**Minutes of Turitea School Board**

**Meeting held on 11 May 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)

**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. Minutes of Previous Meetings**

**3.1 Meeting held 14 April 2021**

Taken as read by: Beth Tootell Seconded by: Liam McBride

 **ALL AGREED**

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

Seconded by: Anna Stephenson

 **ALL AGREED**

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

Refer to the Action Register. Beth Tootell reminded Board members to update any actions assigned to them on the Action Register.

**5. Principal’s Report:**

 Glenys Murphy spoke to her report highlighting the following:

* Visit from RTLB, four Request for Service applications have been submitted
* SEMCO collected data from the Fitzherbert cluster at the end of 2020 which has now been analysed. Kids with anxiety, behaviour, and poor speech were the top issues. Hayley is seeking funding to train teacher aides around oral language.

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

 **ALL** **AGREED**

**Literacy report**

Paula Cutts provided a report on the literacy progress being made in Pohutukawa so far this year and provided copies of the anonymised assessment sheets.

Trish Molloy verbally reported on the progress in Kauri; she has a core group that she is building up using The Code. Senior students are underlining/identifying spelling errors in their own work. There are wide ranging needs in her class so it can be a juggle.

Glenys Murphy also circulated a report that Stacey McKenzie provided on progress made in Totara.

Beth Tootell raised a question about how the teachers are going to communicate the new literacy approach to the families of children in the middle-years, in the upcoming parent-teacher interviews. Glenys noted that staff have a lot of assessment information to share with parents, and Liz Kane will hold a session at some point with parents that will clarify.

Anna Stephenson questioned if PAT tests and running records were still being used; Trish Molloy indicated she keeps running records and would carry out PAT tests at the end of the year; this is to ensure there aren’t any gaps in their learning. Trish noted the PAT tests need to be updated as they are outdated; Anna indicated that this is underway.

**6. General Business:**

**6.1** **Zoning Review**

Beth Tootell has received a request from the MOE to meet with Darren Leaf, Education Advisor, to discuss the Turitea Enrolment Review for 2021. Beth believes this is may be a new requirement under the Education and Training Act and replaces the Zoning report that the school normally returns by the end of April each year.

The meeting is scheduled for July; Beth and Glenys will report back to the Board.

**6.2 Overseas travel (personal) guideline**

Beth Tootell noted that there will be impacts if staff travel overseas for personal reasons and are unable to return as scheduled and suggested it might be timely to communicate with staff what the consequences are if this happens. She had provided a draft guideline based on Massey University’s policy and felt it would serve as a gentle reminder.

Glenys Murphy indicated that if this situation occurred, she would have to find a reliever; whilst she can approve discretionary leave which comes of out the FinOps budget, the cost of the relievers would come out of the banked staffing budget. Glenys noted that the cost of the reliever is nearly double most teachers’ salary.

Beth Tootell added to the guidelines that exceptional individual cases could be considered.

**6.3** **School Docs Review updates**

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

Beth Tootell commented about the timing of Reporting to parents and wasn’t sure if the timing matched our actual reporting times.

Home Learning – Glenys and Trish had discussed this with staff and felt that the NAG covered everything but that the timing of the notices to parents regarding home learning should be amended as teachers send newsletters home each term rather than at the beginning of the year.

Finance and Property - Liam had reviewed the NAG and felt that everything was up to date. Glenys noted the wording in the NAG around donations was very good and could be used for the Newsletter. Glenys has signs in her office for “No Smoking and No Vaping” to put up.

Term 2: Consult about Health Education (scheduled); Reporting to parents (consulted in 2020); Protective disclosures (Board and staff), Visitors. Beth will add to the June Agenda for discussion.

**6.4** **Annual Report to MOE – Schedule adoption**

Beth Tootell noted that this report is due to the MOE in June, and each year it seems to be carried out quite late. It was noted that this is because the report comes back from the Auditors late. Beth advised the Board that when the report arrives, she will email the Board to review it and would appreciate a quick response.

**6.5 Property Update – including Asbestos Management Plan**

Beth Tootell advised that Glenys and Beth met with Martin from the MOE on Monday. Signed papers have come through, and the work is due to start imminently. It was noted that an Asbestos Management Plan is required; a copy of the MOE’s template plan is in Dropbox. Glenys advised that a survey of the buildings (roofing, electrical and asbestos) was carried out with the last building works; she will ask James for a copy of the report.

**ACTION:** Beth Tootell to update the asbestos plan; Glenys Murphy to then review it.

**6.6 IT Update**

 Beth Tootell has sent the form to Inspire. Talked to Jonathan about surveying the community.

Glenys noted that office staff are sending an update to parents shortly which will ask how they want to receive the school newsletter, and request feedback about what technology they would like to see at the school.

A number of IT documents have been uploaded to Dropbox, including a draft Technology Plan that Liam McBride has written, a Digital Technologies Strategic Document drafted by Beth Tootell, and an email and quote from YORB.

**ACTION**: Glen Kerr to review the Digital Technologies Strategic Document

The Board again discussed the pros and cons of leasing vs purchasing the new computing equipment for the classes. Glen noted that as long as an annual purchasing plan was developed and kept to, purchasing was the better option as the equipment would last at least 4 years which spreads out the purchasing cost, but leasing covered the cost over 3 years.

Glenys noted that in the school holidays James conducted an audit of the existing IT equipment, but she has not received that report.

**Glen Kerr MOVED the Board approve a 4-year plan that at the beginning of each financial year**

**the school purchase 14 iPads, and covers, and 2 Chromebooks**

Seconded by: Beth Tootell

 **ALL** **AGREED**

A quote has been received from YORB to decommission the on-site server and replace with a Cloud setup. Glenys has forwarded the quote and email to Jonathan for his guidance around if the quote is reasonable.

**ACTION:** Liam McBride to investigate if old equipment can be sold off at the end of its life cycle as a

fundraising opportunity.

**ACTION:** Glen Kerr to investigate prices from Warehouse Stationery, as the school is registered for Biz Rewards.

**6.7 School T-shirts**

Glenys Murphy raised that the school has run out of some sizes of t-shirts. Whilst there are too many size 12s, the school is short on 25x size 6s, and 10x size 8s, and around 5x size 4s are needed for smaller new entrant children. The cost to order these will be around $1400.

**ACTION:** Anna Stephenson to seek an updated quote for the cost of the t-shirts and distribute by email.

**Beth Tootell MOVED that the Board approve the purchase of 40 t-shirts in the sizes required.**

Seconded by: Glenys Murphy

 **ALL** **AGREED**

It was suggested that the school community be given the opportunity to order/purchase a school t-shirt.

**7. Whānau Representative Report**

Liz Bellis summarised her report, key points noted were:

* A very quiet month, with a lot building up.
	+ Liz has been providing support to Stacey McKenzie regarding the establishment of Rōpu Kapa Haka o Turitea.
* Matariki planning is underway, will look at dates with Glenys after the meeting.
* Brad and Liz to work through the Hautū Consultation / Mana Enhancing Agreement.
* Whānau hui planning continues.

**8.** **Staff Representative’s Report**

**School Roll: 147**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rimu 14** | **Manuka 9** | **Pohutakawa 20** | **Rata 23** | **Matai 27** | **Totara 27**  | **Kauri 27** |
| **Y0** |  **5** | **Y0** |  **0** | **Y1** |  **10** | **Y2** | **15** | **Y3** |  **21** | **Y4** |  **13** | **Y5** |  **6** |
| **Y1** |  **9** | **Y1** |  **9** | **Y2** |  **10** | **Y3** | **8** | **Y4** |  **6**  | **Y5** |  **14** | **Y6** |  **21** |
| **Year 0 5** | **Year 1 28** | **Year 2 25** | **Year 3 29** | **Year 4 19** | **Year 5 20** | **Year 6 21** |
| **Out of zone students: 55 In zone students: 92** |
| **Year 0** 1 | **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 |
| 1 | 5 | 4 | 10 |

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

Seconded by: Glenys Murphy

 **ALL AGREED**

**9. Finance Report**

 Liam noted:

* We are on track compared to this time last year.
* Invoices were sent two weeks ago for Voluntary donations and Stationery; around 1/3 has already been paid.
* Energy costs have increased significantly (power and water)

Account Balances as at 30/04/2021:

|  |  |
| --- | --- |
| Cheque 00 A/C | $64,062 |
| School Principals A/C | $ 295 |
| Simple Saver A/C | $40,049 |
| 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** | **$294,406** |

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

Seconded by: Brad Cassidy

 **ALL AGREED**

**10. Board Training**

Upcoming Workshop:

Giving Effect to Te Tiriti o Waitangi: School Board Responsibilities as a Crown Entity: Part 1 Tikanga

Beth Tootell noted she has added a message regarding this upcoming workshop to Dropbox; she has registered to attend and encouraged Board members also to attend. It is scheduled to be held from 6-8pm on 21st June.

Online training available here <https://www.nzstaknowledgehub.org.nz/copy-of-home>

Term 2 training focuses on finance.

**11. Correspondence**

 INWARDS:

 Education Gazette tukutuku korero 03 May 2021 Vol 100 No 5

Ministry Bulletin for School Leaders – bulletin 2 (Consulting on speed limits around schools)

Beth Tootell added this to Dropbox, there is a link that can be shared with the school community.

**ACTION:** Liz Bellis to share this bulletin in the Board update for next week’s Newsletter.

OUTWARDS:

 5 May 2021 Letter of response to Mr Mike Jacques regarding Honours Board

**Brad Cassidy MOVED that the inwards correspondence be received**

Seconded by: Liam McBride

 **ALL AGREED**

**12. Next Meeting**

 The next meeting is on 8 June 2021.

2021 meeting dates:

13 July

10 August

14 September

12 October

9 November

7 or 14 December

**14. Late Items**

Bark

Glen Kerr noted that he is waiting on bark to be delivered to the bottom playground; he has reduced the order to 2 truckloads as this will be sufficient, but the existing bark is to be scraped out with a small digger first. Hayden has indicated he is happy for the digger and the delivery truck to drive across the field. Glen will remind Hayden that we want it done before the weather deteriorates. Will arrange a working bee to spread the new bark.

Meeting closed at 8.27pm

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