confirmed as a true and correct record of the meeting by: Beth Tootell Seconded by: Glen Kerr

 **ALL AGREED**

**4.3** **In committee Minutes from meeting held February 2021**

 Taken as read by: Beth Tootell Seconded by: Brad Cassidy

 **ALL AGREED**

 Confirmed as a true and correct record of the meeting by: Beth Tootell Seconded by: Brad Cassidy

 **ALL AGREED**

**5. Matters Arising from Previous Minutes:**

Refer to the Action Register.

**6. Principal’s Report:**

 **Glenys Murphy MOVED that the Principal’s Report be adopted.** Seconded by: Brad Cassidy

 **ALL** **AGREED**

**6.1 Review of progress**

Glenys reported on a moderation session that Karen Walker led today regarding the Maths Collaborative group.

They looked at where the kids sat, are they where they should be, and held some great discussion about the assessments. Will be compiled into an exemplar folder.

Progression data is based on curriculum levels, should have enough data to show improvement over time.

Next term will look at Measurement.

Beth noted she had read an article recently regarding Science in primary schools and questioned where Turitea sat, Glenys advised that for some subjects they would fall into the 80% that are not doing it well. It was noted that John Procter had offered to have kids in the Massey laboratories.

**Structured Literacy Report deferred from March**

Glenys explained how the assessment worked and what the children were required to do. Will repeat in Term 2 and at the end of the year, to compare progress. The data was presented and discussed.

Liz Bellis questioned what support the Board can provide, and if any of the students are Māori.

Liz Kane is providing ongoing support and encouragement to the teaching team.

Next steps: In early term 2 Paula Cutts will go into the classrooms to work side by side with the teaching staff.

**7. General Business:**

**7.1** **Zoning Review**

Item deferred – not yet received.

**7.2 IT Review**

Beth Tootell advised that a meeting had been held today regarding IT systems with herself, Glen, Glenys, Trish, Jonathan Giles, and two representatives from YORB. A wide range of IT issues were discussed.

YORB is seeking the big picture of what the school wants and will provide some quotes.

Options for leasing and purchasing were discussed; Jonathan had questioned why they would lease rather than buy, noting that the key is to purchase on a schedule, perhaps look at a 4-year schedule rather than 3 years. Jonathan has offered to have a close look at the quote to ensure it was sufficient and that they won’t be charged for items they don’t require. The Board agreed that he could review the quote.

Glen Kerr gave an example – 18 iPads without covers, can purchase outright for $8300, or lease for 3 years for $8700.

Beth advised she will share the quote from YORB with the Board when it arrives, and the Board agreed it could be shared with Jonathan Giles for his advice.

Brad Cassidy suggested that the Board agree in principle that if the Board is spending more than $xx 2 or more quotes be required. This could be included in the IT plan, along with what each year group would be using for, historic info regarding the decision making for future board members.

**ACTION: Beth to compile a document on what each class/year may use the IT equipment for.**

**7.3** **5YA/10PP and PTA property discussion**

 Discussed under item 3.

**7.4** **2021 Review schedule**

 Beth Tootell noted that we ensure we keep on top of the review schedule.

Term 1: Home learning (Staff) and Finance and Property management (Board)

Term 2: Consult about Health Education (scheduled); Reporting to parents (consulted in 2020); Protective disclosures (Boat and staff), Visitors.

**ACTION: Trish Molloy to talk to staff about the Home Learning policy**

**ACTION: Glenys Murphy to review the Home Learning and Finance and Property management**

**ACTION: All Board members to review the two policies for the May meeting.**

**8. Whānau Representative Report**

Liz Bellis summarised her report, key points noted were:

* Liz expressed her thanks to Jon Procter for the tour around key Rangitāne sites, the next step is to work out how to roll it out to the community.
* Whānau hui meeting last week which was about connecting. Looking to plan the annual Matariki event.
* Attended a Kāhui Ako meeting, spoke to a document “Culturally responsive and relational pedagogy”. There is some work for the school to do on this.

Trish thanked Liz for making the staff feel so welcome at the Whānau hui.

**9.** **Staff Representative’s Report**

**School Roll: 144**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rimu 12** | **Manuka 9** | **Pohutakawa 20** | **Rata 23** | **Matai 26** | **Totara 27**  | **Kauri 27** |
| **Y0** |  **3** | **Y0** |  **0** | **Y1** |  **10** | **Y2** | **15** | **Y3** |  **20** | **Y4** |  **13** | **Y5** |  **6** |
| **Y1** |  **9** | **Y1** |  **9** | **Y2** |  **10** | **Y3** | **8** | **Y4** |  **6**  | **Y5** |  **14** | **Y6** |  **21** |
| **Year 0 3**  | **Year 1 28** | **Year 2 25** | **Year 3 28** | **Year 4 19** | **Year 5 20** | **Year 6 21** |
| **Out of zone students: 54 In zone students: 90** |
| **Year 0** 0 | **Year 1** 9 | **Year 2** **12** | **Year 3 11** | **Year 4 7** | **Year 5 8** | **Year 6 7** |

Anticipated new students by December 2021 = 156

|  |  |
| --- | --- |
| New enrolments 2021 | 2022 |
| Term 2 | Term 3 | Term 4 | Term 1 |
| 3 | 5 | 4 | 10 |

 **Trish Molloy MOVED that the Staff Representative’s report be adopted.**

Seconded by: Brad Cassidy

 **ALL AGREED**

**10. Finance Report**

Account Balances as at 31/03/2021:

|  |  |
| --- | --- |
| Cheque 00 A/C | $58,142 |
| School Principals A/C | $ 295 |
| Simple Saver A/C | $33,153 |
| Term Deposit - 0006 | $40,000 |
| Term Deposit - 0008 | $40,000 |
| Term Deposit - 0009 | $30,000 |
| Term Deposit - 0010 | $40,000 |
| Term Deposit - 0011 | $40,000 |
| **Total Bank and Cash Accounts** | **$281,590** |

**Liam McBride MOVED that the Financial Reports for March 2021 be accepted, and all expenditure therein be ratified**

Seconded by: Glenys Murphy

 **ALL AGREED**

Beth questioned when the donation invoices will be sent out.

**ACTION: Liam to follow up with Trevor.**

Glen questioned Government’s voluntary donation policy, which is based around the decile system, which is no longer meant to be in use.

**11. Board Training**

No upcoming events
Online training available here <https://www.nzstaknowledgehub.org.nz/copy-of-home>

Term 2 training focuses on finance.

**12. Correspondence**

 INWARDS:

 March 2021 STA News issue 306

 Education Gazette tukutuku korero 22 March 2021 Vol 100 No 3

 Education Gazette tukutuku korero 12 March 2021 Vol 100 No 4

 **Brad Cassidy MOVED that the inwards correspondence be received** Seconded by: Liam McBride

 **ALL AGREED**

**13. Next Meeting**

 The next meeting is on 11 May 2021

2021 meeting dates:

8 June

13 July

10 August

14 September

12 October

9 November

7 or 14 December

**14. Late Items**

 There were no late items.

Meeting closed at 7.50pm

**School Board Hours Summary:** Recorded on spreadsheet in Dropbox.