

# CONFIRMED MINUTES



## BOT MEETING #1 - 31 JANUARY 2022 (VIA ZOOM)

At the **BOT Meeting #2 21 February 2022** on **21 Feb 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Silverstream School
<b>Date:</b>	Monday, 31 January 2022
<b>Time:</b>	6:30 pm to 7:40 pm
<b>Location:</b>	Silverstream School, 1 Whitemans Road, Silverstream, Upper Hutt
<b>Board Members:</b>	Anthony Tebbutt (Chair), Lorraine Taylor, Alistair Mitchell, Clint Craig, Charles Barker, Erin Edmonds, Jane Derbyshire, Sarah Toner
<b>Attendees:</b>	Corey White, Louise Waiariki, Nicola Bonsey
<b>Apologies:</b>	BTSR Audit

### 1. Opening Meeting

#### 1.1 Welcome/Apologies

The Chair welcomed everyone to the zoom meeting.

#### 1.2 Opening Karakia

#### 1.3 Confirm Minutes

**Board Of Trustees Meeting #8 13 December 2021 13 Dec 2021**, the minutes were confirmed with the following changes:

*Page 2*

*Addition of Room 15 is worst than Room 1 and a higher priority for a refresh.*

*Change Learning Hub request will be built into the future budgets to read Learning Hub request will be considered in the future along with other other school requirements.*

*Action List - Submission to UHCC re Change to Residential Zoning.*

*Change hours to houses.*

Page 2 worst should read **worse**

## 1.4 Conflicts of Interest

Nil conflict of interests raised.

## 1.5 Action Item List

Due Date	Action Title	Owner
31 Aug 2021	Submission to UHCC re change in Residential Zoning Status: On Hold	Jane Derbyshire

## 2. Management Reports

### 2.1 Principal Report and NAG's

#### NAG 1: Curriculum, Teaching and Learning

- Professional Learning will remain as face to face less Sharp Reading (week 5) will be moved to zoom.
- The Board discussed whether face to face PL could be delivered in other ways and whether it was in school time or after hours.
- There is a variety of in school time, Teacher Only Days and Class visits. If PL was postponed there would be no Professional Development this year to the detriment of the teaching staff.
- There was no breach of MOE guidelines with regards to mask wearing, distancing and limiting of visitors to school.
- There could possibly be a split of teams or working outside so that risk was further minimised. A close contact was considered within the 1.5 metres for 2 hours.

#### NAG 2 - Self Review:

- Mask Wearing Policy - The Ministry guidelines has almost written the policy for the School.
- Phone Policy - move for discussion at next meeting as considered less urgent than other policies.

#### EOTC Review:

- Move to February meeting.

#### Communications Plan:

- Communications plan drafted for release to the Community by a variety of means.
- Chris Miller has put in his resignation. The position was advertised with 29 applicants as at today (27 from South Africa and 2 beginning teachers). It is unlikely that any of the SA applicants will obtain a visa in time for the Term 2 start date. The team has good experience to coach beginning teachers should one of the applicants be successful.

#### NAG 4 - Finance:

- Lorraine and Louise currently working on end of year audit.
- Requested assistance from Sarah to look over information requested for Accountants.
- Banking staffing - currently \$80k under-spent. Any reliever will be placed under the banking staffing scheme to reduce this amount. To be used by 1 Apr 22.

#### NAG 5: Health and Safety

- Planning for impact of COVID on staffing.
- Hoping that the classes will not need to be split with sick teachers. There will be a cautious approach to this action. The best decision made on the day.

- There may be some hard days where some of the Leadership Team may need to be in classrooms.

#### Hall Refit:

- Chris Routhan doing an amazing job.
- The stage is removed, on time and on budget.
- Due to be completed before end of Term 1.

#### Room 16:

- Ongoing issues with regards to finish date. Fencing still in place.
- There has been communication between the Project Manager and Principal in regards to works that need to be completed. Completion date advised at 2 weeks (ongoing).
  - Spouting finished
  - Asphalt replaced due to being incorrect height to the steps.
- Once completed concerns will be raised with the MOE procurement team in regards to Tracer performance towards the end of the project.
  - Tracer were good at the outset, with Rooms 4 & 5 and external part went well.
  - MOE should hold information in regards to their performance.
  - School to ensure a list of issues/ faults / complaints is completed within the 12 months.

#### Strategic Plan

The Board was updated on Silverstream Schools Strategic Plan

- Capturing goals and in particular Maori success as Maori.
- Capturing information to achieve goals so that the Community can see what the School is doing, without the jargon.
- Specific headings for:
  - Property/Finance
  - Covid Response
  - Academic Targets
  - Base Targets
  - Reading/Writing/Maths
- The Strategic Plan is due 20 Mar 22, with final draft ready by 1 Mar 22

The Board discussed the Strategic Plan:

- The Strategic Goals were closer to what a parent would understand and gives them assurance.
- What is the annual academic targets, in particular those at and above. What is the plan to reach 90%?
  - There is the capability to reach 90% but there is a gap in the children's understanding. It will make the teacher aware of what needs to be taught and at what pace.
  - Possibly need to focus on a topic , see what is critical and what the School can deliver.
  - The Strategic Plan should be completed for a normal year and not drop expectations.
  - Te Reo Maori is important and that the MOE have an expectation that the Strategic Plan will encompass a Maori component.

- It was great that the two goals are interwoven.
- The highest priority needs to be clearly seen and the aspiration to do all.
- Target Year Groups if any issues.

The focus could be narrowed to:

- Priority 1 - Maths
- Priority 2 - Writing
- Reading will naturally follow.

Learning progressions need to be appropriate for home schooling as well and to have support in place. The help of parents would be required if it is another difficult year, although not all families are in a position to assist children's learning at home and some children may miss out with the support needed.

Previous Data

- That from the previous data summary that below students were not too far below.
- Silverstream has keen teachers, great parents and good children.
- Consistent teaching.
- Gender and ethnicity has been broken down.
- Year 6 is important and Silverstream need to ensure they are onto it as students move onto their next school.
- What are the expectations and where collaboration is required so that the focus is on the right areas. Parents / Teachers/ Children all knowing where they are at will assist in making things clearer for them.

Silverstream have a great team. Need to look after teachers well being so they don't become burnt out and need to be equipped. Need to help teachers feel confident.

- Need to give teachers skills to give a report every term, aiming for June and then termly after that.
- Have to keep positive with staff and every step forward is a good one.
- Now is a good opportunity due to the cohort entry start.
- The current data report doesn't make much sense to parents in its current format.
- There needs to be a clear outcome and make a measure arbitrary.

PISA - International Student Data

- Information shows it is not just Silverstream School but the whole country falling off the map against other Countries.
- National strategy is working but Silverstream is working against the trend.



### **Strategic Plan 2022-2024**

Complete the strategic plan ready for submission to MOE by 20 Mar 22

**Due Date:** 1 Mar 2022

**Owner:** Lorraine Taylor

Discussion on the Strategic Plan by the Board.

## **2.2 Policy Reviews**

Policy Reviews:

- Look forward (calendar) looks like a lot but can go on School Docs.

- Anything specific that the Board wants to discuss can be put onto the schedule.

## 2.3 Finance Report

The 2022 budget prepared at the end of 2021 is still the same. Discussions between Lorraine, Sarah and Louise to finalise the budget to make it more readable.

The start roll is 414 which is down from end of 2021 has a financial impact. MOE will make a guestimate the roll and the school will submit its roll as at 1 Mar 22. The start number should go up.

Discussion on the vandalism budget being quite high. This is set by the Ministry of their assessment for Silverstream School.

## 3. Other Business

### 3.1 Fundraising Team

### 3.2 Inwards Correspondence

Planning for the Property Budget for 2023 - 2028 will commence in June 2022.

### 3.3 Communications

Silverstream School will use Seesaw as one of its main communications. There will be a need to ensure everyone is signed up.

AI mentioned there is still concern about the amount of communications going out i.e getting same messages on different platforms.

The school will structure messages and times on multiple platforms. i.e school level / teacher level

### 3.4 General Business

The Board had discussions on the following:

- 1 Feb will be a difficult day concerning the Health Order with potential anti vax and mask wearing issues as well as children not being sent to schools for these reasons.
- Mask exemptions will be managed in class and could be different from class to class.
- Teacher only Day was held today (31 Jan 22) and a staff meeting planned for 1 Feb 22 at Tues 3.20 pm to raise any issues.
- Parents and children anxious with minimal access to school site but will be hard to distinguish between NE parents and other parents.
  - Parent site access will be limited to new children however they will not leave a parent / child distressed.
  - Parents can wear masks, settle in child and depart within 15 mins.
- There are no rules around masks in staff rooms and staff meetings.
- Any close contact people will get sick pay, and MOE will reimburse after 8 days sick.
- Mid March will possibly the peak of the first wave. Unless H&S, MOE will not close the school.
- There needs to be risk acceptance with staff meetings and find ways of having meetings i.e zoom.

- Is there a Govt move to delegate to sectors on rules around COVID issues i.e closing the school. The School needs to make the decision of what the threshold is.
- Concern of students coming to school and running out of teachers. Need to look at when the point is to close the school.
- Emergency zoom meetings may need to be held in between Board meetings.
- It is the BOT who makes the decision to close the school.

### 3.5 Closing Karakia

### 3.6 In Committee

## 4. Close Meeting

### 4.1 Close the meeting

**Next meeting:** BOT Meeting #2 21 February 2022 - 21 Feb 2022, 6:30 pm  
Closing Karakia and then In Committee.

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



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

22/3/22