

# CONFIRMED MINUTES

## 2023 BOT MEETING #4



At the **2023 BOT Meeting #5** on **9 Aug 2023** these minutes were **confirmed with the following changes:**

*L Parry Sabbatical letter dated 18 July 2023.*

<b>Name:</b>	Silverstream School
<b>Date:</b>	Wednesday, 19 July 2023
<b>Time:</b>	6:10 pm to 9:05 pm (NZST)
<b>Location:</b>	Silverstream School, 27 Whitemans Road, Silverstream, Upper Hutt
<b>Board Members:</b>	Anthony Tebbutt (Chair), Lorraine Taylor, Richard Adams, Clint Craig, Alistair Mitchell, Tory Slee, Erin Edmonds
<b>Attendees:</b>	Nicola Bonsey, Corey White, Louise Waiariki
<b>Apologies:</b>	Sarah Toner

### 1. Opening Meeting

#### 1.1 Welcome/Apologies

#### 1.2 Opening Karakia

#### 1.3 Confirm Minutes

**2023 BOT Meeting #3 17 May 2023**, the minutes were confirmed as presented.

#### 1.4 Conflicts of Interest

### 2. Management Reports

#### 2.1 Action Item List

Due Date	Action Title	Owner
14 Jun 2023	Report on Additional Needs Funding <b>Status:</b> Completed on 7 Jun 2023	Lorraine Taylor

#### 2.2 Principal Report and NELP's

The Principal (LT) took the BoT through her report:

##### Roll-

- Current roll as at 19 July 2023 is 494.
- The roll at the end of 2023 will be approx 515.

##### Misc-

- David Seymour MP visited the school and Winston Peters will be visiting in the future. Education has become once again a political 'hot potato' and it is important the school is able to add it's view to the discussion.

#### **Automatic Door Update-**

- UHCC have decided the automatic doors in the administration block do not meet the building WoF. Argest disagree.
- There was a meeting with UHCC, Argest (MoE Building Compliance Contractors), Architect, Project Manager, Principal (LT) and Caretaker (DW).
- The outcome of the meeting was that the BoT was not liable should anything go wrong. This is a technical disagreement with the UHCC Building Inspector and Argest (MoE Contractor). We are awaiting an update after their last visit.
- Argest has engaged an independent contractor to come and inspect the doors and provide a report to all parties.

#### **Mid-Year Data-**

- The mid year data will be available at the next BoT meeting.
- Personal Education Plans (PEP's) take place next week for all parents to meet with teachers and update their child's plan.
- PaCT data in reading, writing and mathematics also goes home to parents next week.

#### **Reflective Practice Goals-**

- All teaching staff have completed their reflective practice goals.
- An overview of the goals was presented to the BoT.
- A majority of staff have indicated Tikanga Māori as an area of professional development. There is a planned teacher only day in February 2024 at Korauui Marae to add skills to the teachers. This is a 2 day course with Takawai and Chris Murphy called Te Pumaomao - Building Nationhood.
- All other areas indicated as next steps for teachers are easy to address over the rest of this year.

#### **Curriculum Refresh-**

- School entry kete is still in draft with MoE. This is the early years and blending the curriculum from ECE to school. The school has been unpacking this with the leadership team in advance of it's release.
- Curriculum refresh will look at lifting standards in mathematics. Expectations for mathematics achievement will be much higher next year from MoE.
- A lot of work has been done by Silverstream School in the past two years which puts the school in a good place to meet those new expectations
- Progress and Consistency Tool (PaCT) in reading, writing and mathematics will be going out with the PEP's next week.
- There was discussion on PEP's around teacher judgement versus formal testing:
  - One day testing and amalgamation of everyday work and testing with all data and evidence together will produce differing reports.
  - A discussion on classrooms where there is more than one teacher (ie job share)
    - This raised the importance of the relationships between the teachers working together and their understanding of the progress of each of the children in their shared class.
    - Communication between the two teachers adds a robustness to the reporting for parents as there are two sets of eyes on the children's progress which is a good thing.

### **Attendance-**

- School attendance is really good. Term 2 attendance report just been submitted to MoE
- The trends from Silverstream School compared to other schools are that our students have significantly higher rates of attendance than the average across NZ.
- Only 3 children do not attend well and all have been followed up

### **Personnel / Staff Reporting-**

- Based on the report provided to the BoT, the Presiding Member mentioned that there was a bit of staff turnover.
- The Principal advised that the report reflected the trend in New Zealand (NZ) at present:
  - Silverstream School was in a good position at compared to most. Other schools were struggling to retain staff and Silverstream School still has a great teacher in every class.
  - A lot of teachers are moving to Australia as it was now easier to do.
  - It is a difficult question to answer for Silverstream School as there was no real leaving trend, there was a lot of different reasons for leaving Silverstream School.
  - There needs to be flexibility to support staff and teachers with their roles but the organisation's needs must come first as we serve first and foremost the needs of the whanau and students.
  - Silverstream School teachers come to work to teach and are very focussed on what is important.
- The Principal reiterated that Silverstream School has an amazing team:
  - They work well as a team, are building a high level of expertise and are doing a great job.
  - Any Silverstream School staff member would be snapped up by any other school due to their skills.
  - The leadership team are supporting staff by ensuring that they are not overloaded and scale back their workload so they don't burn out.
  - Silverstream School has an increasingly culturally diverse staff and this needs to continue to reflect the diversity of community we serve.

### **Release Time-**

- The new Collective Agreement provides for more teacher release time from 2024 and into 2025.
  - The school currently struggles to cover the release time it currently has allocated and next year will be even more of a struggle.
  - There is an extra 15 hours allocation from next year.
  - It was discussed that a specialist could be employed to cover this release time. This could be PE, Music, Te Reo and anything that would be beneficial for the children.
  - MoE pays for release time and it will be finding the right person.
- Board Member (RA) mentioned that the specialist should be focused on delivery and what does the school need from the BoT. There was discussion on:
  - What is the BoT priority?
  - What would the community most value?
  - The school needs to attract the right person now with the right area of capability.
  - What skills and attributes does Silverstream School want the students to leave with?

- Robotics, Coding
- Te reo is emerging as a growing need within society today and is a big push nationwide.
- Being equipped with life skills such as finances are also important.
- This should be something independent not an extension of a subject currently taught.
- Next meeting to provide priority list of subjects.
- The Principal to run past the staff (week 3) for their thoughts at staff hui.

### **Additional Needs Funding-**

- The BoT was updated on the additional needs funding and discussed the way forward. The BoT will support the school in any way it can in this area.
- English Speakers of Other Languages (ESOL). There has been a significant increase in children from overseas with one cultural/ethnic group from 20 to 40 children in two years.
- Silverstream School also provides reading recovery currently.
- The BoT was briefed on how teacher aides support children within the school, funding and what this will look like in the future. Board members RA and AM along with the DP will get together to discuss teacher aide policy further.



### **Extra Teacher - Release Time**

- Release time teacher:
  - Subject
  - Person
  - Skills
- Staff thoughts
- School Priority

**Due Date:** 9 Aug 2023  
**Owner:** Lorraine Taylor

## **2.3 Policy Reviews**

### **EOTC Guidelines-**

- The review was conducted with a member of the previous BoT.
- It was advised that the loop between the conduct of the activity and post activity review/evaluation needs to be closed.
- There was discussion on the format of the documentation and a reminder that once approved it needs to be followed, including any follow up.
- As part of the new activity is a review of the old RAMS form.
- The Principal is to look at the RAMS form and present it at the next BoT meeting in August.



### **RAMS Form Review**

Review the RAMS form and provide a copy back to the BoT for the next meeting.

**Due Date:** 9 Aug 2023  
**Owner:** Lorraine Taylor

## 2.4 Finance Report

The BoT reviewed the May financial report.

### Accountant-

- The Principal and Donna Upchurch from Chapman Upchurch had an annual meeting
- The accountant advised to review the account with ASB to see if there are more effective term deposit options.
- The cash reserve can be misleading as every quarter payment makes the account look like the school has a lot of money to utilise, however this is for a three month cycle to pay the school bills and wages for non teachers.
- The accountant advised that the school account is operating well with more than sufficient cash reserves.
- The ASB school banking advisor met with us.
- There are no new products available to the school for the account and term deposits are the only product for the school to use to hold money for use in the future.
- An audit was conducted on the school i-pads. A lot will need to be written off as they are over 11 years old and can't be updated anymore.
  - Current only Year 5 and 6 students use devices for classwork.
  - All classes have been allocated a few devices so that the students can share, take pictures and use goggle.

### July Budget Review-

- The revised budget will be presented at the next BoT meeting in August.



### Revised Budget

Present the revised budget for review and approval.

**Due Date:** 9 Aug 2023

**Owner:** Lorraine Taylor

## 2.5 ERO Report

The BoT reviewed Silverstream School ERO report. The report is quite generic however the Presiding Member did advise that what was not contained in the ERO report was that he was informed by the reviewer that Silverstream School is in a really good position and the report does not reflect the quality that ERO felt was happening across the school. The Presiding Member praised the report and this reiterated the great work by the staff that has been happening at the school over the past few years.

Well done from the BoT.

## 3. Other Business

### 3.1 Health and Safety

#### Fire Evacuation Plan-

The Deputy Principal briefed the BoT about the Fire Evacuation Plan:

- FENZ were sent the Fire Safety Plan and it was returned to make changes.
- The plan was resubmitted with the required changes. It was again declined.
- The last Fire Safety Plan was from 1996 and updated in 2022.

- The DP to work on the review and re-submitting.
- The school had a fire drill at the end of last term and all areas were checked off in 5 mins.

### Lockdown Procedures-

- The BoT Presiding Member queried if the school was to have a lockdown drill.
- The school has accessed guidance through the MoE on lockdown drills and drill are to be conducted with the adults only.



### Lockdown Procedures

The Principal to look at the Lockdown Procedures.

**Due Date:** 9 Aug 2023  
**Owner:** Lorraine Taylor

## 3.2 Property

The 10 Year Property Plan has been signed.

The Pool License to Occupy to be reviewed at the next meeting. All documentation is with the BoT Property Member (AM) and the Presiding Member (AT). To be presented at the next meeting.



### Pool License to Occupy

Review and present the Pool License to Occupy documentation.

**Due Date:** 9 Aug 2023  
**Owner:** Alistair Mitchell

## 3.3 Fundraising Team

The Fundraising Team was acknowledged by the Principal and the BoT for the good work they are doing.

## 3.4 Inwards Correspondence

Angela James resignation was noted by the BoT.

The BoT has received 3 letters requesting Primary School Sabbaticals - A. Topp, L. Parry, L. Taylor.

The Principal briefed the BoT on guidelines for Sabbaticals-

- Overview of Sabbatical guidelines:
  - The Teacher has to have completed 5 years service.
  - The BoT and the Principal need to support the request.
  - Teach NZ and the school and the BoT must receive reports at the end of the sabbatical.
  - The teacher is backfilled for the period of the sabbatical. The teacher generally returns refreshed and having new knowledge and skills.
  - Is 10 weeks paid leave to undertake professional learning, reflection, rejuvenation.

Sabbatical letter outcomes-

- L. Parry - supported by the BoT for Term 2/3.
- A Topp - supported by the BoT for Term 3 2024, subject to the Principal discussing project with the teacher.
- L. Taylor - To be discussed In -Committee.

## Principals Appraisal-

- The Principal was happy for her appraisal report to be discussed out of In-Committee and that the teacher representative / non BoT members remain.
- The Presiding Member praised the report:
  - He said it highlighted that the school is tracking well and in the right direction.
  - It shows that 95% of the staff are on board with the changes.
- The Principal advised that everyone was given the opportunity to comment for the report.
- There was discussion between the BoT and the Principal in reference to the next appraisal being conducted by someone with a different lens.
  - Organisational leadership rather than teacher based.
- The report had questions that took a look forward and what staff wanted the Principal to do more of.
- Well done from the BoT.

## 3.5 Communications

### School Donations - A reminder to parents

Call for expressions of interest (EOI) as a BoT member to go out in the newsletter:

- The current Presiding member will be leaving the BoT at the end of this year.
- What range of skills is the BoT looking for? property, cultural diversity on the board.
- Include what the 3 strategic goals are of Silverstream School.
- There is still 1 vacancy on the BoT.
- Invite interested people to attend a BoT meeting prior to making their decision.
- Closing date 14th August 2023



### School Donation Update

Further communications to the Community in regards to school donations and the MoE donation scheme.

**Due Date:** 3 Aug 2023  
**Owner:** Lorraine Taylor



### Expressions of Interest - BoT Application

Send out communications to the school community for expressions of interest (EOI) for the BoT.

- Request EOI for the BoT to submit a letter to the Presiding Member, include the following information:
  - What can you offer the BoT?
  - Why you want to be on the BoT?
  - Include in advert, the 3 strategic goals of the school.

**Due Date:** 3 Aug 2023  
**Owner:** Lorraine Taylor

### 3.6 General Business

There was no further general business for this meeting.

### 3.7 In Committee

### 3.8 Closing Karakia

## 4. Close Meeting

### 4.1 Close the meeting

**Next meeting:** 2023 BOT Meeting #5 - 9 Aug 2023, 6:37 pm

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

6/9/23