**Minutes of Turitea School Board**

**Meeting held on 10 August 2021**

**6.00pm at Turitea School**

***Meeting opened at 6p***

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

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

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

**1. Apologies:** Trish Molloy

**2. Ngā mihi**

Beth Tootell led the Board through Karakia Tuwhera to open the meeting.

Beth Tootell acknowledged Glenys’s resignation, and her 20 years’ service to Turitea School. This was discussed in a later agenda item.

**3. Minutes of Previous Meetings**

**Meeting held 8 June 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: Glenys Murphy

**ALL AGREED**

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

Refer to the Action Register.

**5. Principal’s Report:**

Glenys Murphy spoke to her report, highlighting the following:

* Kāhui Ako are looking for two new leaders; expressions of interest close tomorrow.
* She had me met with Chris Lai from the City Council regarding speed limits outside the school. The are looking at a 60km speed limit, but it has to be budgeted and approved so will not happen in the near future.
* Parking and potholes:

Brad Cassidy commented he had followed up on his email to the Council from 2020 regarding the potholes and parking. Glenys noted that Peter Butler had filled in a couple of potholes as had Fulton Hogan. Glenys had pointed out other potholes that needed filling, to the contractors who indicated they would fill them later. Glen Kerr had also contacted the Council who indicated the parking was not on the 5-year plan. Discussed looking into the school carrying out the work on the drain to improve the parking across the road.

**ACTION: Glen Kerr to talk to Hamish Doohan from Massey farms regarding the ditch and farm land opposite**

**the school and the possibility of turning it into parking.**

* Structured Literacy programme assessments - Glenys noted there have been fantastic improvements between the two assessments carried out in February and August this year. Some fabulous gains have been made. This has been a big change in the teaching methods being used. Glenys thanked the Board for the funding that has been invested in this. Glenys advised that the reporting methods will need to be adjusted to reflect the new literacy programme.

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

**ALL** **AGREED**

**6. General Business:**

**6.1** **Staffing: Office and Teaching and Principal**

Three resignations have been received, Paula Cutts (year 1-2 teacher), Belinda Bagley (office administration and teacher aide), and Glenys Murphy (Principal).

Karen Walker - letter received 16 July, requesting to alter her contract to 3 days per week (0.6 FTE) for personal and health reasons, commencing Term 1, 2022.

The Board discussed the request, Glenys noted a 0.8 / 0.2 jobshare is currently working well in Manuka. The Board is concerned that in 2022 a new Principal, teacher and Board will commence at the school.

**ACTION: Beth Tootell to meet with Karen Walker to discuss the request further.**

Paula Cutts - letter received 2 August giving notice to finish on Friday 10th September. It was noted that Paula has taught at Turitea school for 13 years. An advertisement was placed in the Gazette on the weekend to fill the position for the rest of 2021; applications close in 2 weeks. The advert for the permanent role in 2022 is yet to be placed.

Formal farewell/celebration to be organised for 2.15pm Thursday 9th September. Glenys to confirm the date with the teachers and liaise with Hamish Ruawai for Paula’s welcome powhiri to PNINS.

**Beth Tootell moved that $200 be spent on a leaving gift for Paula Cutts and that the Board cover the catering costs for her farewell function.**

Seconded by: Brad Cassidy

All agreed

CARRIED

**Beth Tootell moved that the resignation from Paula Cutts be accepted** Seconded by: Brad Cassidy

All agreed

CARRIED

Belinda Bagley - finished her role in the office and as a teacher aide at the end of term 2. Glenys and Beth met with Julie to discuss the role and replacement options. Beth indicated that the teacher aide hours need to be replaced, but a decision is yet to be made regarding the office role.

**ACTION: Beth Tootell to meet with Julie to discuss the impact on her workload if the replacement decision**

**is held off until the new Principal commences, and to determine what support she needs from the Board.**

**ACTION: Beth Tootell will contact Belinda Bagley to pass on a gift and a card from the Board.**

Glenys Murphy – has tendered her resignation to finish in early 2022.

The Board discussed options for farewell celebrations. Glenys to look at her diary for suitable dates.

It was agreed that there would be an event at the school for the children and community, and a dinner for Board and staff at a restaurant, or similar.

The Board discussed recruitment options and agreed to appoint an external advisor to assist the Board with the process.

**Beth Tootell moved that the resignation from Glenys Murphy be accepted**

Seconded by: Liam McBride

All agreed

CARRIED

**Beth Tootell moved that the Board hire an external consultant to assist with the process of appointing a replacement principal**.

Seconded by: Brad Cassidy

All agreed

CARRIED

**ACTION: Beth Tootell and Brad Cassidy to write a letter from the Board, hardcopy and email to be sent**

**to parents advising them of Glenys’s resignation. This needs to be done by the end of this week.**

**ACTION: Glenys Murphy to introduce Beth Tootell to Shona Oliver via email to discuss the appointment**

**process.**

**6.2 Property updates**

Glenys Murphy noted that the renovations in Rimu and Manuka area has revealed a crack in the ceiling of the administration area, caused by previous water damage. The Board agreed that Glenys should seek a quote from the current contractors to paint and carpet the administration area.

**6.3** **Technology: Update on Teacher consultation, and web updates**

Board agreed this needs to be up and running before the new principal starts. New iPads and laptops were delivered last week, they will be set up at the school over the next few weeks. The next set of 14 iPads and 2 laptops should be ordered in November for delivery in 2022.

Jonathan Giles has offered to mock up the new website; the Board is happy with this arrangement.

**Beth Tootell moved that Jonathon Giles have the authority to make decisions in regard to setting up the new school website including content, the provider, site host etc.**

Seconded by Brad Cassidy

All agreed

Carried

**ACTION: Beth Tootell to advise Jonathon Giles he can proceed with a mock-up of the website; Glenys to liaise**

**with Jonathan.**

**ACTION: Trish Molloy to talk to staff about the technology policy** (this is a previous action point)

**6.4** **Reporting: Update from policy review**

Beth Tootell noted that the NAGS state that written reports in place English are required twice each year. Glenys Murphy advised an application had been made to the MOE for funding for PLD for Formative Assessment; a survey had been sent out to parents to support the application and 26 responses had been received. The use of Seesaw has been discussed, and Glenys has consulted with a school that uses Seesaw for everything including some reporting. There was a discussion at the staff meeting last week, and the teachers indicated that they would not have time to write reports this term as they are so busy. They would rather offer up face to face meetings. Beth Tootell expressed concern that this would mean the school won’t be legally compliant, Glenys questioned if there will be any implications if two reports were not completed this year, noting that the reporting review is looking at the reporting, moderation, what system to use, how to place kids on the curriculum levels, and investigating the best way to report.

The Board was not comfortable with the reporting being dropped and discussed alternatives. It was agreed that teachers should provide a snapshot of each child’s learning by the end of term 3 in place of a full report, and the reasons for this should be communicated. The Board discussed releasing Stacey McKenzie for an afternoon to explore Seesaw options and assist other teachers with completing the reports.

**ACTION: by end of week 9 term 3, teachers to complete plain English reporting, which can be relatively brief in terms of comments, and it will be a snapshot of progress at the end of term 2. Teachers may need to be provided release time to complete this.**

**ACTION: Note for 2022 that reporting is addressed earlier in the year as it is a legal requirement.**

**6.5** **School Docs: reviews assigned for term 3**

Beth Tootell noted this is deferred.

**6.6** **Board Election 2022**

Beth Tootell noted that the Board election for 2022 must be held between 2-20 May 2022.

**6.7** **July Roll Return**

The July roll return was tabled.

Glenys Murphy summarised the enrolment statistics and recommended that out of zone students not be accepted for 2022.

**Beth Tootell MOVED that only in-zone students be accepted for 2022.**

Seconded by Anna Stephenson

All agreed

CARRIED

**6.8** **Audit review**

**Beth Tootell moved that the 2020 Audit report be accepted.**

Seconded by Liam McBride

1 abstained

CARRIED

**7.** **Staff Representative’s Report**

**School Roll: 154**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Rimu 11** | | **Manuka 17** | | **Pohutakawa 20** | | **Rata 23** | | **Matai 27** | | **Totara 28** | | **Kauri 28** | |
| **Y0** | **10** | **Y1** | **19** | **Y1** | **10** | **Y2** | **15** | **Y3** | **21** | **Y4** | **14** | **Y5** | **6** |
| **Y1** | **1** |  |  | **Y2** | **10** | **Y3** | **8** | **Y4** | **6** | **Y5** | **14** | **Y6** | **22** |
| **Year 0 10** | | **Year 1 28** | | **Year 2 25** | | **Year 3 29** | | **Year 4 20** | | **Year 5 20** | | **Year 6 22** | |
| **Out of zone students: 55 In zone students: 99** | | | | | | | | | | | | | |
| **Year 0** 2 | | **Year 1** 9 | | **Year 2** **12** | | **Year 3 11** | | **Year 4 7** | | **Year 5 8** | | **Year 6 7** | |

Anticipated new students by December 2021 = 161

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

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

Seconded by Liam

**ALL AGREED**

**8. Whānau Representative Report**

The Board acknowledged the fabulous Matariki celebration that was held. Liz Bellis advised she has uploaded her report to Dropbox.

**9. Finance Report**

Account Balances as at 31/07/2021:

|  |  |
| --- | --- |
| Cheque 00 A/C | $334,241 |
| School Principals A/C | $ 295 |
| Simple Saver A/C | $41,541 |
| Term Deposit - 0006 | $40,000 |
| Term Deposit - 0008 | $40,000 |
| Term Deposit - 0009 | $40,000 |
| Term Deposit - 0010 | $40,000 |
| Term Deposit - 0011 | $40,000 |
| **Total Bank and Cash Accounts** | **$576,077** |

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

Seconded by: Glen Kerr

**ALL AGREED**

**10. Board Training**

NZSTA Te Tiriti training is on 18th August, Liz Bellis highly recommended this training. A follow up session will be held soon, on implementation. All materials are available online.

**11. Correspondence**

INWARDS:

Education Gazette tukutuku korero 14 June 2021 Vol 100 No 7

Education Gazette tukutuku korero 05 July 2021 Vol 100 No 8

Education Gazette tukutuku korero 26 July 2021 Vol 100 No 9

NZSTA April 2021 Issue 307

NZSTA May 2021 Issue 308

NZSTA June 2021 Issue 309

Brad noted he will request that that paper copies are not sent, just the online link.

Notifications:

Karen Walker - request to move to reduce hours dated 16 July 2021

Paula Cutts - notice of resignation dated 02 August 2021

Glenys Murphy - notice of resignation dated 05 August 2021

**Brad Cassidy MOVED that the inwards correspondence be received** Seconded by: Trish Molloy

**ALL AGREED**

**ACTION: Glen Kerr to write a note for the next newsletter regarding Board election in 2022 and invite interested parents to attend an upcoming meeting.**

**12. Next Meeting**

The next meeting is on 14th September at 6pm.

2021 meeting dates:

12 October

9 November

7 or 14 December

**13. Late Items**

There were no late items.

Meeting closed at 8.58pm

**BoT Hours Summary:** Recorded on spreadsheet in Dropbox.